

What you will need before you start this form:

- Familiarise yourself with your legislative requirements on minimum standards and requirements.
- The Premises Cannot be Opened or Operated without a current Certificate of Registration. If registering your business for first time, the premises is required be inspected prior to approval.
- The licence holder is responsible for obtaining all other necessary consents, permits, and licences, including those under the Building Act 2004, the Resource Management Act 1991, and Waipā District Council Bylaws. If you had to apply for a building consent, then it is your responsibility to ensure you have a Code of Compliance Certificate or a Certificate of Public Use prior to the issue of your health registration.
- There may be a need to apply for Trade Waste permit for discharge into Council's wastewater system. More information can be accessed from Council's website' <https://www.waipadc.govt.nz/our-services/water-services/tradewaste>.
- Applications are processed within 10 working days if all the relevant information and payment have been received, however new applications can take longer as they will need to be inspected prior to approval.
- Registration for mobile business is not transferable.
- Relocation of premises is not transferable and requires a new application/inspection.

1. What type of registration are you applying for?

- Hairdresser
- Camping Ground
- Funeral Director
- Mortuary
- Offensive Trade (Check [Schedule 3](#) of the Health Act 1956)

2. Applicant Details

Full Name
(partnership or company)

Trading name

Physical Address of premises

Do you operate from a mobile vehicle or home

Yes

No

If Yes, provide vehicle registration number and make/ model and details of setup:

3. Do you wish to register as new business or takeover the existing registration

I am registering as a new business (building new premises or moved location)

I am taking over an existing registration.

Provide existing registration number and takeover date

Postal Address:	
Address	Click or tap here to enter text.
Town/ City	Click or tap here to enter text.
Postcode	Click or tap here to enter text.
Email	Click or tap here to enter text.
Mobile	Click or tap here to enter text.

4. Contact Person Details:	
<i>The contact person details entered below will be used for communications about your registration.</i>	
Name	Click or tap here to enter text.
Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.

5. Applicant Statement:	
I confirm that:	
<ol style="list-style-type: none"> 1. I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and 2. The information supplied in this application is truthful and accurate to the best of my knowledge and belief; 3. It is my responsibility to renew the registration or licence before it expires or advise Council of any change in details provided on application and will be required to pay fees and charges relating to registration and enforcement. 4. The personal information in this application form will be stored and protected by Waipa District Council in accordance with the Privacy Act 2020 and may share personal information provided in this application within Council or other government agencies so it can perform its Compliance functions and research related work. 	
Full Legal Name	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.

6. Checklist
<input type="checkbox"/> A completed and signed application form
<input type="checkbox"/> A copy of certificate of Incorporation
<input type="checkbox"/> A completed floor plan or layout (hand drawn sketch or photos acceptable)

7. Office use only	
Application Fee: \$144.00	Change of Ownership: \$85.00
Purposes/Category:	
Licence #:	
Receipt #:	