



MOBILE TRADING LICENCE

Application for Licence to Trade

Environment Health Bylaw 2024

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

Send all completed applications to
dutyhealth@icc.govt.nz

DETAILS OF APPLICANT

Legal name of operator	
Trading name	
Street address	
Postal address	
Name of contact	
Preferred contact	
Preferred email address	

TRADING INFORMATION

Food truck/trailer registration number(s)	1	2
Types of goods /service offered for sale		
Are you selling food? If yes, provide food registration number		
Proposed dates and times of operation		

TRADING LOCATION

Pre-approved sites: please refer to [maps](#). Sites 2, 5 and 9 will also require booking as per note 2 below.

Other site not pre-approved by Council (Refer to note 1 and 2 below):

Location address and attach a map to this application:

Note 1: If you intend to trade at a street frontage or roadway other than the pre-approved sites then make another application to gain approval to use that site by filling in this [form](#). For further information contact Council Roading Department: on +64 3 211 1777 or email corridormanager@icc.govt.nz.

Note 2: If you want to trade on Council reserve land as part of an event then please book: <https://icc.bookable.co.nz/#/>

ADDITIONAL INFORMATION – enclose where applicable

- | | |
|--|---|
| <input type="checkbox"/> Vehicle warrant of fitness and registration | <input type="checkbox"/> LPG cylinder annual inspection certificate - from a registered craftsman gasfitter |
| <input type="checkbox"/> Electrical certificate | <input type="checkbox"/> A copy of the applicant's public indemnity or liability insurance |
| <input type="checkbox"/> Road user certificate | |

Administration processing fee - Refer to the Environmental Health [fees](#).

Applicant's Signature _____ **Date** _____

Conditions

The following general conditions apply to mobile traders using the Council Street frontage or roadway:

- All sites must be safe for pedestrians and person with disabilities, during placement/removal of mobile trading vehicle and immediately afterwards.
- Any damage to footpaths, vehicle crossings, trees and road frontages must be immediately reported to the Council Road Corridor Manager.
- A Temporary Traffic Management Plan may be required for approval, to the Road Corridor Manager, Invercargill City Council, where the activity is deemed to be affecting the normal operation of the footpath or road.
- At least a 1.8m footpath clearance must be retained between the mobile trading vehicle and any existing structure, tree, parking meter etc.
- The mobile trading vehicle cannot operate when activities or events are being held on neighbouring properties or road reserve without permission of the adjacent neighbouring business or property owners.
- mobile trading vehicle must operate from the kerbside and not have customers in a live traffic lane.
- The licence holder must remove all rubbish at the end of each working day.

Please note the following:

- Street frontage or roadway locations may not be available for use by mobile traders from time to time. The Council reserves the right to restrict the use of Council roads at any time, without notice to the mobile trading licence holder.
- Street frontage or roadway locations are available on a first in-first served basis, and are not available at all times.