



Inspections Division
 30 Laings Road
 Private Bag 31912
 Lower Hutt
 New Zealand
<http://www.huttcity.govt.nz>

Application for Licence or Registration

(please see Privacy Statement on reverse)

Applicant Details

Applicant/Company/Business Owner

Postal Address/Preferred Mailing Address

Email Address

Premises Details

Premises known as

Situated at

Telephone

Fax

Other

Licence or Registration as

Licence Category	Licence Type (see over)
Food	
Hair	
Other	

Signature

Date

Private Address

Office Use

Remarks

 Premises ID
 Receipt No.
 Invoice number
 Transaction Date
 Licence category
 Licence Fee
 Licence Type
 Licence No.
 Licence Date
 Expiry date

Environmental Health Licences - Fees and Charges

Licence Type	Fee	Discounted Fee	A-Grade
Food Premises			
Class One: Fruiterers, Pre-packaged only (low risk, pre-packaged)	\$300.00	\$206.00	\$165.00
Class Two: Dairies, Service Stations (small premises - ready made foods, some ice-cream/pre-wrapped pies), Clubs (medium)	\$358.00	\$249.00	\$206.00
Class Three: Clubs (large), Rest Homes (<25), Service Stations (large), Minimarts, Canteens (small)	\$440.00	\$309.00	\$254.00
Class Four: Takeaways, Eating Houses (<40), Meat and Fish, Delicatessens, Canteens (large), Caterers (small), Bakeries, Wholesalers (small), Rest Homes (25-30), Supermarkets (medium)	\$513.00	\$355.00	\$293.00
Class Five: Eating Houses (>40), Caterers (large), Wholesalers (large), Rest Homes (>50), Supermarkets (large)	\$843.00	\$579.00	\$474.00
Travelling Shops - Food	\$250.00	\$170.00	N/A
Stalls - Food	\$250.00	\$170.00	N/A
Clubs/Canteens (small) - type 16 - no food preparation	\$122.00	\$85.00	70.00
Other Licences			
Travelling Shop - no food	\$115.00	N/A	N/A
Hairdresser	\$247.00	\$170.00	N/A
Camping Ground	\$418.00	\$391.00	N/A
Hawker	\$50.00	N/A	N/A
Amusement Device	\$80.00	N/A	N/A
Mortuary	\$309.00	\$211.00	N/A
Offensive Trade Licence	\$355.00	\$247.00	N/A
Additional Charges			
One off Food Stall	\$20.00		
New Premises - Establishment Fee	\$100.00		
Initial Licence Fee	\$80.00		
Transfer Licence Fee	\$50.00		
Additional Inspections Fee	\$80.00 per visit		
Food Safety Audits	\$90.00 per hour (expenses additional)		
Street Musician's Licence	\$20.00		
Amusement Devices (per site for 7 days)	\$11.25 (\$2.25 for each further device)		

Privacy Statement

I/We acknowledge that:

1. Personal information concerning me/us provided to Hutt City Council ("the Council"), whether contained in this application or otherwise obtained is provided and may be held, used and disclosed by the Council:
 - a) to enable the Council to communicate with me/us for any purpose
 - b) to enable the Council to provide me/us, or have provided to me/us, advice and information concerning products and services that the Council believes may be of interest to me/us
 - c) to enable the Council to administer and maintain its records and carry out its required functions. The personal information provided in this application is collected by and will be held by the Council, whose address is Private Bag 31912, 30 Laings Road, Lower Hutt.
2. The supply of this information is mandatory and if I/we fail to provide any of the information the Council may be unable to process the application.
3. I/we have the right under the Privacy Act 1993 to obtain access to and to request correction of any personal information held by the Council concerning me/us.

Council has a Privacy Officer. If you have any concerns regarding privacy issues please telephone 570 6736.