



You should use a **BLACK** or **BLUE** ballpoint pen and write in CAPITAL letters inside the box

1 You are applying for a:

OFFICE USE ONLY

Tick only one of the boxes below:

Mobile shops

Market / Food Stalls

One-off food stall

2 Your personal and business details

Full name or company name

Trading name

What is your legal Ownership status?

Sole trader (owner/operator)

Solely owns and operates the business

Partnership

Cooperation between people or groups working together

Limited liability company

A business enterprise whose shareholders' liabilities for any debts or losses is restricted

Other (specify)

Physical address of premises/location

Postal address (if different from above)

Phone

AREA

PHONE NUMBER

Mobile

AREA

PHONE NUMBER

Email

3 Privacy Information and Declaration

▶ The information you have provided is required so that your application can be processed and for statistical purposes. Under the local Government Official Information and Meetings Act 1987, the council may be required to disclose the information to people who request it. If you would like to request access to or correction of your personal information, please contact the council.

▶ PLEASE NOTE: Simply filing an application and paying fees does not mean an applicant is immediately permitted to open for business. Any business that operates before a licence/registration/approval has been issued, and/or before the premises have complied with requirements, risks their application being declined and the possibility of legal action being taken against them.

Sign your declaration here



Date signed

4 Mobile shop and food stall details

Licence duration

6 months 12 months Other

Where do you want to sell?

Markets and events Fenton Street and/or Ngongotaha Road
 Kuirau Park layby's (coffee carts only) Traveling mobile shop
 Other (specify)

What vehicle will you be selling from? (if applicable)

Make and model

Registration number

What food will be sold?

What registration do you currently hold?

Custom food control plan Template food control plan
 National Programme Exempt for registration

Who is your current registering authority?

Local Authority

Registration number

Who is your verifier?

Verifiers name

Verifiers phone number

5 One-off-event food stall details

Where are you wanting to trade?

Event name

Date of event

Organisers name

Organisers contact no.

What food will be sold?

What registration do you currently hold?

Custom food control plan Template food control plan
 National Programme Exempt for registration

Who is your current registering authority?

Local Authority

Registration number

Who is your verifier?

Verifiers name

Verifiers phone number

6 RLC Fees and Charges

For the applicable fees, please visit www.rotorualakescouncil.nz

Cash / Eftpos

1. Cash and Eftpos payments can only be made in person at the Rotorua Lakes Council Civic Centre

Direct Credit

2. Pay into bank account no. 02 0412 0234516 00
3. In the 'Reference' field, write **COMPLIANCE** and your **TRADING NAME** in the code field
4. Enter the date of deposit and your payee name below:

Date of deposit

Payee name

Credit Card

Credit card payments can only be made in person at the Rotorua Lakes Council Civic Centre or by phoning council on (07) 348 4199

7 Contact

Call us

National Ph: 07 348 4199
International Ph: +64 7 348 4199

Fax: 07 346 3143
Fax: +64 7 346 3143

Email us

info@rotorualc.nz

Write to us

Rotorua Lakes Council
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046
NEW ZEALAND

Visit us

Rotorua Lakes Council
Civic Centre
1061 Haupapa Street
Rotorua
NEW ZEALAND

8 Checklist

- A copy of your certificate of registration/licence from your local authority or Ministry for Primary Industries
- A copy of the layout and construction plans for each mobile shop or stall
- A confirmation letter from your verification agency that your NP or FCP covers this activity
- Licence fee

Office Use

Assessing officer

File No.

Licence No.

Premises No.

MPI No.

Licence Duration

Approved

Declined

Lic/Reg fee

\$

Establishment Fee

\$

TOTAL

\$

Payment date

Receipt No.