



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

1 This application is for

- New registration or licence Change of ownership

OFFICE USE ONLY

2 You are applying for a

Tick only one of the boxes below:

- Camping ground Funeral director / mortuary
 Hairdresser Offensive trade

3 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

4 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

5 RLC Fees and Charges

For the applicable fees, please visit www.rotorualc.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

Cheque

1. Make your cheque payable to **ROTORUA LAKES COUNCIL**
2. Attach the cheque to this applications

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

6 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

Office Use

Assessing officer

File No.

Licence No.

Premises No.

MPI No.

Approved

Declined

Lic/Reg fee

\$

Establishment Fee

\$

TOTAL

\$

Payment date

Receipt No.
