

Hamilton City Council

Application for Mobile Shop Permit

Company Name and/or

Applicant Name

Name of Business

Postal Address

Vehicle Registration Number

Contact Person

Phone

Mobile

Email

Please note: mobile shops are not permitted to operate within the Hamilton Central City area except for events and street markets that have the prior permission of Council.

1. Please outline type of mobile shop, i.e. goods to be sold or type of trade:

2. Do you intend to sell food Yes No

3. Do you intend to sell alcohol Yes No

If you answered yes to either of these questions, please attach a copy of your current food registration and/or alcohol licence indicating the area it covers or a completed application for an alcohol licence and/or food registration.

Please note: this permit does not permit you to serve food or alcohol. A separate food registration and alcohol license is required.

4. Proposed location if known

5. Outline the date of first trading and frequency of trading

6. Indicate the proposed hours of operation

7. Outline what provision you have made for the following services/facilities, if applicable:

Potable (i.e. wholesome, clean) water

Waste water collection and disposal

Handwash facilities

Power source (e.g. electricity, gas)

Parking

Other, please specify

CHECKLIST:

- Payment for permit (75% refundable if application declined)
- Photo(s) of Mobile Shop
- Copy of current alcohol license or application for alcohol license (if applicable)
- Copy of current food registration or application for food registration (if applicable)
- Copy of public liability insurance with minimum value of \$2million**

As part of the processing of your application, a warranted officer of the Hamilton City Council may need to conduct a site visit to view the mobile shop.

It should be noted that Mobile Shops operating within a public place fits within the definition of temporary retail activity as defined within the Hamilton Operative District Plan. Rule 25.3.5.12 of the District Plan a) to e) [25.3.5 Rules - Specific Standards - Hamilton City Council](#) specifies the standards for which mobile shops (as temporary retail activity) must adhere.

Customer Signature		Date	
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Fees Due	\$85 administration fee + applicable mobile shop fee
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The personal information that you provide on this form will be held and protected by Hamilton City Council in accordance with our Privacy Statement (available at <https://www.hamilton.govt.nz/privacy> and at our Libraries, Pools and the Municipal Building, Garden Place) and with the Privacy Act 1983. The Privacy Statement explains how we can use and share your personal information in relation to the interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this statement before submitting this form.

OFFICE USE ONLY

Receipt No.		Date	
A/C Code	02890.0110.0100		
Permit Valid From		To	
Staff Signature			

PAYMENT OPTIONS

Note: For your application to be processed your payment must be received together with this form and requested information.

Pay in Person

You can make your payment at the Hamilton City Council Offices which is based in Garden Place (between Victoria Street and Anglesea Street) in Hamilton. Payment can be made by cash, cheque, eftpos or credit card (Visa and Mastercard only).

Please note for credit card payments an additional merchant fee of 1.2% will be added to the transaction amount.

Pay by Post

Please send your cheque together with this application form to: City Safe Operations, Hamilton City Council, Private Bag 3010, Hamilton 3240.

Pay by Direct Credit

You can make an online payment through your internet or phone banking by using the information below.

Account Information	Account details
Name of account	Hamilton City Council
Account number	02 – 0316 – 0030142 - 06
Particulars (to appear on HCC statement)	Debtors
Code (to appear on HCC statement)	02890.0110.0100
Reference (to appear on HCC statement)	Business Trading Name