

Expression of Interest and Application Form for Commercial Operators Licence



Introduction

This information is required to be submitted to Council to operate a commercial activity from mobile premises on or over a TCDC owned Council reserves. *(Note: This excludes wharves and boat ramps.)*

The area occupied by a commercial operator is restricted to the immediate area of the activity and shall not unduly encroach onto the general public's use of a public place.

This information will provide details on your experience, skills, proposed business activity and how you will deliver your service/product, while ensuring public/customers safety is maintained at all times.

What you need to do

- Complete the Expression of Interest and Application Form
- Supply all required supporting documentation

How to submit your expression of interest

- Post – Thames-Coromandel District Council, Private Bag 1001, Thames, 3540
- Email: customer.services@tcdc.govt.nz
- Hand in your application at any of our service centres

Brief overview of the process for issuing a Commercial Operators Licence

- TCDC advertises to the public to submit a completed Expression of Interest and Application Form and provide all required documentation;
- All applications are reviewed and processed in accordance with Reserves Management Plan;
- A report is presented to the Community Board for their recommendation;
- Once the Community Board has made a recommendation, the recommendation is then presented to the Councillors' at the Council meeting for a final decision;
- Staff will then contact applicants to advise the outcome.

Current Annual Fees

Commercial Operator – operating during the summer period & holiday weekends (Christmas to Easter)	\$360.00
Commercial Operator – operating all year and in one location	\$520.00
Commercial Operator – operating all year and in 2 - 4 locations	\$775.00
Commercial Operator – operating all year and in 4+ locations	\$1,000.00

**An invoice will be issued for each year of operation, fees are subject to change*

Should the licence be approved by Council, you will be required to provide all mandatory supporting documents before licence is issued. Should the licence be cancelled/revoked, once issued, the fees are not refundable.

The licence is not transferrable. If there is a change of licensee a new application is required to be lodged.

1) **What type of commercial operators licence are you applying for?**

(tick appropriate box)

- Licence to operate during the summer period and holiday weekends (Christmas to Easter)
- Licence to operate all year and in one location
- Licence to operate all year and in 2 - 4 locations
- Licence to operate all year and in 4+ locations

2) **Applicants details: (tick appropriate box)**

- Private operator Company Partnership Club

Company/Partnership/Club name	
Trading as (if applicable)	
Surname	Given names
Phone number	Email address
Postal address for service documents	

3) **Invoice: (tick appropriate box)**

- Company Contact person
- Other (please specify) _____

4) **Application type: (tick appropriate box)**

- Food drink Recreation
- Other (please specify) _____

5) **Description of proposed activity and how each provides a benefit to the public:**

Is your commercial activity a marine activity? YES NO

If YES please select the option which applies to your vessel/boat.

Does your vessel/boat have an engine? YES NO

If NO please select the option which applies to your vessel/boat.

Is the marine adventure activity: In scope of regulations out of scope of regulations

Has the applicant(s), currently or previously received any infringements and/or under investigations from Waikato Regional Council or WorkSafe NZ, breaching WRC Maritime Bylaws YES NO

If yes: Please provide full details and outcome

List the equipment you would use for the activity/activities (e.g. vehicles for transportation or vending).

Vehicle registration number:

Provide a description of any part of your commercial activity which may restrict public access within the public place.

Provide details on where your commercial activity requires consents from other authorities (Such as Department of Conservation or Waikato Regional Council).

- 6) Please provide sufficient information below to determine which TCDC owned reserves you wish to operate from, including days and hours of operation (**Note: This does not include wharves and boat ramps.**):

Reserve/public place #1:

Location/address:

Days of required operation	Hours of operations	
	Start time	Close time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Reserve/public place #2:

Location/address:

Days of required operation	Hours of operations	
	Start time	Close time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Reserve/public place #3:

Location/address:

Days of required operation	Hours of operations	
	Start time	Close time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Reserve/public place #4:

Location/address:

Days of required operation	Hours of operations	
	Start time	Close time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Reserve/public place #5:

Location/address:

Days of required operation	Hours of operations	
	Start time	Close time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Reserve/public place #6:

Location/address:

Days of required operation	Hours of operations	
	Start time	Close time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Reserve/public place #7:

Location/address:

Days of required operation	Hours of operations	
	Start time	Close time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Outline how the service or product will be delivered to the public/your customers.

7) Previous Experience: *(if you have more detail – please use a separate sheet)*

Please provide a statement detailing your relevant experience in operating the commercial activity including the number of years in business. If you propose to engage subcontractors, provide a statement detailing their relevant experience.

Please provide the contact names, addresses and phone numbers for two referee's.

8) Management and Technical Skills:

Describe the management skills which will be used, including management qualifications training and/or experience.

Describe the technical skills that are required to operate the commercial activity.

State the number of employees you will require to operate the commercial activity.

Provide details of national standard/code of practice that you use.

Provide an outline of your marketing plan including marketing material.

9) Site plan:

Provide a site plan (aerial map) of each reserve that you would like to operate from. This should include:

- All entry and exit points, including access for emergency vehicles;
- The location and number of all structure/s (including marquees/sunshade, tables) and
- Any area where vehicles or animals are to be permitted

To obtain a site map please visit TCDC website Smart Maps and Select parks & reserves:
www.tcdc.govt.nz/Our-Services/SMART-Maps/SMART-Maps-Portal/

10) Health and Safety Plan:

Submit a Health & Safety Plan.

The plan needs to manage risk to Health & safety which may arise from the commercial activity or the location where the activity operates from. It also needs to meet the requirements of the Health & Safety Work Act 2015, as well as all relevant regulations, standards and approved code of practice. More information is available on worksafe.govt.nz;

Privacy Act 1993

The information collected will be used to ensure the effective facilitation of your application for a commercial operator's licence. It will, therefore, be distributed to other council departments, external agencies and will be used for public information as required.

The information supplied with this application is true and correct according to the best of the applicant's knowledge. The applicant agrees to abide by any conditions which TCDC may impose on the exercise of its grant of this application, provided that TCDC gives reasonable notice of any additional conditions to the applicant.

The licensee must comply with the Council Bylaws. These can be viewed on www.tcdc.govt.nz

The licensee agrees that the cost of any works (new or remedial) required for the commercial activity will be paid by the licensee.

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)

Mandatory Documentation Required:

- Detailed current aerial site map of each reserve (A4)
The areas to be used for the commercial activity, including the location of marquees, vehicles, stalls, the principal/main entrance
- Public Liability Insurance Certificate
- Health & Safety Plan. Risk Analysis and Management Programme (RAM);
- Marine Activities: *(if applicable)*
 - Vessel with engine:**
 - Maritime Operators Certificate
 - Valid Skippers Qualification
 - Vessel in scope of regulations:**
 - Confirmation of successful audit documents
 - Confirmation of being listed as an approved agent
 - Vessel out of scope of regulations:**
 - Current letter from Work Safe confirming that the activities are outside the scope of the regulations
- Marketing material