



Application for trading in public places licence

Trading in Public Places Bylaw 2023 – LIC-06

DETAILS OF APPLICANT	
Legal name of operator	
Street address	
Postal address	
Name of contact	
Preferred contact number	
Preferred email address	

TYPE OF ACTIVITY (tick appropriate boxes)	
<input type="checkbox"/> Stall	<input type="checkbox"/> Outdoor display of goods
<input type="checkbox"/> Mobile shop	<input type="checkbox"/> Micromobility rental

Proposed dates and times of operation:
Goods / services to be sold:
Are you selling food (if so, a food registration is required):
Vehicle registration (if your mobile trading involves a vehicle):

LOCATIONS WHERE YOU PROPOSE TO TRADE (tick appropriate boxes)
<input type="checkbox"/> Public places and street sides Up to two hours before moving to another location and not within the CBD of any town (unless an approved site)
<input type="checkbox"/> Approved sites As listed in the Schedule of Approved Sites available at https://www.southlanddc.govt.nz/assets/Certificates-and-licences-food-and-alcohol/Forms-Food-and-Alcohol/TPP-Location-Schedule-for-website.pdf
<input type="checkbox"/> Council reserve land during an organised event If the licence holder obtains permission from the event organiser

PAYMENT OF FEE
Application and renewal fees
Schedule of fees and charges are available here https://www.southlanddc.govt.nz/council/fees-and-charges/
Payment options
Bank transfer to SDC's bank account 02 0924 0064987 00 using reference: LIC followed by your trading name (e.g. LIC Bob's Burgers)
In person at any SDC office – locations and opening hours are available here https://www.southlanddc.govt.nz/community-and-facilities/offices/

APPLICANT STATEMENT

I declare:

1. I am authorised to make this application as the person with legal authority for the specified business
2. The information supplied in this application is truthful and accurate to the best of my knowledge

Name:		Job title:	
Signature:		Date:	

FINAL CHECK BEFORE SUBMITTING YOUR APPLICATION

Have you:

- Filled this form in completely and legibly?
- Read and signed the Applicant Statement?
- Arranged payment for this application?

APPLICATION CAN BE RECEIVED

By email	sdc@southlanddc.govt.nz
At an SDC office	https://www.southlanddc.govt.nz/community-and-facilities/offices/