

# Application Form

## Registration of Street Café Permit

South Taranaki District Council  
Private Bag 902, Hawera  
Phone: 0800 111 323  
Fax: 06 278 8757  
Email: [regservices@stdc.govt.nz](mailto:regservices@stdc.govt.nz)



### THIS APPLICATION IS FOR:

- New registration  Transfer of registration (change of ownership)

### 1.) APPLICANT DETAILS

Full name of applicant/company:			
Address of applicant:			
Home phone:		Mobile phone:	
Email:			

### 2.) PREMISES DETAILS

Trading name of premises:			
New Trading Name (if transferring):			
Address of premises/location:			
Postal address (if different from above)			
Contact person:		Position held:	
Business phone:			
Start date of operation:			
Trading hours:			

### 3.) LIQUOR LICENCE (please circle)

Is there a liquor licence in force on the premises?	YES / NO
Please state the liquor licence number (if applicable)	

Note: to allow consumption of liquor within the permitted Street Café area, it may be required to be included on your liquor licence. Please see the Liquor Licensing Inspector for more information.

### 4.) FOOD REGISTRATION CERTIFICATE

Do you have a food registration certificate for the premises?	YES / NO
Please state the food registration certificate number (if applicable)	

### 5.) OPERATIONAL INFORMATION

Please state the days and hours you intend to operate using your street café permit:	
Days:	Hours:

## 6.) STREET CAFÉ FURNITURE

Please describe the street café furniture intended to be used, including colour, style, design etc.

## 7.) DIAGRAM OF THE AREA

Please draw a diagram showing the area of the footpath that is to be used for the temporary placement of dining furniture. The diagram **MUST** show measured dimensions of the area and the footpath involved and the measurements of the furniture to be used. Please include the location of your building and other features such as lamp posts and signs in the diagram.

## 8.) PHOTO OF FURNITURE TO BE USED

A photo of the furniture you intend to use must accompany this application. Please place the furniture *in situ* as to how it will be used and placed on the footpath.

*(please attach photo to this page of the application)*

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**9.) DECLARATION**

Signature of owner/occupier: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby state that the information provided on this form is true and correct.

By signing this form I understand my obligations as an owner/occupier under the terms of the *South Taranaki District Council Street Café Policy (see the attached policy on page four of this application form)*.

I agree to abide by the conditions and any other requirements relating to my Street Café Permit.

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**FOR OFFICE USE ONLY**

<b>Contact Centre check list:</b>		<b>Officer check list:</b>	
Complete:	YES / NO	Licence no:	
Fee Paid:	YES / NO	Provided to EHO	
Receipt no:		EHO completed:	
Date paid:		Provided to RM	
Fee amount:	\$250.00	RM completed	

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## Street Café Policy - Conditions of use

The following are the conditions of the Street Café Policy as set by the South Taranaki District Council and must be complied with in order to occupy the footpath as an extension of your business.

### Policy

**Purpose:** To permit temporary dining furniture from commercial properties, to be located on the adjacent footpath portion of the road reserve, for the purposes of street cafes, providing that the specified criteria are met to the satisfaction of the Council.

- 1) *Use of the permit*
  - The permit is to allow alfresco dining. The use of the area for smoking and drinking purposes may lead to revocation of the Permit.
- 2) *Maintenance of adequate pavement width for pedestrians*
  - Furniture must not be placed outside the permitted area without prior permission of the Council. A width of at least **1.5m** of remaining footpath outside the requested Permit area must remain clear
- 3) *Satisfactory hours of operation*
  - The furniture must be temporarily placed, and shall remain on the footpath only during the stated hours on the Permit
- 4) *Removal of litter*
  - The holder of a Street Café Permit must collect and remove from the permitted and surrounding area any litter associated with use of the area. The litter shall not be swept into the gutter or placed in public rubbish bins
- 5) *Design and appearance of furniture*
  - The design and appearance of furniture will require approval by the reporting officers on behalf of the Council as part of the application
- 6) *Host Responsibility*
  - The holder of the Permit is responsible for the behavior of patrons within the permitted area and must prevent them from causing disturbance to pedestrians or neighboring commercial businesses
- 7) *Responsibility for making good any damage*
  - The holder of a Street Café Permit is responsible for the repair of any damage within the permitted and surrounding area, caused by the activity of customers
- 8) *Accommodation of other activities*
  - The holder of a Street Café Permit must accommodate street works or any other event as requested by the Council
- 9) *Review and the Right to withdraw*
  - The review of the permit entitlement occurs annually
  - The Council reserves the right to withdraw the permit at any time
- 10) *Other conditions which shall apply*
  - Any application for a Street Café Permit will require approval from the Police, neighbouring commercial business operators, the Council's Roading Manager, Planning Manager, and the Environmental Health Officer. Any permanent fixture, furniture or structure must also be approved by the relevant Community Board and Building Control Manager. Some applications for permanent fixtures may also require a Building Consent or Resource Consent
  - All legislative requirements and Council bylaws must be met at all times, including the Sale of Liquor Act 1989, Food Hygiene Regulations 1974, the Building Act 2004, the Resource Management Act 1991 and the Liquor Control Bylaw.