

STREET TRADING LICENCE

The provision of outdoor dining facilities for the consumption of food and/or drinks, including those offered by a licensed premises

Application form and checklist



Auckland City Council Consolidated Bylaw 2008 Part 20 Public Places

STEP 1: Application details

Full name of applicant:

Postal address:

Trade name of business:

Company name:

Phone Business:

Mobile:

Home:

Fax:

Email:

STEP 2: Operational details

Proposed trading site:

Proposed hours of operation:

Outdoor dining proposal specifications

Number of tables

Number of chairs

Number of planters:

Number of heaters
(Tick type)

Fixed
Mobile

Number of screens

Trading area in m²:

Other, please specify

Existing licences held, please complete licence number where appropriate:

Food premises: ENV

Liquor licence: LIQ

Typed or neatly printed name of applicant:

STEP 3: Payment details

A fee is payable on lodgement of all street trading licence applications.

Application fee (non refundable) \$159

Payment enclosed (tick)

Licence fee (per square metre charge) \$53

Payment enclosed (tick)

OFFICE USE ONLY

Cashier

Date

Receipt number:

Licence number:

Please read and sign the declaration on the reverse side of this application

TERMS AND CONDITIONS – these are general terms and conditions and may be amended as necessary.

1. The licence must be displayed in a position clearly visible to the public at the principle entrance to the premises.
2. Evidence of a current public liability insurance to a minimum value of \$1 million be provided to the council to validate the licence.
3. The placement of tables and chairs, open umbrellas, heaters, barriers, screens and other items:
 - must not exceed the width of the shop frontage
 - must leave a dedicated clearway of 1.8 metre minimum for pedestrian flow-path along the footpath
 - All furniture must be kept within the demarcated area.
4. The licence is granted subject to compliance with all relevant District Plan requirements, legislation, policies and guidelines.
5. If the council determines that any blind, screen, planter box or other item is causing an obstruction on public space, the council may in accordance with the Auckland City Consolidated Bylaw 2008 request its removal.
6. All furniture items, planters and signs need to be removed from the street and stored within the premises, at all times outside of approved operating hours of the premises. The licence holder has a responsibility to minimise noise nuisance to the public during furniture removal/storage at the end of days trading.
7. One sandwich board only will be permitted to be placed on the same side of the footpath as the tables and chairs to reduce footpath congestion. An exemption will be required to comply with the Auckland City Consolidated Bylaws Part 26.10.1(d) – Signs.
8. No sandwich boards are allowed on any public places in the Auckland central area in accordance with Auckland City Consolidated Bylaws Part 27 Signs.
9. No additional tables, chairs or other items may be placed on public property without the amendment of the licence, by the council, at an appropriate fee.
10. Auckland City Council reserves the right to alter or revoke the licence if any of the conditions in the licence are not complied with. The licence holder may appeal the decision by writing to the Group Manager, Auckland City Environments, stating the grounds on which they are appealing and providing an outline of the matters they wish to have considered.
11. Both the footpath and the outdoor furniture in front of the licensed premise must be kept clean at all times.
12. The council must be informed within fourteen days of any change in the ownership of the business.
13. Council approved fittings must be used such as anchors for awnings / blinds /screens, etc.
14. The area licensed must be demarcated with council approved markers, set flush with the paved surface.
15. If utility companies need to occupy the footpath for installation and maintenance, or for temporary council permitted events, priority will be given to the works or permitted event over the business holding a street trading licence. An alternative location in the vicinity of the business may be temporarily allowed for the duration of the works or event. Consideration will be given to a partial refund of the fee which will be reflective of the time period that the street trading activity is affected by the works or event.
16. Noise levels must be kept to an acceptable level and activities must not cause a public nuisance.
17. The sale and supply of liquor in an area licensed for street trading must comply with the liquor licence granted under the Sale of Liquor Act 1989.
18. Comply with the instructions of a council officer.

I AGREE WITH THE ABOVE TERMS AND CONDITIONS:

Name (print): _____

Signed: _____

Date: _____

HOW TO MAKE THIS EASIER

In order to facilitate the processing of your application, please ensure that you provide the following information:

Information and checklist

Tick

- A completed application form**
Have you completed the application form name? Is the form signed?
- Application fees**
Have you enclosed the application fee?
(This may need to be determined at the time of lodging the application with a street trading officer).
- Accompanying information**
To ensure you have provided all the required information that must accompany this application please read the Practice guidelines section 4.3.
Have you included:
 - Plan of the proposed site (with dimensions)
 - Photographs
 - Evidence of public liability insurance (minimum value of \$1 million)
 - Evidence of the capacity of your premises to cope with an increase in patron numbers, kitchen size, toilet numbers
 - Planning permission (if not applicable, state why in your application)
 - Building consent (if applicable)

APPLICATIONS CAN BE LODGED AT THE FOLLOWING OFFICE

Auckland City Environments, 35 Graham St, Auckland Central 1010
Auckland City Environments, Private Bag 92516, Wellesley St, Auckland 1141

Disclaimer: Please note that the completion of this form by the applicant and the council does not comprise any type of approval.