

*(In accordance with the Signs and Public Spaces Bylaw)*

**There is a \$160.00\* fee for a Licence to Trade in a Public Place.**

**Details of applicant**

<b>Name of community event:</b>	
<b>Full name of organiser:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**Details of the Trader/Community Event**



To be included only where the licence applies to any premises.

<b>Address:</b>	
<b>Trading or other name:</b> <i>(if any)</i>	

**Details of conveyance**

**Date/Duration of community event:** *(e.g.: 10am – 6pm, Saturday 7 January 2008)*

**Location of community event:** *(Where practicable attach a plan showing the general location of stalls)*

<b>List of stallholders with contact addresses and phone numbers, with type of goods to be sold by each, attached:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Evidence of consent attached (where proposing to trade outside an existing shop or business)</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Signature**

<b>Signature of applicant:</b>		<b>Date:</b>	
--------------------------------	--	--------------	--

\* Please see our [current fees and charge](#) on our website.

**Business/Shop Consent**

If your stall or stand is outside an existing shop or business, please get written consent from that shop or business.

<b>Full name:</b>	
<b>Position:</b>	
<b>Business/Shop:</b>	
	I give consent for:
	to trade in front of my premises for the period shown on this form.
<b>Signed:</b>	
<b>Date:</b>	

**Payment**

<b>Payment Method</b>	Cash	<input type="checkbox"/>	Internet banking	<input type="checkbox"/>
<b>RDC Bank Account Number for Internet banking</b> <i>Please use your name as reference e.g. Lim R Smith</i>			<b>03 - 0683 - 0195600 - 00</b>	

**OFFICE USE ONLY**

<b>Licence granted</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Signed:</b>	
<b>Date:</b>	

**NOTES:**

1. Please read the Signs and Public Space Bylaw. The bylaw can be found on the website or request a copy from the Marton Office, Bulls Information Centre or Taihape Information Centre.
2. If you are planning to sell food (non-profit or for one-off events), please check with Council staff to ensure you also comply with the conduct of the food hygiene regulations.
3. If you are planning to sell food regularly or for profit, you may also need to apply separately for a food licence. Application forms are available for the Council offices.
4. If your stall or stand is outside an existing shop or business, please get written consent from that shop or business –use the area titled Business/Shop Consent included in this form.
5. Please make sure your details are correct. Further information might be required and we may need to contact you.
6. Please allow two full weeks from the date this application is lodged with the Council for it to be processed.