Licence to use Public Places

Complete this form if you want to use public property for outdoor dining or selling things from your business.

Please complete in pen using BLOCK CAPITALS. Tick boxes like this: X

Questions marked Required * must be answered.

Do you need a licence?

You need a licence if

• Your business is in the commercial zones - Town Centre, First Street, and Kuripuni Shopping Village, and
• you want to have dining or displays outside.

You don't need a licence if

- Your business is outside the commercial zones,
- the space you want to use is private property, or
- you have a hawker's licence.

Maps of the commercial zones are available in the policy on our website.

Opening a new business?

We recommend using the free Taking Care of Business pathway. You'll get a dedicated person to guide you through the different licences you need, including this one.

Before you start

You will need:

- A plan or photo of the area you want to use.
- Proof of public liability insurance.
- Letters of support from your neighbours if you want to create a permanent structure or use a car park.

More space

If you need more space, continue on a separate sheet and attach it.

Have questions?

Visit our website and search 'outdoor dining' or contact Council by:

- Calling 06 370 6300
- Emailing mdc@mstn.govt.nz or
- Visiting the Customer Service Centre, 161 Queen Street

Masterton District Council
161 Queen Street, PO Box 444, Masterton 5840
06 370 6300 takingcareofbusiness@mstn.govt.nz
mstn.govt.nz

MASTERTON WHAKAORIORI DISTRICT COUNCIL

Your details

Q1. Business trading name *

Q2. Street address of your premises *

Q3. Contact person *

Q4. Email address
We will send you a link to track your application's progress.

Q5. Phone number

Q6. How would you like us to contact you?

Tick ONE:

- ☐ Email
- ☐ Phone

Your proposal

Q7. Where is the public space you want to use? *

For example: the footpath directly outside our premises at 161 Queen Street.

Q8. What will be in the space? *

Describe the setup including things like tables, chairs, display stands, signage etc.

Q9. Area that will be used (square metres) *

Q10. Will there be any permanent structures? *

- [ ] Yes
- [ ] No

Q11. Do you plan to use one or more car parking space? *

- [ ] Yes
- [ ] No

Q12. When will you use the space? *
For example: Monday to Saturday, 8am to 5pm.

Attachments

Attach a copy of each item listed.

Q13. A site plan or photo showing the area you will use.

Q14. Proof of public liability insurance. *

☐ Attached

Q15. Letters of neighbour support (only required if you have a permanent structure or will use a car-parking space). *

Attach a copy to this form. List what you have attached:

_____

_____

Declaration

Privacy Statement
In submitting this form I agree to my details being used for the purposes stated on this form. The data will only be accessed by necessary Council staff. I understand my data will be held securely. I have a right to change or access my data. I understand that when this data is no longer required for this purpose, official Council procedure will be followed to dispose of my data. If I want to ask for a copy of my data, or to have it corrected, I can contact privacy@mstn.govt.nz. Please see the Masterton District Council Privacy Policy for further information.

Q16. I confirm that the information provided on this form is true and correct. *

☑ Yes
☐ No

Signature
Applicant signature: _____
Date: _____

What happens next

A Council officer will assess your application and contact you by your preferred method. They will:

- Tell you what type of licence you need,
- if there is a fee to pay, and
- share a link where you can track your application.

OFFICE USE ONLY

Entered by: _____ Date: _____ Reference: _____