



**HASTINGS**  
DISTRICT COUNCIL

# Application for a Mobile Shop Licence

Environmental Health  
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## WHAT IS A MOBILE SHOP?

A Mobile Shop Licence covers people who sell products or services in public places to customers from a vehicle (self-propelled or not) by visiting without making prior arrangements. People who only make deliveries of pre-ordered products for example do not require a Mobile Shop Licence. In the past people have sought and obtained licences to sell food or clothes etc from a mobile shop.

A more detailed explanation of the term Mobile Shop is given in the Hastings District Council Bylaws [Link to Bylaws Part 12 Mobile Shops and Traders](#).

## GENERAL CONDITIONS OF MOBILE SHOPS

The holder of a Mobile Shop Licence is required to abide by the Hastings Consolidated Bylaws and any conditions set in their licence. A copy of some of the standard conditions for Mobile Shops is shown on page 3 of this application form. Council can also set conditions at any time. Failure to comply with the Bylaws or any conditions of a Mobile Shop Licence can result in the revoking of the Licence.

## MOBILE SHOPS SELLING FOOD

In addition to obtaining a mobile shop licence, businesses<sup>1</sup> that sell food are required to register a Food Control Plan or National Programme (see below for further details). The Food Control Plan (FCP) or National Programme (NP) must be registered in the district the business is based in. Application forms to register a FCP or NP in the Hastings District are available on Council's website or can be found at the following link:

[Application for registration under the Food Act 2014](#)

### Food Control Plans

A food control plan sets out the steps a business making or selling higher-risk foods needs to take to make safe food. It is used to identify food safety risks, and to show how they're being managed. Further information on FCPs can be found at the following link:

<https://www.mpi.govt.nz/food-safety/food-act-2014/food-control-plans/>

### National Programmes

A national programme is the way that lower-risk food businesses operate under the Food Act 2014. Further information on National Programmes can be found at the following link:

<http://www.mpi.govt.nz/food-safety/food-act-2014/national-programmes/>

### Where does your business fit in the new food regime?

To help you find out what food safety measure your business needs to operate under, the Ministry of Primary Industries (MPI) have developed a "where do I fit tool?" at the following address:

<http://www.mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/>

### Verification of Food Control Plan or National Programme

Your business will need to be verified (audited) when you first register it. For information on the frequency of subsequent verifications required for food businesses, please contact an Environmental Health Officer at the Hastings District Council.

Please note:

**Currently Council is not providing a verification service for businesses on National Programmes. Therefore you will need to find a private auditor and arrange to have verifications from them. You will need to specify who your auditor is when you register your business. A link to the MPI Auditor Register is provided below.**

<http://www.foodsafety.govt.nz/registers-lists/auditors/index.htm>

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<sup>1</sup> \*The Food Act 2014 came into force on 1 March 2016. The Act applies to all new food businesses.

## STANDARD CONDITIONS FOR MOBILE SHOPS

1. Trading may not be carried out in any of the following areas:
  - (i) Within the Central Business District of Hastings or Havelock North;
  - (ii) On any major arterial route (these may be defined by Council from time to time and currently include Hastings-Havelock Road, Maraekakaho Road, Pakowhai Road, Omahu Road, Karamu Road North, Heretaunga Street, Southampton Street, St Aubyn Street, Karanema Drive, Te Mata Road, Columba Way and Porter Drive, from the 100km sign into the Havelock North Village on Napier, Middle and Te Aute Road);
  - (iii) On the roadside where there is a 100km/h speed limit.
2. The vehicle may only remain stationary for as long as it is necessary to satisfy the business that is immediately available (in no case should the vehicle remain in a position for a period exceeding 60 minutes) and must move a distance of not less than 200 metres between each stop to serve customers.
3. Any advertising device on the vehicle shall not exceed an aggregate area of two square metres.
4. No free standing or additional advertising devices are permitted, including promotional displays and/or signboards that are not part of the vehicle.
5. The vehicle shall be operated in a manner that will only permit sales to take place from the kerbside of the vehicle.
6. Council reserves the right to set further conditions at any time.
7. That the Mobile Shop Licence can be revoked at any time if a breach of these conditions or the Hastings District Council Bylaws has occurred.

## NOTES

- If you are considering starting up a Mobile Shop it is requested that you contact the Environmental Health Section of the Council to discuss the design and requirements first.
- Additional requirements may apply depending on the type and location of the operation.

## HOW TO APPLY FOR A MOBILE SHOP LICENCE

1. It is suggested you discuss the proposed layout for a Mobile Shop with Environmental Health Officers (especially if starting up a Mobile Shop selling food from scratch).
2. Provide confirmation that you have a Food Control Plan or National Programme
3. Return the attached application form, along with the fee to the Hastings District Council.
4. The application will be processed and may either be refused or granted subject to conditions.
5. The Licence should be carried with the Mobile Shop at all times

## Application for a Mobile Shop Licence

### 1. Applicant Details

Full name of applicant: .....

Date of Birth: .....

Mailing Address: .....

Suburb and City: .....

Home phone: ..... Mobile Phone: .....

Email: ..... Fax number: .....

### 2. Business Details

Business Known as: .....

Business phone: ..... Mobile Phone: .....

Email: ..... Fax number: .....

### 3. Application Details

The Renewal / Expiry Date for Licences is the 30th of June every year.

I hereby apply to a Mobile Shop licence to sell: .....

.....

Applicant's Signature: ..... Date: .....

INFORMATION REQUIRED FOR A MOBILE SHOP LICENCE

Please ensure the following documents accompany the application		Tick if completed
1.	Completed application form	<input type="checkbox"/>
2.	<p>Please describe:</p> <p>What you intend to sell: _____</p> <p>_____</p> <p>_____</p> <p>If you are intending to sell food:</p> <p>Where is it produced or purchased from?</p> <p>_____</p> <p>_____</p> <p>Where you intend to sell:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Proposed hours and days of operation:</p> <p>_____</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
3.	<p>Make and Registration number(s) of vehicle(s) (if appropriate)</p> <p>_____</p>	<input type="checkbox"/>
4.	<p><b>Not Selling Food:</b> the mobile shop licence application fee is \$180.00 (including GST).</p> <hr/> <p><b>Selling Food –</b> the mobile shop licence application fee is \$181.00 (including GST). <b>Please note</b> that in addition to obtaining a mobile shop licence, businesses that sell food are required to register a Food Control Plan or National Programme. Please refer to the information “Mobile shops selling food” above (on page 2).</p>	<input type="checkbox"/>
5.	Document Management Fee of \$40.00 (including GST)	<input type="checkbox"/>