

Draft Trading in Public Places Bylaw 2024

Statement of Proposal

1. Introduction

Southland District Council is seeking public feedback on the draft Trading in Public Places Bylaw 2024 (the draft bylaw).

This draft bylaw allows Council to regulate and manage trading activities including mobile trading, alfresco dining, signage and retail displays in public places which are owned or controlled by Council.

Council acknowledges that when well-managed, alfresco dining, mobile shops, stalls and trading in public places helps to attract visitors, and adds character and vibrancy to our District.

Conversely, if trading is not sufficiently regulated, it can lead to a number of negative outcomes, such as, posing a safety risk to road users, causing undue noise and litter, and impacting the local area.

The review of the Trading in Public Places bylaw aims to ensure that Council has got the balance right.

This statement of proposal is prepared under sections 83 and 86 of the Local Government Act 2002 (LGA) and contains:

- a copy of the draft Trading in Public Places Bylaw and rationale behind it
- information about the proposed amendments, including Council's determinations under section 155 of the LGA
- any other reasonably practical options
- a description of the consultation and submission process, including the period within which views on the draft bylaw may be provided.

2. Proposed changes

Council is currently reviewing the Trading in Public Places bylaw along with the Signs and Objects on Roads and Footpaths bylaw and the Alfresco Dining policy. One of the changes proposed is to consolidate provisions that relate to trading activity on land that Council owns or controls under one 'Trading in Public Places Bylaw'.

The full draft Trading in Public Places Bylaw is included with this proposal as attachment A.

The draft bylaw contains some general conditions that aim to prevent nuisance, health and safety issues arising from trading activity in public places. The draft bylaw also has specific sections that provide provisions to regulate:

- the level and intensity of mobile trading activity in public places
- the use of street dining furniture to keep streets clean, safe and not hindering pedestrian flow
- the placement of retail displays and signage on footpaths and berms under the control of Council.

The draft bylaw also contains general information regarding:

- how to get approval
- information about enforcement

- information about penalties

Council undertook preliminary engagement earlier this year to gather information as to what stakeholders view as the main issues with the existing bylaws and policy. Council considers many of the issues addressed in the existing bylaws and policy remain current and appropriate for the District today.

As a result, the draft bylaw contains many of the current provisions, along with minor updates to ensure consistency with current practice and responsibilities, with other Council documents, and to ensure that the bylaw is relevant for the District today and in the future.

PROPOSED CHANGE	WHAT IS IN PLACE CURRENTLY	REASON FOR THE PROPOSED CHANGE
Consolidation of relevant provisions from the current Trading in Public Places bylaw, the Signs and Objects on Roads and Footpaths bylaw (now lapsed), and the Alfresco Dining Policy into one 'Trading in Public Places Bylaw'	Activities are currently regulated separately under the current Trading in Public Places Bylaw, the Signs and Objects on Roads and Footpaths Bylaw (now lapsed), and the current Alfresco Dining Policy.	To provide greater clarity and increased understanding of how trading activities are regulated in public places. Ensure the public can find relevant information easily. Create internal review efficiencies.
Removing the discretion for community boards to choose to waive fees in relation to the alfresco dining trading activity	The current Alfresco Dining Policy gives community boards the discretion to choose where or not annual fees in relation to the activity should be remitted	Allows for a consistent District wide approach to be applied. Enables administration and compliance costs to be borne by licensee
Removing provisions applicable to signs and objects on roadways	The lapsed Signs and Objects on Roads and Footpaths Bylaw applied regulations to both roads and footpaths	The provisions of the lapsed Signs and Objects on Roads and Footpaths Bylaw that relate to roadways will be considered when the Roadway Bylaw is reviewed later this year.
Adding the commercial hire of micromobility devices in public places to the definition section of 'trading activity' that may be regulated by the bylaw	Currently there is no ability to regulate this activity	Proposed to enable Council to regulate the hire and parking of micromobility devices on public land by requiring permission of Council for this activity.
Distance changed from 1.2m to 1.5m continuous, straight line width of footpath to remain clear of signage and retail displays	The lapsed Signs and Objects on Roads and Footpaths states a minimum of both 1.2m and 1.5m width of footpath to remain clear of signs and objects	For clarity and to align with minimum distance to be left clear under the alfresco dining provisions.
Removing conditions no longer imposed (e.g. use of musical chimes and evidence of good character)		Ensuring the bylaw provisions remain relevant and fit for purpose

Removing 'milk vendors' from service delivery vehicle exemptions		Ensuring the bylaw provisions remain relevant and fit for purpose
Addition of proof of current food registration certification to potential application requirements		Ensuring the bylaw provisions remain relevant and fit for purpose
Restructuring the bylaw so the general provisions are at the start, and the more specific conditions for each activity follow		To clearly identify the rules that apply to everyone Clarity, readability
Minor changes to definitions, and to clarify and to improve readability and align with other legislative changes.		Ensuring the bylaw remains relevant and fit for purpose. Clarity, readability.

3. The reason for the proposal

The key reasons for this proposal are to:

- address issues relating to activities occurring in public places, including mobile trading, alfresco dining and the placement of signage and retail displays.
- seek community views on the issues covered by the draft bylaw
- seek community views on the draft bylaw
- to encourage people to give feedback on the draft bylaw
- to let people know how they can give feedback

4. How you can have your say

Anyone can make a submission online at www.makeitstick.nz. Submissions will be accepted from 8am on Thursday 12 October 2023 and must be received **by 5pm on Monday 13 November 2023**.

All submissions should state:

- the submitter's name
- the submitter's contact details
- whether or not the submitter would like to speak to Council about this matter.

If you need help submitting please contact Council at 0800 732 732, or call in to one of Council's offices. All written submissions made to Council will be acknowledged and made available to the public.

Council intends to hold a hearing late November 2023. This is when anyone who has made a written submission and who has said they would like to speak to Council, can do so at a yet to be scheduled Council meeting. This meeting will be open to the public. If you indicate you would like to be heard,

Council staff will get in touch with you to arrange a time for you to speak at the hearing. If at the hearing you have any requirements, please let us know.

5. Timetable for consultation

The dates below outline the timetable for the consultation process. Any changes to these dates will be publicly advised on Council's Facebook page and website.

ACTION	DATE
Council resolves to undertake public consultation regarding the draft policy	Wednesday 4 October 2023
Advertisement in Southland Express, Southland Times and the Ensign	Between Wednesday 11 October 2023 and Saturday 14 October 2023
Submissions open	Thursday 12 October 2023, 8.00am
Submissions close	Monday 13 November 2023, 5.00pm
Hearing	Date to be confirmed after submissions period ends
Deliberation	Date to be confirmed after Hearing
Public notice of final decision	Date to be confirmed after Hearing

6. Information about the proposal

Background

Council has the power under the Local Government Act 2002 to make bylaws to protect the public from nuisance, protect, promote and maintain public health and minimise the potential for offensive behaviour in public places.

Council has recently undertaken the review of a number of inter-related bylaws and a policy.

These documents are the:

- Trading in Public Places Bylaw 2013
- Signs and Objects on Roads and Footpaths Bylaw 2016
- Alfresco Dining Policy 2015

The three current documents contain rules regulating, managing and prohibiting activities in public spaces with an aim to protect the public from nuisance and to ensure public health and safety.

The approach taken in reviewing the three current documents has been to develop a consolidated omnibus bylaw that incorporates content from the three current documents, along with any other regulations considered necessary and appropriate, to ensure public places are safe and used in ways that positively contribute to the District's identity and people's enjoyment.

Given substantive change has been made to the form of the draft bylaw, it is proposed that subsequent to the bylaw consultation process, a new Trading in Public Places Bylaw be made; the existing Trading in Public Places Bylaw, Signs and Objects in Roads and Footpaths Bylaw, and Alfresco Dining Policy be revoked unless already lapsed.

As with the formal review, or making, of any bylaw, it is open to Council to consider other amendments that could be included in the bylaw.

During the consultation process, Council may consider community views that seek to:

- make changes to the issues that are regulated in the draft bylaw
- add additional issues that are regulated by the draft bylaw
- make additional changes to the draft bylaw
- not adopt a bylaw.

Before adopting the final bylaw, with any additional amendments, Council will consider whether there has been adequate consultation, and, under section 155 of the LGA, must determine that a bylaw is the most appropriate way of addressing the perceived problems, that the proposed bylaw is in the most appropriate form and that it does not give rise to any implications under the New Zealand Bill of Rights Act 1990. Council has also made these determinations in relation to the draft bylaw.

Supporting documentation - Schedule of approved sites and associated application forms

Council's Schedule of Approved Sites and associated application forms are important operational documents that sit under the current bylaws and policy and provide guidance on specific conditions such as permitted locations, trading hours, proximity, placement and size requirements of dining furniture and signage etc.

As a broader, higher-level instrument, the draft bylaw provides Council with the power to regulate trading activity in public places and enforces against non-compliance. The process for review of any bylaw is prescriptive and lengthy, so the supporting documentation provides Council with more flexibility to review and make changes in line with Local Government Act 2002 consultation requirements and Council's Significance and Engagement Policy.

Council staff are in the early stages of reviewing the Schedule of Approved Sites and associated conditions. Setting out operational requirements and specific conditions to be issued for applicants in relation to trading activities such as location and trading hours will be considered as part of the separate review of the supporting documents.

Any feedback specific to the supporting documents, received via the special consultative process of the draft bylaw review, will be considered as part of this separate review along with any relevant feedback received as part of pre engagement with community and stakeholders.

7. Determinations under section 155 of the LGA

Council is empowered to make the bylaw in accordance with the Local Government Act 2002 which requires Council to make the following determinations:

The draft bylaw is the most appropriate way of addressing the perceived problems.

Across New Zealand, bylaws are the most typical method used by territorial authorities to address nuisance and health and safety problems associated with regulating trading activities occurring in public places and Council believes it is appropriate to have the proposed rules and approval process to address these issues in a bylaw.

The draft bylaw is the most appropriate form of bylaw

Council believes that the draft bylaw is the most appropriate form of bylaw. The draft bylaw has been developed so that it is easy to read and to use for both staff and public. Council believes that the bylaw is only creating necessary rules and that it is not overly restrictive or prescriptive. The provisions in the draft bylaw allow Council to take action which nuisance or health and safety issues do arise.

The draft bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990.

Council considers that the draft bylaw permits trading activities to occur provided that certain conditions are met to ensure that those activities do not cause a nuisance to other members of the community. Accordingly, Council has resolved that the provisions of the draft bylaw does not unreasonably interfere with any of the rights granted by the New Zealand Bill of Rights Act 1990.

8. Options

The following options have been considered regarding how Council could proceed, after it has undertaken the consultation process:

Option 1 – adopting the draft bylaw as it has been proposed

Option 2 – adopting an amended bylaw. This may include:

- making changes to the issues that are regulated by the draft bylaw
- adding additional issues that are regulated by the draft bylaw
- making additional changes to the draft bylaw

Option 3 – status quo – review and re consult on current Trading in Public Places Bylaw, Signs and Objects in Roads and Footpaths Bylaw, Alfresco Dining Policy.

Analysis of Options

Option 1 – adopt the draft bylaw

Advantages	Disadvantages
<ul style="list-style-type: none"> • easy to read and to use • gives clarity on how commercial activities in public places will be regulated 	<ul style="list-style-type: none"> • people may be more familiar with the current practice of regulating separate activities under separate documents

<ul style="list-style-type: none"> • helps ensure that trading activities are not undertaken in a manner that causes nuisance and health and safety issues • is not overly prescriptive • allows Council to take action when necessary • reasonably similar to the bylaws adopted by Invercargill City Council and Gore District Council, which makes it easier for people to know what the rules are likely to be. 	<ul style="list-style-type: none"> • a more prescriptive bylaw may better prevent nuisance and health and safety issues • may not be supported by some people in the District.
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Option 2 – adopt an amended bylaw

Advantages	Disadvantages
<ul style="list-style-type: none"> • an amended bylaw may better reflect community/stakeholder views • an amended bylaw may better prevent nuisance and health and safety issues 	<ul style="list-style-type: none"> • an amended bylaw may not be as consistent and easy to use • an amended bylaw may not be as effective at preventing nuisance and health and safety issues • may not be supported by some people in the District

Option 3 – retain the status quo – review and re-consult on current Trading in Public Places Bylaw, Signs and Objects on Roads and Footpath Bylaw, Alfresco Dining Policy.

Advantages	Disadvantages
<ul style="list-style-type: none"> • people may be more familiar with current practice of regulating separate activities under separate documents • continues to ensure that trading activities are not undertaken in a manner that causes nuisance and health and safety issues • continues to allow Council to take action when necessary • would enable Council to further investigate views that were raised in the consultation process 	<ul style="list-style-type: none"> • additional costs associated with staff time and advertising in undertaking review of three separate documents, including the re-establishment of the Signs and Objects on Roads and Footpaths Bylaw. • people may not be willing to provide their feedback a second time • may not be supported by some people in the District

9. Next steps

Following this consultation Council will determine whether or not to adopt the draft Trading in Public Places Bylaw. If the bylaw is adopted, Council will review the bylaw again in 2028.

Attachment A: Draft Trading in Public Places Bylaw 2024



Southland District Council

DRAFT Trading in Public Places Bylaw 2024

DRAFT

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Document Revision

Date	Amendment	Amended by	Approved by	Approval date
		Strategy and Policy	Council	

1. Title and commencement

- 1.1 This bylaw is the Southland District Council Trading in Public Places Bylaw 2024.
- 1.2 This bylaw comes into force on [insert date].

2. Application

- 2.1 This bylaw regulates trading, including mobile trading and alfresco dining, in all public places under the control of Southland District Council including roads, footpaths, and berms, parks, reserves, and open spaces.
- 2.2 This bylaw also regulates the placement of signs or objects on footpaths and berms but otherwise excludes roads, roadway, and road reserves; parks, reserves or open spaces owned or controlled by Council.
- 2.3 Signage on private land is regulated under the Southland District Plan and not this bylaw.

3. Purpose

- 3.1 The purpose of this bylaw is to:
 - (a) protect the public from nuisance;
 - (b) ensure that public places are safe and used in ways that promote community vitality and public enjoyment; and
 - (c) regulate trading activity in public places.
- 3.2 This bylaw is made pursuant to Sections 145 and 146 of the Local Government Act 2002.

4. Revocation

- 4.1 The Southland District Council Trading in Public Places Bylaw 2013, Signs and Objects on Roads and Footpaths Bylaw 2016 and Alfresco Dining Policy 2015 are hereby revoked (if not already lapsed).

5. Interpretation

- 5.1 In this bylaw unless the context otherwise requires:

Act means the Local Government Act 2002

Alfresco dining means the serving and eating of food in a public space, namely footpaths, in open air or under a tent, marquee or other temporary shelter

Authorised officer means any officer of Council or other person authorised (including through appointment or delegation) under sections 174 or 177 or clause 32 of Schedule 7 of the Local Government Act 2002 to administer and enforce this bylaw, and includes a parking warden appointed by Council under section 128D of the Land Transport Act 1998 and a police officer

Berm means the grassed area that sits between the road and either the footpath or the property boundary but does not include unformed (paper) roads

Charitable entity has the meaning that it has in section 4(1) of the Charities Act 2005

Chief executive means the chief executive of Southland District Council

Council means Southland District Council and includes any person authorised by Council to act on its behalf

District means the District of Southland as administered by Southland District Council

Flag sign means a flag with advertising

Food has the meaning that it has in section 2 of the Food Act 2014

Food control plan has the meaning that it has in section 9 and section 36 of the Food Act 2014

Footpath means a path or way principally deigned for, and used by, pedestrians

Furniture includes but is not limited to chairs, tables and related items for a commercial operation, including, but not limited to, umbrellas, shade awnings, screens, barriers, heaters and planter boxes

Goods means any product or service

Historic heritage has the meaning that it has in section 2(1) of the Resource Management Act 1991

Mobile trading means a vehicle or vessel, whether self-propelled or not, standing in a public place and from which goods or services are offered or exposed/displayed for sale. It is a temporary trading activity from a location that can be vacated once trading has ended for the day. Examples include stalls, kiosks, coffee carts and food trucks

Person includes a company, body corporate and incorporated or unincorporated society or any other entity where the context requires

Public place means a place that is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from it and includes roads whether or not under the control of the Council and vehicles in those public places

Reserve includes every reserve under the Reserves Act 1977

Retail display means the outdoor display of goods sold from a business

Roadway means the part of the road intended to be used by vehicles

Service delivery vehicle means any vehicle being used for the purpose of delivering goods to the premises of any business or organisation and does not involve the sale of goods to the general public in any public place

Sign means words or any pictorial or other representation or notice on any material or object. This does not include any illuminated sign which will be regulated under the provisions of the Southland District Plan

Street means the whole of any land which has been laid out by or vested in the Council for the purposes of a road or street, every access way or service lane under the control of Council and every place intended for use by vehicles

Trading activity means an activity, whether one-off or a series of activities whether temporary or permanent, undertaken by any person or organisation involving the sale of goods in a public place

or the offering of a commercial service for payment, reward or otherwise, including but not limited to:

- (a) stalls
- (b) mobile shops
- (c) outdoor drinking and dining
- (d) outdoor display of goods
- (e) signage
- (f) micromobility rental operations

Trade, trading and mobile trading have a corresponding meaning to trading activity

5.2 Any undefined words, phrases or expressions used in this bylaw have the same meaning as in the Act, unless the context plainly requires a different meaning.

6. Compliance with other Acts, Plans and Policies

6.1 Compliance with the requirements of this bylaw does not remove the need to comply with the requirements of any act, regulation or other bylaw.

6.2 This bylaw is subject to or in addition to other legislation, including the following:

- Building Act 2004
- Food Act 2014
- Food Regulations 2015
- Health and Safety at Work Act 2015
- Land Transport Act 1998
- Litter Act (1979)
- Local Government Act 2002
- NZ Standard 4121:2001 Design of Access and Mobility - Buildings and Associated Facilities (NZS4121) for accessible journeys and design elements
- Natural and Built Environment Act 2023
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act (2012)
- Southland District Council bylaws
- Southland District Council's District Plan
- Southland District Council Reserve Management Plans
- or any other Act, Plan or regulation passed in substitution or amendment of the above.

7. General conditions

7.1 Permission

7.1.1 No person shall in any public place, engage in the sale of goods of any description whatsoever (except as provided in Part 1 clause 10.6 Exemptions), without having first obtained permission from Council.

- 7.1.2 No person undertaking a trading activity may place on the footpath adjacent to the business any furniture for the purpose of alfresco dining without first having obtained permission from Council.
- 7.1.3 Any person undertaking a trading activity may advertise their business by means of signage and retail displays in the immediate vicinity of their premises without having to seek the written permission of Council in each individual case provided the standard conditions listed in Part 3 of this bylaw are met.

7.2 Application

- 7.2.1 Every person who wishes to obtain permission under this bylaw shall make written application in the form required by Council providing such information in respect of the application as Council may reasonably require.
- 7.2.2 Every application for permission must be accompanied by the fee set out in Council's Schedule of Fees and Charges in respect of such a licence or permit.
- 7.2.3 When deciding whether to issue permission under this bylaw, Council may consider the following matters:
- (a) whether the proposed activity may result in obstruction or hazards to pedestrian or vehicular visibility, access or flow including obstruction of access by emergency, maintenance or utility services
 - (b) whether the proposed activity may pose a risk to public health and safety
 - (c) whether the proposed activity may result in impacts as a result of noise, glare, light spill, odour, or anti-social behaviour
 - (d) whether the proposed activity may have an impact on the appearance and amenity of a public place
 - (e) whether the proposed location of the activity is appropriate given the nature and scale of the activity proposed
 - (f) any impacts of the proposed activity to native fauna, flora and historic heritage
 - (g) the impact of the proposed activity on nearby business premises
 - (h) whether the proposed activity is consistent with all applicable Council policies and plans
- 7.2.4 Any permission issued under this bylaw, in the form of a licence or permit, will be subject to the conditions contained on the application form supplied by Council.
- 7.2.5 Council may, in giving permission, prescribe additional conditions or amend the standard conditions where appropriate that the licence or permit holder must comply with. Any licence or permit holder who fails to comply with any such conditions commits an offence under this bylaw.
- 7.2.6 No permission issued under this bylaw shall be transferable to any other person.
- 7.2.7 All licence holders must ensure that a current licence is prominently displayed at all times while trading.
- 7.2.8 All licences or permits issued under this bylaw must be made available to an authorised officer on request.
- 7.2.9 Every licence or permit holder must, notwithstanding the conditions of the licence or permit, upon being requested to do so by an authorised officer alter his/her position for the purpose of trading to any other position as indicated by the authorised officer.

7.3 Waste management

- 7.3.1 Any person undertaking a trading activity in a public place shall consider the following matters:

- (a) impacts of rubbish generated as part of their activity, ensuring it is disposed of in an approved manner and not via the use of Council provided street litter bins
- (b) impacts of damage caused by their activity, ensuring repair or replacement by the licensee is prompt and at no cost to Council.

8. Administration

8.1 Fees and charges

- 8.1.1 Council may, from time to time, change or add to the fees and charges for any permit or licence granted under this bylaw. These are set out in Council's Schedule of Fees and Charges.
- 8.1.2 ~~The community board for each area will decide whether or not annual fees in relation to the activity shall be remitted. In the case of remission, all other regulatory aspects of this bylaw still apply.~~

8.2 Delegations

- 8.2.1 The chief executive may appoint authorised officers of Council.
- 8.2.2 The chief executive and authorised officers may exercise any power, function or duty under this bylaw or carry out any act in order to achieve its effective administration.

8.3 Renewal

- 8.3.1 Prior to the expiry of any permission issued under this bylaw, the person undertaking a trading activity may make application to renew their licence or permit. Provided the applicant has complied with the conditions of the licence or permit, and on payment of the prescribed fee, permission may be renewed at Council's discretion and upon such terms and conditions as Council may consider appropriate.
- 8.3.2 Every license or permit issued under this bylaw shall be issued for a period of not more than 12 months.

9. Enforcement and compliance

9.1 Suspension or revocation of permission

- 9.1.1 An authorised officer may at any time for reasons of public health or safety require any licence holder to discontinue the use of any vehicle used in undertaking mobile trading.
- 9.1.2 Council may suspend or revoke any permissions issued under this bylaw if significant breaches of the bylaw are unable to be resolved by other means (such as verbal or written warnings). This action shall be in addition to and not in substitution of any action which may be taken to pursuant to clause 9.2.

9.2 Breach of bylaw and penalty

- 9.2.1 Any person who acts in breach of any provision of this bylaw, or the conditions of any permission granted pursuant to this bylaw, commits an offence and is liable upon conviction to a fine not exceeding \$20,000.

- 9.2.2 Notwithstanding the provisions of clause 9.1, where the offence relates to any display, sign or furniture for the purposes of alfresco dining, an authorised officer may, after giving the owner of the offending object reasonable opportunity to remove the offending object, seize and impound such object as remains and to hold and deal with same in accordance with the provisions of sections 164, 165, 167 and 168 of the Local Government Act 2002.
- 9.2.3 In accordance with sections 167 and 168 of the Act, Council may return or dispose of property seized and impounded. The person in breach of this bylaw is responsible for any costs associated with disposal of seized property.

9.3 Compliance monitoring

- 9.3.1 If a complaint is upheld regarding a breach of this bylaw, Council may recover the cost of investigating and resolving the complaint from the party in breach of the bylaw.
- 9.3.2 Where a complaint is not upheld, no costs shall be recovered.

9.4 Right of review

- 9.4.1 Any person affected by a decision made under this bylaw may apply in writing to the chief executive for a review of this decision within 14 days after receiving notification of the decision.

Part 1 – Mobile trading

10.1 Purpose of Part 1 – Mobile trading

- 10.1.1 To regulate the level and intensity of mobile trading activity in public places in order to avoid adverse effects on:
- (a) the primary purpose and use of public places
 - (b) public health and safety

10.2 Licence required

- 10.2.1 No person shall, without first obtaining permission from Council in the form of a licence, stand in or occupy or use any portion of any public place to carry out business as a mobile trader.
- 10.2.2 Any person who operates more than one mobile trading activity must hold a separate licence for each mobile trading activity.

10.3 Application

- 10.3.1 Every person who wishes to obtain a licence under this bylaw must make written application, on a form supplied by Council, to obtain a licence to the authorised officer of Council.
- 10.3.2 If an applicant wishes to sell food for human consumption, the application must be accompanied by a copy of registration of either a food control plan, relevant national programme or notice of exemption.
- 10.3.3 The information to be supplied by the applicant may include any of the following, but not be restricted to:
- (a) name and address of the applicant
 - (b) name and address of the person(s) selling the goods
 - (c) location/site
 - (d) contact details of the applicant
 - (e) type of goods and/or services for sale
 - (f) trading hours
 - (g) type of vehicle(s) and registration numbers if applicable

10.4 Licence details

- 10.4.1 The authorised officer in granting any licence may impose conditions. The conditions imposed may include, but not be restricted to, any of the following:
- (a) the location to which the licence applies
 - (b) the duration of the licence
 - (c) type of trading activity allowed by the licence
 - (d) the hours of trade allowed by the licence
 - (e) the names of persons entitled to sell
 - (f) food safety and legislation requirements
 - (g) use of signage
 - (h) litter, cleanliness
 - (i) name and address to be conspicuously displayed

- (j) site rental

10.5 Restrictions

- 10.5.1 Council may, by resolution, prohibit mobile traders from operating in any specified public place within the District; and may limit or restrict the classes or types of goods or services that may be offered for sale; and may limit the hours or days on which any such business may be carried out.

10.6 Exemptions

- 10.6.1 The exemptions allowed for under this bylaw are as follows:

- (a) selling or disposal by commercial fishermen of fish in accordance with the Fisheries Act 1996.
- (b) service delivery vehicles.
- (c) any market, stall or stand which has a current permission under any other bylaw, legislation, resource consent, specific resolution of Council, or written permission by an authorised officer.
- (d) any stall or stand operated by a local or nationally recognised charitable entity, or a not for profit community organisation.

Part 2 – Alfresco dining

11.1 Purpose of Part 2 – Alfresco dining

- 11.1.1 To regulate the use of street dining furniture so as to keep streets clean, safe and not hindering pedestrian flow.

11.2 Licence required

- 11.2.1 No operator of a business may place on the footpath adjacent to the business any furniture for the purpose of alfresco dining without first having obtained permission in the form of a licence from Council.

11.3 Application

- 11.3.1 Every person who wishes to obtain a licence under this bylaw must make written application to obtain a licence to the authorised officer of Council.
- 11.3.2 The information to be supplied by the applicant may include, but will not be restricted to, any of the following:
- (a) a map of the location including any street plantings/trees and Council-owned street furniture.
 - (b) a sketch showing the location of any proposed chairs, umbrellas, outdoor heating devices and any other furniture that will be used in this activity.
 - (c) proposed hours of operation.
 - (d) letters of support obtained from the adjoining (on either side of the location and the same side of the street) business owners or lessees. Council staff can request other nearby business/lessees' opinions if the alfresco dining furniture is likely to have an effect on them.
 - (e) proof of current food registration
 - (f) proof of valid alcohol licence (if applicable).
 - (g) proof of public liability insurance
- 11.3.3 Any building as defined in section eight of the Building Act (2004) that is required for this activity shall require a building consent unless it is exempted by Schedule 1 of the Building Act (2004).
- 11.3.4 If the restaurateur holds an On Licence for their restaurant, they must show that they intend to either obtain a new alcohol licence for the alfresco dining area, or how they will ensure alcohol is not served or consumed in that area.

11.4 Licence details

- 11.4.1 The authorised officer, in granting any licence, may impose conditions. The conditions imposed will require, but not be restricted to, the following:
- (a) a minimum of 1.5 metres of footpath must be made available for pedestrian use at all times.
 - (b) furniture, including heating devices, must be located and secured in such a way as to not present a danger to any pedestrian or building and must be suitable for all weather conditions and continuous use

- (c) furniture must be confined to the footpath directly outside the licence holder's premises unless written permission has been given by Council.
- (d) furniture must be moveable, not permanently fixed, and must be stored inside the premises at the end of each trading day.
- (e) where the applicant for a licence to occupy a public place is the holder of an On Licence, then the occupation of the public place may not commence until such time as the applicant has sought and obtained an alcohol licence for the sale and consumption of liquor in the alfresco dining specified area.

Part 3 – Retail displays and signs on footpaths

12.1 Purpose of Part 3 – retail displays and signs on footpaths

- 12.1.1 To regulate the placement of retail displays and signage on footpaths and berms under the control of Council to avoid the creation of adverse traffic, pedestrian and public safety concerns.
- 12.1.2 This bylaw does not regulate the placement of signs or objects on roads, roadway, and road reserves; parks, reserves or open spaces owned or controlled by Council.
- 12.1.3 Signs and objects on private land are regulated under the Southland District Plan, and not this bylaw.

12.2 Permit required

- 12.2.1 Operators of a business may place any retail display and up to a maximum of two signs, only one of which can be a sandwich board style sign, on a footpath without a permit.
- 12.2.2 No operator of a business may place on a footpath without a permit:
- (a) more than two signs
 - (b) any retail displays or signs which do not meet the conditions listed in section 12.3.

12.3 Conditions

12.3.1 Standard conditions

- 12.3.1.1 To be approved under this bylaw without a permit, any retail display, or sign or part thereof, must:
- (a) be placed in such a way so that its design or location on the footpath does not constitute a hazard for pedestrians
 - (b) be placed to ensure a minimum 1.5 metres continuous, straight-line width of the footpath remains clear for pedestrian access
 - (c) not be permanently established on the footpath and must be removed daily at the close of business.
 - (d) not be illuminated or lit in any way
 - (e) must advertise or relate to the business activity outside which it is placed
 - (f) be maintained in good repair and condition
 - (g) be located in such a way so that access to fire exits, fire hydrants, shop doorways, parking meters, rubbish receptacles, street furniture and bicycle stands is kept clear at all times.

12.3.2 Specific conditions for retail displays

- 12.3.2.1 The operator of a business may place or erect, on the footpath adjacent to the business one retail display with goods sold from the business, provided that any display which due to its design or location on the footpath does not constitute a hazard for pedestrians.
- 12.3.2.2 Any display on the footpath must be placed to ensure a minimum 1.5 metres continuous, straight-line width of the footpath remains clear for pedestrian access.

- 12.3.2.3 Food displays must comply with any requirements of Council's environmental health team and the Food Act 2014.

12.3.3 Specific conditions for signs

- 12.3.3.1 To be approved under this bylaw without a permit:
- (a) footpath signs must not exceed one metre in height or 60 centimetres in width and must be so located as not to unreasonably impede safe and efficient pedestrian flow. These must be placed either against the shop frontage or against the kerb (e.g. not a mixture of both).
 - (b) flag signage must not exceed three metres in height or 90 centimetres in width and must be placed against the shop frontage, unless written permission is obtained from Council

12.3.4 Removal

- 12.3.4.1 An authorised officer may at any time request that any retail display or sign be shifted or removed if:
- (a) it poses a risk to public safety or it is causing an obstruction or distraction to pedestrians or motorists; or
 - (b) it breaches the conditions contained in section 12.3 of this bylaw.
- 12.3.4.2 Failure to comply with such a request will result in any offending signs being removed and held by Council for collection.

12.4 Exemptions

- 12.4.1 Any temporary sign associated with a single event not exceeding six days in a row, such as a cultural, social, sporting or educational activity, is exempted from the requirement to obtain a permit or permission under this bylaw so long as it is erected, installed and displayed in a public place in accordance with all the relevant conditions in section 12.3 of this bylaw, and is removed after the activity ceases.