



# RUAPEHU DISTRICT COUNCIL

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For Council Use

## Application for Hawkers Licence

Use for Profit Making Organisations – Day/Year Licence

### Applicant Details

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_

### Application Details

Type of Licence Requested:  Day Licence  Year Licence  
Time From: \_\_\_\_\_ Date: \_\_\_\_\_  
Time to: \_\_\_\_\_ Date: \_\_\_\_\_  
Type of food/ products to be sold: \_\_\_\_\_  
Character References Attached (2 required) (Required as part of application process)  Yes  No

### Food Handling Requirements

Type of food/products to be sold \_\_\_\_\_  
Where is the produce to be bought from? \_\_\_\_\_  
How will the produce be stored? \_\_\_\_\_  
What food hygiene precautions will be taken for the preparation and serving of food on site? (i.e. use of tongs, disposable gloves, etc.) \_\_\_\_\_  
First Aid Kit on site  Yes  No Comments \_\_\_\_\_  
First Aid Kit on site  Yes  No Comments \_\_\_\_\_

### Office Use Only

Code Ref: FOOD RFS No: \_\_\_\_\_ Receipt No: \_\_\_\_\_  
Date Available and Booked: \_\_\_\_\_  
 Approved  Not Approved

## Conditions

- The name of the organisation must be clearly displayed at all times.
- Only **non-profit** making organisations may carry out fundraising by way of a stall on any one day in the Main Street.
- The area of pavement that will be affected by the cooking of food must be covered with a suitable material i.e. tarpaulin, cardboard, etc. This will ensure the appearance of the new pavement is maintained at a high level.
- The width of the stall is not to exceed one third of the width of the pavement.
- This permit is not transferable to any other person.
- A copy of this consent must be kept at the location of the stall/hawker at all times while the stall/hawker is in operation.

## Food Safety – Check List for Hawkers

### Personal

- Have short clean fingernails
- Wash hands before commencement of the sausage sizzle
- Wear clean tidy clothing
- Wear disposable gloves when handling food
- Wear protective apron

### Food Storage

- Store goods off the ground away from heat, flies, animals and people
- Store sausages in a clean sealable chilly bin – cooled below 4<sup>0</sup>C by placing a large bag of ice in the bottom
- For convenience, sausages must be precooked and packed in bags of about 12
- Loaves of bread to be stored in wrappers until used
- Sauce to be in clean, washable dispensers
- All goods to be purchased from reputable food premises

### Food Selling

- Food handlers should wear clean tidy aprons while preparing and selling food
- Use food tongs and wear disposable gloves where appropriate
- Pick up all food with food tongs
- Hand the customers food wrapped in bread with tomato sauce on a paper serviette
- Benches and tables need to have a hard washable surface
- Provide hot soapy water and paper towels for regular cleaning of hands and utensils

### Smoking

- No smoking by staff

### Site Exit

- No prepared food is to be kept for later sale
- Area to be tidied and left in a clean state

## Excerpts from the Public Places Bylaw 2008

### 11.6 Obstructing *Public Places*

11.6.1 A person shall not:

- (a) Obstruct the entrances to, or exits, from a Public Place.
- (b) Place, carry or leave any material or thing, including signage, on a Public Place that could obstruct the public right of passage, without the approval of an authorised officer and then only in accordance with such conditions as may be imposed.
- (g) Place any obstruction or permit or allow any obstruction to remain in any Public Place whereby life or limb is likely to be endangered.

11.6.2 Council may require the alteration or removal of any material, building or thing placed on a Public Place in contravention of to this Bylaw, by giving notice to the owner. The owner shall comply with any notice with in the time stated in the notice.

### 11.9 *Use of Footpath and Trading In Public Places*

11.9.1 No person shall without a licence from Council use any part of any street or Public Place for the purpose of setting up any stall, mobile shop, distribute any food, refreshments, newspapers, periodicals, lottery tickets, or otherwise display, advertise, or offer for sale or hire any product or service that is not directly related to a retail business (see section 11.9.5).

11.9.2 Conditions of Licence for Food Stalls are as follows:

- (a) A non-profit organisation or non-profit person may utilise fundraising stalls on any day in the CBD of Taumarunui, Ohakune, Waiouru or Raetihi, or any other Public Place with the written consent of Council.

- (b) Any non-profit organisation or non-profit person may apply for the use of food stalls up to a maximum of six (6) times per year.
- (c) The pavement width occupied by the stall is not to exceed one third of the width of the pavement, and 2/3 of the pavement must be left free.
- (d) When making application to Council the consent(s) of the adjacent business operators, shop owners and/or land owners is/are required to be submitted together with details of the type of goods being offered for sale.
- (e) The area of the pavement that will be affected by the cooking of food must be covered with a suitable drop-sheet to protect the pavement and storm water system from fat, grease and oil stains. Fire extinguishers must be present at all stalls where food is being cooked.
- (f) Any non-profit organization or non-profit person preparing and offering for sale any food at stalls must comply with the Food Safety Checklist for food stalls. The completed Food Safety Checklist must be submitted with the licence application to Council.
- (g) All litter and each stall must be removed from the trading location at the end of the day.
- (h) Any food stall licence issued will be valid for one day only.

11.9.3 Conditions of Licence for Non-food Stalls are as follows:

- (a) A non-profit organisation or non-profit person may utilise fundraising stalls on any day in the CBD of Taumarunui, Ohakune, Waiouru or Raetihi, or any other Public Place with the written consent of Council.
- (b) The pavement width occupied by the stall is not to exceed one third of the width of the pavement, and 2/3 of the pavement must be left free.
- (c) When making application to Council the consent(s) of the adjacent business operators, shop owners and/or land owners is/are required to be submitted together with details of the type of goods being offered for sale.
- (d) All litter and each stall must be removed from the trading location at the end of the day.
- (e) Any non-food stall licence will generally be valid for one day, however at the request of the applicant, Council may use its discretion to extend the duration of a non-food stall licence for a set period of more than one consecutive day.

11.9.5 Conditions of Retailers Display of Merchandise and Furniture:

- (a) Furniture and Merchandise shall be permitted on footpaths provided the boundary between the footpath and the roadway for the use of retailers furniture and merchandise be the first third of the pavement closest to the shop frontage.
- (b) Any person who places or permits to be placed on any footpath, any tables, chairs and associated items such as umbrellas, must comply with the following conditions for the use of a footpath:
  - (i) All items must be placed on the footpath immediately outside the business premises to which they belong and only during the business hours for that premises.
  - (ii) All items must be placed to ensure that 2/3 of the footpath remains clear for pedestrian access past the premises.
  - (iii) Umbrellas must be properly fixed to ensure that they are not blown over by the wind and the lower edge of the canopy must be at least 2.1m from the ground.
  - (iv) Fire exits, fire hydrants, shop doorways and bicycle stands must be kept clear at all times.

12.4 Litter in Public Places

12.4.1 No person shall make use of any litter receptacle for the purpose of placing or depositing any offensive matter or any household, commercial or industrial refuse of any description.

**Itinerant Trader** means any person who is not continuously resident in the District for at least six months and does not own or have a lease over a premise for a period greater than six months and sells any goods, wares or merchandise.

**Mobile Shop** means a vehicle, whether self propelled or not, from which goods, wares or merchandise including food are offered, or exposed for sale in the road reserve, or from which goods, wares or merchandise including food may be ordered in the road reserve (whether or not in pursuance of any invitation to call with the goods, wares or merchandise) or from which services are offered for sale in the road reserve: but does not include any vehicle used to transport and deliver goods, wares or merchandise pursuant to a prior order placed for the delivery of the goods, wares or merchandise.

**Stall** means any non-profit organisation or non-profit person who occupies any portion of any Public Place for the purpose of selling any food or refreshments, newspapers, lottery tickets, textiles, hardware or merchandise.

**Street Appeal** means coordinated and organised events by organisations that ask for, or seek, any subscription, collection or donation from members of the public.

**Trading** means the act of selling or trading or offering to sell or trade goods or services, with or without a vehicle.

Hawkers, Mobile Shops and Itinerant Traders are prohibited in the following areas:

**Taumarunui** Hakaiaha Street from Katarina Street to Turaki Street. Miriama Street from Katarina Street to Morero Terrace, incorporating Marae Street, Manuaute Street and Hikaia Street.

**Ohakune** State Highway 49 (Clyde Street) from Rata Street to Arawa Street, incorporating Goldfinch Street to Ayr Street.

**Raetihi** Seddon Street from State Highway 4 to Duncan Street.