



MOBILE TRADERS LICENCE

Application for Licence to Trade

Environment Health Bylaw 2017/2

Invercargill City Council
Environmental Services
Private Bag 90104
INVERCARGILL
Phone (03) 211 1777

Details of Applicant

Applicant's Full Name*: _____

Company Name*: _____

Postal Address for service of documents*:

Trading as*: _____

Hereby apply for a licence to carry on a business as a Mobile Trader under the provisions of the relevant Bylaws.

Full name contact person*: _____

Contact number*: _____ Email*: _____

Additional Information Required

Registration number of vehicle(s) to be used in association with the business (if applicable)

1* _____ 2 _____ 3 _____ 4 _____

Type of goods to be sold*:

Please ensure the following are attached with your application (if applicable):

- Written Good Character Reference*
- Vehicle Warrant of Fitness and Registration*
- Electrical Certificate*
- LPG Cylinder Certificate*
- Copy of Public Indemnity or Liability Insurance*
- Proposed Operation Procedures* (including operation time, location, procedure to avoid nuisance, annoyance or danger, how hazardous substance are stored securely, and how litter are removed. *This could be in email form.*)
- Supporting information (including floorplan or diagram of mobile or stall with dimensions and photo of the mobile shop or stall)

Missing attachment or details will not be processed unless it is not applicable to the mobile trader. Refer to the standard conditions for a Mobile Trader (Section 2 of the Environmental Health bylaw) on the back of this form.

Administration processing fee

Refer to the Environmental Health [fees](#) and charges on our website.

Applicant's Signature _____ **Date** _____

Office Use Only	
Licence No _____	
Comment _____	
Signed	
Date	

2. MOBILE TRADING

2.1 PURPOSE OF PART 2

To licence and control mobile traders in public places under the control of the Council.

2.2 MOBILE TRADERS TO BE LICENCED

No person may engage in mobile trading without first obtaining a Mobile Trading Licence under this Bylaw. The holder of the licence shall observe the conditions recorded on the licence.

2.3 APPLICATIONS

All applications for a Mobile Trading Licence shall be made on the form supplied by the Council. The Council will require the applicant to provide such information as is necessary for proper consideration of the application, including but not limited to:

- (i) Vehicle warrant of fitness and registration;
- (ii) Electrical certificate;
- (iii) Road user certificate;
- (iv) LPG cylinder annual inspection certificate - from a registered craftsman gasfitter;
- (v) A copy of the applicant's public indemnity or liability insurance.

2.4 ISSUE OF LICENCE

The Council may issue a Mobile Trading Licence to any person on being satisfied that the person is a fit and proper person to hold such a licence by the applicant supplying (on request) the Council with evidence of their good character (personal/business reference/s), and that the proposed operation meets all of the requirements of the Council's Bylaw and any other applicable laws, Bylaws, regulations or rules made by a competent authority and that the fee fixed for issue of the licence has been paid. Police advice may be sought at Council's discretion regarding the suitability of any applicant.

The Council may include in licences such conditions as it thinks fit.

2.5 DURATION OF LICENCES

Mobile Trading Licences issued under this Bylaw shall be valid for not more than one year from their date of issue and if not revoked may be renewed by payment of a further annual fee.

The Mobile Trading Licence is not transferable to another person. If the business or vehicle is sold or transferred to another person, the Invercargill City Council must be notified within 14 working days. The new owner will be required to apply for a licence and will not be permitted to use the mobile or travelling shop until a licence is issued.

2.6 LICENCE TO BE CARRIED

The holder of a Mobile Trading Licence shall carry the licence at all times while engaged in mobile trading and shall show it to any Police Officer, or Authorised Officer on demand. The licence will apply only to the vehicle whose registration number is specified on the licence. The use of any other vehicle will not be permitted without prior written consent from the Council.

The Mobile Trading Licence is valid during the hours specified on the licence.

2.7 NUISANCE, ANNOYANCE OR DANGER TO ANY PERSON

The licensee or operator shall operate any mobile or travelling shop used in connection with the licence, in such a manner as to avoid causing any nuisance, annoyance or danger to any person.

2.8 LIABILITY INSURANCE

The licensee shall carry insurance cover to cover the direct damage to vehicles and public liability (Third Party Insurance) in connection with the vehicles.

2.9 NAME TO BE DISPLAYED

The name of the licensee and details of the products for sale shall be displayed on any stall or vehicle used in connection with the mobile trading.

2.10 HAZARDOUS SUBSTANCES

All LPG cylinders must be stored securely outside the mobile or travelling shop and total no more than 100kg LPG net content. If the mobile or travelling shop is likely to be unattended at any time while in a public place, the cylinders shall be secured against tampering.

2.11 TRADING LIMITS

(a) Unless permission has been applied for and granted from the appropriate Council departments, the Council prohibits all holders of Mobile Trading Licences from trading in the following areas:

- (i) Parks and Reserves, including car parks and roads in Reserves, and Wachner Place except with permission from Council's Parks Manager
- (ii) Roading Manager – all roads including State Highways
- (iii) Environmental Health - Restricted Areas including:
 - Within 300 metres of another premises selling similar products, or
 - Within 50 metres of any intersection or pedestrian crossing where people visiting the site may be placed in danger.

(b) The licensee or operator of any mobile or travelling shop shall not stand or remain stationary in any public place or road except for such time as may be reasonably required for the transaction of business with customers on that occasion, and in any case shall not remain stationary on any one site for a period exceeding two hours, nor stand on any one site more than twice in any eight hour period.

(c) The licensee or operator shall when requested by any Police Officer or Authorised Officer of the Council, alter their position or move from place to place on any road or public place as directed.

(d) Should the licensee or operator fail to comply with the provisions of Condition (b) or if the mobile or travelling shop owned or operated by him or under his control is left unattended in any road or public place it shall be lawful for any officer mentioned in Condition (c) to move the mobile or travelling shop to any safe position.

2.12 LITTER

The licensee or operator shall remove any litter from the surrounding area of the mobile or travelling shop that has been generated by the activities of his/her operations.

2.13 LICENCE MAY BE REVOKED

A Mobile Trading Licence may be revoked by the Council if:

(a) The holder in connection with mobile trading, permits a breach of any provision of this Bylaw or any other law, Bylaw or regulation.

(b) The holder fails to observe the conditions of the Mobile Trading Licence.

(c) Permits any unlicensed person to operate as a mobile trader in connection with the mobile trading operation usually carried out by the licence holder.