



HOROWHENUA DISTRICT COUNCIL

Contact Details:

If you require any further
information please:

**Telephone for advice or
an appointment:**

Phone: 06 3660999

Visit us at:

**Horowhenua District Council
126-148 Oxford Street
LEVIN**

Write to:

**Horowhenua District Council
Private Bag 4002
LEVIN**

www.horowhenua.govt.nz

**Horowhenua District
Council**

Site Applications for MOBILE SHOPS

A summary of information



Tel: (06) 3660999

**** PLEASE NOTE** - You can not trade within a 100 metres from a business selling the same or like product i.e. Coffee near a cafe.

Also if your site is approved you maybe licensed as a food premise and not a mobile shop due to the duration of your operation at one site. An Environmental Health Officer will discuss this with you on application.

The more information you place into your application the easier it is for a decision to be made. Please remember that this may need to go to a council meeting for approval for a lease to be drawn up (if you sit on council land). Or you may need to apply for resource consent (if you sit on private land). If you wish to sit on a state highway you will also need to approach Transit NZ on 06 3496520.

Your application may be seen by the following departments:

- Roading
- Parks and reserves
- Planning
- Property
- Bylaws
- Building

Please allow sufficient time for the application to be considered as you will not be allowed to operate on the site while your application is being considered. This process may take up to 6 weeks.

A SUMMARY...

Mobile Shop Licence

Application forms for a Mobile Shop Licence can be uplifted from the Council Office or downloaded from our website www.horowhenua.govt.nz

There are some conditions which apply to the issue of these licences—

- The vehicle and food storage area must comply with the standards prescribed by the Food Hygiene Regulations 1974.
- Trading is not permitted in the Central Business areas of the towns of Levin, Foxton and Shannon; unless permitted to do otherwise (see the “if you want a permanent site” section)
- Trading is not permitted in any reserve except with the prior written permission of Council.
- Trading is not permitted within 100 metres of any shop selling similar goods.



- Chimes or other forms of advertising, including recorded or amplified sound must be controlled, so as not to be a nuisance or mask the sound of approaching traffic.
- The vehicle is not to remain stationary in any street or public place except for such reasonable time as is required to complete transaction of business with customers.
- The operator is responsible for collecting and removing litter generated in the immediate vicinity of the vehicle as a result of its trading operations.
- The operator is to have their name legibly displayed in letters not less than 25 mm in height in a conspicuous place on the exterior of the vehicle or mobile shop.
- The licence shall be carried by the operator at all times when selling from the vehicle, and shall be produced on request.



If you want a permanent site

The Horowhenua District Council requires that people wishing to site a mobile shop within its district apply in writing providing the following details:

- A photo of your truck and any signage you will use to attract customers.
- A photo, marked map and description of every proposed location (i.e. outside 123 “road name” - on the berm)
- The days and times for each location (i.e. Monday to Thursday 9:00am until 4:00pm for site xyz)
- A description of the products you wish to sell.
- Whether you will do this all year round or part of the year.
- Your contact details - mailing address, email, phone number

