

## Information and Application Form

See the Gisborne District Mobile Shops, Hawkers, Stall and Itinerant Traders Bylaw 2008 for further details.

### Definitions

**Mobile shop** — A mobile shop is a vehicle from which goods are offered for sale in the street.

**Hawker** – A person who carries around goods for sale (usually on foot). This excludes those who sell their goods from a vehicle.

**Itinerant Trader** - Any person who sets up a temporary business that has not been resident in the district for 6 months and intends to operate for not more than 6 months selling goods from a premises. This excludes hawkers and mobile shops.

### Information Required with Applications

1. Completed application form showing date of birth of applicant or sales person(s) where applicable (this application is also referred to the Police)
2. The registration numbers, make and model of vehicles or trailers used for mobile shops are to be included on each licence application.
3. Description of goods to be sold.
4. Two character references to be supplied of the actual sales person(s).

### Fees Involved

There are several fees payable:

1. All mobile shops, hawkers and itinerant traders are required to pay an application fee.
2. All mobile shops hawkers and itinerant traders are required to pay an annual registration fee. The registration year runs from 1 October to 30 September.
3. All businesses selling food are required to pay an additional annual food premises fee.

Fees are based on the type of operation — contact an Environmental Health Officer for more details.

**Note:** In the first year of operation the annual fee charged is proportional to the amount of the licensing year left to run.

If you wish to operate a mobile shop on a state highway where the speed limit is in excess of 50 km/hr, you must also be registered by the New Zealand Transport Agency pursuant to the Transit New Zealand (Roadside Vendors) Bylaw 1993/2. For more details contact the New Zealand Transport Agency's agent, Opus International Consultants Limited, Nga Wai E Rua, 75 Peel Street, Gisborne - phone (06) 868 5199.

If your gross laden weight is in excess of 6000kg you will require a Transport Service Licence Label from New Zealand Transport Agency. Please contact their Napier office for further information — phone (06) 974 5520.

## Mobile Shop Conditions

All mobile shops must comply with the conditions set out in Section 10 of the Gisborne District Mobile Shops, Hawkers, Stalls and Itinerant Traders Bylaw 2008.

You must be familiar with these conditions prior to commencing business.

## Minimum Standards for Mobile Shops Selling Food

### Fruit and Vegetable Produce

#### 1. Vehicle Structure

- a. Easily cleaned.
- b. Maintained in good repair, clean and tidy condition.
- c. Protect product from the weather e.g. sun, rain etc.

#### 2. Hygiene

- a. Minimum of bowl, warm water, soap and towel(s) to be provided for hand washing.
- b. A first aid kit to be provided.
- c. Food workers to be clean and tidy.
- d. Smoking not permitted.

### Other Food Products

The following is based on the requirements of the First Schedule of the Food Hygiene Regulations 1974.

#### 1. General

The mobile shop shall be well constructed, in good repair and as far as practicable, offer no entrance or harbourage for rodents. The vehicle is to be kept clean at all times and be thoroughly cleaned at the end of each working day.

#### 2. Floors

Floors shall be smooth, impervious and easily cleaned, with all angles between floor and walls rounded off to a height of not less than 75mm from the floor. The materials of which the floors are constructed shall be suited to the work or process carried out in the mobile shop.

#### 3. Walls

Suitable walls are to be provided on all sides of the vehicles. One side may have an opening door/window for sales of product that does not open out into traffic lanes. Internal surfaces shall be dustproof, smooth, non-absorbent and easily cleaned. Walls wetted or fouled shall be impervious. Internal surface of walls shall be painted or treated as an Inspector may approve. In some cases walls will have to be insulated. Cab to be separated from food area.

#### 4. Ceilings

A suitable roof shall be provided. Ceilings or undersides of roof and supports shall be smooth, dustproof, easy to clean, non-absorbent and light in colour. Trusses shall be enclosed. In some cases ceilings will have to be insulated.

#### 5. Lighting

The interior of the mobile shop shall have a minimum illumination of 215 lux, measured 900mm above the floor. Lighting shall be free from glare or shadows.

## **6. Wash Hand Basin**

A fixed wash hand basin with piped hot and cold water, soap, towels, nailbrush and waste discharge to a holding tank. Use for hand washing only.

## **7. Cleaning Facilities**

Adequate facilities for cleaning the interior of the mobile shop shall be provided. In some cases this will mean a suitably sized sink separate from the wash hand basin.

## **8. Hot Water Supply**

Sufficient hot water at 63°C to sinks (where required): 10 - 25 litres storage capacity will probably be sufficient, larger scale operations will require more. Wash hand basins should have tempered water at 38°C or more, hot and cold water.

## **9. First Aid**

Suitable and sufficient First Aid materials in a marked box.

## **10. Personnel**

Persons engaged in handling food are:

- a. To be free from infectious disease and infected cuts.
- b. To wear clean washable overalls/aprons appropriate to the type of food being handled (suitable storage shall be provided for this protective clothing).
- c. Not to smoke whilst handling food.

Any further applicable provisions of the Food Hygiene Regulations shall be complied with particularly in relation to storage, temperature control, conduct and maintenance.

## **11. Ventilation**

To maintain comfortable conditions. Adequate to prevent premises becoming excessively heated, to prevent condensation and to remove objectionable odours. If natural ventilation is not satisfactory, mechanical ventilation is required.

## **12. Seafood**

- a. All seafood must be obtained from a registered source or registered premises.
- b. If the source of supply is changed, the Council is to be notified.
- c. Shellfish or similar foods are to be kept in a wholesome condition. They are not to be immersed or refreshed in creeks, rivers, sea or any other water likely to be contaminated.
- d. They are to be sold in ventilated plastic bags or similar containers so that the condition of the shellfish can be seen by the customer.
- e. All dead and decayed shellfish or similar foods are to be disposed of in a sanitary manner. They are not to be offered for sale.
- f. The seafoods or similar perishable foods are to be kept cool with ice packs or some similar method and the canopy insulated against heat from the sun.
- g. Seafoods are only to be stored in a licensed vehicle or in a licensed food premises if stored overnight or for more than one day.
- h. A suitable metal tray is to be provided for catching liquids from mussels or similar foodstuffs.

## **13. Storage and Preparation at Home**

In limited cases it will be permissible to store and clean the vehicle at home, otherwise approved commercial premises will have to be used.

Limited supplies of food may be stored in the vehicle provided any required temperature and ventilation stipulations are complied with.

Bulk storage of food must be at a registered food premises, or may be at the orchard in the case of fruit and vegetables.

Provided enough space is available and the vehicle is suitable, limited food preparation may be carried out in the vehicle. Otherwise preparation will have to be carried out at a registered food premises which will require its own certificate of registration.

Fruit and vegetables may be packed and stored at the orchard. However all other storage and food preparation is not to be carried out in the home.



## Application form

### Business details

**If applicant is a company:**

Company name: \_\_\_\_\_

Contact person \_\_\_\_\_ Position: \_\_\_\_\_

**Or if applicant is an individual:**

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Second name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Cellphone number: \_\_\_\_\_ After hours: \_\_\_\_\_

Trading name: \_\_\_\_\_

Hereby apply for a Mobile Shop/Hawker/Itinerant Trader Licence to sell: \_\_\_\_\_

\_\_\_\_\_

Vehicle(s) make and registration number(s): \_\_\_\_\_

Proposed commencement date: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ Please complete details over the page if the onsite operator is different from the applicant.
- ▶ Two character references must be attached to this application form (references for any additional onsite operators must also be provided).
- ▶ A Police check will also be made on the applicants/operators.
- ▶ Please provide copies of food hygiene training certificates, if required.

Application Fee	\$	Code: 31 00 03 0359
Registration Fee	\$	Code: Lodgement
Total fees owing	\$	

GST Registration Number: 52-153-239

Environmental Health : A176543 – Updated November 2010

## Onsite operator details

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Second name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drivers Licence details: : \_\_\_\_\_  
                  DD    MM    YY

## Additional on-site operator (if applicable)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Second name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drivers Licence details: \_\_\_\_\_  
                  DD    MM    YY

## Additional on-site operator (if applicable)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Second name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drivers Licence details: \_\_\_\_\_  
                  DD    MM    YY

# Police Check

## Application for Mobile Shop, Hawker, and Itinerant Trader

*This form will be forwarded to the Police as part of the application. Please provide details of each onsite operator if different from the applicant.*

### Onsite operator details

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Second name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drivers Licence details: \_\_\_\_\_  
                  DD    MM    YY

Trading name/ selling on behalf of: \_\_\_\_\_

Items sold: \_\_\_\_\_

### Additional on-site operator (if applicable)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Second name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drivers Licence details: \_\_\_\_\_  
                  DD    MM    YY

### Additional on-site operator (if applicable)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_ Second name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drivers Licence details: \_\_\_\_\_  
                  DD    MM    YY

I / They will be (circle which applies):

- Mostly walking around the city centre whilst trading.
- Driving around the Gisborne area and stopping intermittently for no more than 30-40 minutes at any one time e.g. ice cream trucks.
- Trading from the roadside from a suitable vehicle.
- Temporarily located at a fixed premise.

Environmental Health : A176543 – Updated November 2010

Name	Qualification e.g.NZQA Unit 167	Year Obtained

Please provide copies of food hygiene training certificates for all food handling workers

### Officer's report

Designated Officer Approval required? Yes  No - Date obtained: \_\_\_\_\_

Approved / Declined / Hold: \_\_\_\_\_ Date applicant notified: \_\_\_\_\_

Officer: \_\_\_\_\_ Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD MM YY

Conditions to be imposed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Category classification: MS \_\_\_\_\_ NFMS H IT Licence No: \_\_\_\_\_

Inspection months (circle): Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov

cc: Trade Waste Engineer Yes / No

cc: Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Initials: \_\_\_\_\_  
DD MM YY