



Complete this form with the assistance of the Commercial Trading in Public Place guide - numbers on this form relate to explanatory notes on the guide.

1. Applicant details

1a. Applicant name

1b. Contact person

Postal address

Text input field for postal address

Contact details

Phone

Mobile

Fax

Email

Preferred means for formal correspondence

Post

Email

Phone

1c. How do you operate your business?

Sole Trader

Partnership

Company

2. Proposed trading operation details

2a. Trading name

2b. Nature of business (tick one)

Food and non-alcoholic beverage

Hire of recreation equipment

Recreation services

Commercial film/photography

Markets

Other (please specify)

2c. Details of business, i.e. what do you intend to sell/hire out, etc.

Text input field for business details

2d. Preferred trading location

Preferred site

Alternative sites: Site 1

Site 2

2e. Do you intend to lease a space from an existing building?

Yes

Provide name of current lessee of the building.

No

Text input field for lessee name

Please turn over

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Date received [input] Property ID [input] File reference [input] Application [input]

Received by [input] Applicant ID [input] Document # [input] Receipt # [input]

For sub-lease agreement, confirmation of sub-lease agreement approval from the Council's Property Assets Team or Lessee [input] Reserve Management Plan check [input] Amount paid \$ [input]

Proposed trading operation details continued

2f. Services required on site.

Power

Cold water

Please outline how you propose to provide these if these services are not available at your location:

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2g. Estimated trading area required (sqm).

2h. Trading season

Year round

Specified season.

Provide the following: Start date

Finish date

2i. Trading hours

Start time

Finish time

Duration of site set up (min)

Duration of site take down (min)

2j. How many years would you like to operate at your proposed location?

Assessment against Commercial Trading in Public Places Policy criteria

If the space provided is not sufficient, please feel free to supply your answer as an attachment to this application.

3. Fit with location and enhancement of recreation or use of a public place (25%)

3a. What are the possible effects of your business on the public using this site and how will you manage these effects, e.g. pedestrian access, safety, cables, litter, fire, physical hazards, noise and lights etc.?

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3b. List at least three benefits of having your business at the site and how they contribute and/or add value to the users of the open space.

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4. Points of difference (10%)

4a. What are the points of difference that your business would bring to the area and other businesses in the area?

4b. How will these points of differences contribute to the vibrancy and well-being of the area?

5. Impact on the environment (25%)

5a. Total floor area of your physical structure (sqm).

5b. Provide details and quantities of fixture, furniture or fittings.

5c. Signage required on site. (Include a sketch or photo. Refer to the checklist.)

Description	Dimension
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

5d. Is the structure fully mobile?

Yes
Provide details on how it will be transported to and from the site.

No

5e. Provide details on how you intend to store and remove rubbish from the site.

5f. Will you require a road closure?

Yes

No

6. Business capability/ experience and track record (20%)

6a. Have you ever run a business of this kind before? Provide examples and references where applicable.

Yes

Provide details of your past experience in good business management.

No

Provide details of your past experience in good business management of any other business(es) you may have run in the past.

6b. References. Provide three referees or written references, including business partners/associates and most recent previous business landlord(s).

Name

Phone

Feel free to provide feedback from users of your service or reserve users on the impact of your business on the location, where applicable; or to include emails or facebook comments you have received.

6c. Have you ever been convicted of a criminal offence or are you awaiting charges in a criminal court of law? (this does not include convictions that are subject to the clean slate scheme of the Criminal Records (Clean Slate) Act 2004).

Yes

No

Provide details below.

6d. Do you agree to authorise the council to obtain a copy of personal information held on you by the Department of Courts?

Yes

No

6e. Do you agree to authorise the council to obtain a credit check?

Yes

No

7. Price (20%)

7a. Provide expected revenue per year (in \$).

Based on previous year's audited financial statement

Set fee based on Council's fees and charges, if less than one year

Estimate

8. Applicant's declaration

I declare that:

- I have read the [RFT/Application Process Document] in full and agree to be bound by the Rules set out in Part B of that document, together with all other conditions and requirements set out in that document, and to continue to be bound whether or not this application is accepted.
- To the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given or any material fact withheld, my application may be rejected.
- I understand that the Council is not bound to accept any application, and that the Council is under no obligation to negotiate with, or award a lease or a licence for any site to, any applicant whatsoever.

Name (print clearly)

Signature

Date

9. Documents to be submitted with this application

Office
use

Tick if
provided

The following items must be provided with your application.

Application processing fee (non refundable).

Photos of business, including coloured photos of the structure or a detailed design showing colour, scale, and presentation.

Health and Safety Plan detailing how you will manage the health and safety of your staff, customers and users of the immediate area; and the steps that you would take to identify hazards then eliminate, isolate or minimise them.

Business Plan (if unsure please contact us).

Referees contact details and/or written references.

Qualifications (where applicable).

Signage sketch or photo.

Proof of required safety standards of the proposed structure or vehicle, e.g. vehicle registration, vehicle or building WOF, certificates of electrical compliance.

Audited financial statements for the previous year or other proof of financial performance.

Signed Conflict of Interest Declaration.

10. Status of permits and licences needed for the activity

Approval from Council

Status of approval from the Council

To be submitted Applied Not required

Registration under the Health Act

Temporary road closure

Building consent

Resource consent

Sublease agreement approval from the Council

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Further information required? Y N

Application accepted? Y N

Date of acceptance

Further information required? Y N

Officer