

# WAIRARAPA COUNCILS



## APPLICATION GUIDELINES FOR HAWKERS AND ITINERANT TRADERS

### Definitions:

**Hawker** a person who carries around goods for sale (usually on foot).

**Itinerant Trader** any person who sets up a temporary business that has not been resident in the district for 6 months and intends to operate for not more than 6 months selling goods from a premises. This excludes hawker.

### Information Required with Applications

1. Completed application form showing date of birth of applicant or sales person(s) where applicable
2. The registration numbers, make and model of vehicles or trailers used are to be included on each licence application.
3. Plan showing layout or set up of shop to scale.
4. Description of goods to be sold.
5. A criminal record history obtained through the Ministry of Justice for operators who Hawk, sell or provide any service to vulnerable sectors of the community. Please note that the Ministry of Justice may take up to 20 working days to process your request.

### Fees Involved

There are two fees payable:

1. One off application fee (non-refundable)
2. Upon application to the Council, annual licensing fee for the registration year calculated in proportion to the remaining registration year. (Fees are based on the type of operation — contact an Environmental Health Officer for more details.)

1 vehicle per registration.

stalls are excluded from trading within some CBD area's unless operating from council approved sites as set out under Trading in Public Places Bylaw (first schedule).

There may be restrictions if you wish to operate on a state highway. You must obtain written approval from the New Zealand Transport Agency pursuant to the Transit New Zealand (Roadside Vendors) Bylaw 1993/2. For more details contact the New Zealand Transport Agency's agent.

New Zealand Transport Agency's agent

Regional Planner

Central Region

Ph (04) 894 5200

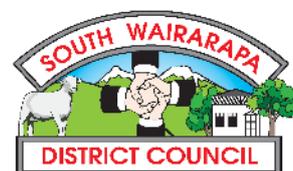
Everyone must comply with the conditions set out in the current council bylaws. You must be familiar with these conditions prior to commencing business. Bylaws can be viewed on the councils' websites or in council offices.



Holloway Street, Carterton  
P.O. Box 9, Carterton 5743  
t: 06 379 4030 f: 06 379 7832  
e: info@cdc.govt.nz



64 Chapel Street  
PO Box 444, Masterton 5840  
t: 06 370 6300 f: 06 378 8400  
e: health@mstn.govt.nz



19 Kitchener Street, Martinborough 5711  
PO Box 6, Martinborough 5741  
t: 06 306 9611 f: 06 306 937  
e: enquirers@swdcd.govt.nz

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## REGISTRATION OF PREMISES

### Application Form

Please return your application to the local council where your business is based, or where you wish to operate your mobile unit for secondary registration. *Address details overleaf.*

**Business Details** New Business  Yes  No

Full name of applicant(s) or company name:

Trading name:

Address of premises:

Postal address (if different):

Telephone:

Mobile:

Fax:

Email:

### Registration Mobile Food Premises, Mobile Shops, Hawkers & Itinerary Traders

Hereby apply for a

Manager's name

Proposed opening date

Number of staff

Hawker

Itinerant Trader

• Items I will be selling:

• Vehicle(s) make and registration number(s):

• Address where Vehicle will be parked when not in use:

• Full description of intended procedures and areas where it is proposed to operate:

Attached Police check (Criminal record) obtained through the Ministry of Justice.

Evidence of consent from NZ Transport Agency (if required).

◇ Please complete details below if the onsite operator is different from the applicant.

## Onsite operator details

Surname

First name  Second name

Postal Address

Telephone number  Email address

Date of birth  /  /  Drivers Licence number

## Additional on-site operator (if applicable)

Surname

First name  Second name

Postal Address

Telephone number  Email address

Date of birth  /  /  Drivers Licence Number

### They will be (tick which applies):

- Mostly walking around the town CBD whilst trading.
- Driving around the area and stopping intermittently e.g. ice cream trucks.
- Trading from the roadside from a suitable vehicle.
- Temporarily located at a fixed premises.

Signature of applicant or agent of business/company:

Application fee payable \$  .

Date  /  /

## OFFICE USE ONLY

### Conditions to be imposed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OFFICE USE ONLY:

NCS No.

Approved date  /  /

Declined  Hold

Conditions to be imposed:  Yes (please list overleaf)  No

Inspection Months

Category classification  
(please tick):

HW

IT

Jan  Feb  Mar  April  May  June

July  Aug  Sept  Oct  Nov  Dec

Planning Approval  Yes  No