

# Hamilton City Council

## Application for Merchandise Display Permit

Company Name and/or Applicant Name			
Name of Business			
Premise Address			
Postal Address (if different)			
Contact Person		Phone	
Mobile		Email	

1. Outline the nature of the display and type of goods to be displayed

2. Proposed location

3. Total area of display for merchandise

4. Outline the date of first display and frequency of display

5. Indicate the proposed hours of display

**As part of the processing of your application, a warranted officer of the Hamilton City Council may need to conduct a site visit to view the merchandise display.**

### CHECKLIST:

- Payment for permit (75% refundable if application declined)
- Map showing proposed location of merchandise display
- Photo(s) of proposed merchandise display

**INSURANCE DETAILS:** Please attach a current copy of your public liability insurance cover of \$2,000,000 minimum.

Customer Signature		Date	
Fees Due	\$85 administration fee + applicable Merchandise Display fee		

The personal information that you provide on this form will be held and protected by Hamilton City Council in accordance with our Privacy Statement (available at <https://www.hamilton.govt.nz/privacy> and at our Libraries, Pools and the Municipal Building, Garden Place) and with the Privacy Act 1983. The Privacy Statement explains how we can use and share your personal information in relation to the interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this statement before submitting this form.

Applications can be delivered to Customer Services, Ground Floor, Municipal Building,  
Garden Place;

posted to Permits, Hamilton City Council, Private Bag 3010, Hamilton; or emailed to [permits@hcc.govt.nz](mailto:permits@hcc.govt.nz)

**OFFICE USE ONLY**

Receipt No.

Date

A/C Code

W517.0010.0100

Staff Signature

**PAYMENT OPTIONS**

**Note: For your application to be processed your payment must be received together with this form and any other information required.**

**Pay in Person**

You can make your payment at the Hamilton City Council Offices which is based in Garden Place (between Victoria Street and Anglesea Street) in Hamilton. Payment can be made by cash, cheque, eftpos or credit card (Visa and Mastercard only). Please note for credit card payments an additional merchant fee of 1.2% will be added to the transaction amount.

**Pay by Post**

Please send your cheque together with this application form to: City Safe Operations, Hamilton City Council, Private Bag 3010, Hamilton 3240.

**Pay by Direct Credit**

You can make an online payment through your internet or phone banking by using the information below.

Account Information	Account details
Name of account	Hamilton City Council
Account number	02 – 0316 – 0030142 - 06
Particulars (to appear on HCC statement)	Debtors
Code (to appear on HCC statement)	W517.0010.0100
Reference (to appear on HCC statement)	<i>Business Trading Name</i>

**TERMS AND CONDITIONS**

In accordance with Council's Public Places Policy the following terms and conditions will apply. For a full version of the Public Places Policy please visit [www.hamilton.govt.nz](http://www.hamilton.govt.nz)

The following conditions will apply to merchandise displays:

- i. Merchandise should be placed up against the façade of the shop it belongs to.
- ii. Merchandise displays must observe the requirements on setbacks and clearways set out in Schedule 1 of the Public Places Policy.
- iii. The merchandise display must not have sharp edges or projections which may cause injury to pedestrians or create a nuisance.
- iv. Merchandise displays must not contain any form of offensive material.
- v. Merchandise displays are to be removed at the end of trading hours or when requested by Council Staff to enable street works, services or repairs, or other public utilities.  
Council reserves the right to add conditions to your application.