

# INFORMATION SHEET: STARTING A FOOD/LIQUOR BUSINESS IN NAPIER

Are you starting a new business in Napier or taking over a business that involves food or alcohol? This information sheet has been designed to highlight the important information that you will need to be aware of, in order to get your business started.

## **Q: Is the business a new business?**

A: If yes, the first step will be to locate the site at which you want to open the business, and check with the Resource Consents team at the Napier City Council that what you want to do is a permitted activity at that particular location. After that, you might also want to check with the Building Consents team, to ensure that the building has the correct building consents and if there are, any requirements needed to open a business at that particular site.

Contact our Customer Services team on 06 835 7579 to be connected to either our duty Resource Consents team member or our duty Building Consents team member. Alternatively, ask at our Customer Service centre to speak to a team member from one of these teams. We always have a duty Building Consents team member and a Duty Resource Consents team member available to the public for advice.

## **Q: Is the business going to be selling or serving food?**

A: If yes, you will need to apply for a Registration under the Food Act 2014 to ensure the business is following safe and sanitary practices. To begin this process you will need to either download from our website, or pick up from our Customer Services Centre a Food Premise License Application and a Scope of Operations and familiarise yourself with the information required.

The next step is to book an appointment with our Environmental Health Officers to discuss your application. Call 06 835 7579 and our Customer Services team can help with this.

Ready to Submit? – Bring the Licence and the corresponding payment into Napier City Council Customer Services Centre for processing.

## **Q: Is the business likely to be a mobile business? (E.g. Food Truck or Trailer Shops)**

A: If the business is likely to be mobile, whether selling food or any other type of product, you may require a Mobile Shop/Hawkers Licence. It is best to first download from our website, or pick up Mobile Shop/Hawkers Licence Application form and see whether your business falls into this licence.

Does the business travel to different cities? Alternatively, Need Help? - Book an appointment with our Environmental Health Officers to discuss your application. Call 06 835 7579 and our Customer Services team can help with this.

Ready to Submit? – Bring the Licence and the corresponding payment into Napier City Council Customer Services Centre for processing.

**Q: Is the business in the city and likely to want to have tables and chairs outside?**

A: If yes, you will need a Tables and Chairs Licence. You will need to either download from our website, or pick up Tables and Chairs Licence Application form. You will need to familiarise with the information required and fill out this form.

Need Help? - Book an appointment with our Environmental Health Officers to discuss your application. Call 06 835 7579 and our Customer Services team can help with this.

Ready to Submit? – Bring the Licence and the corresponding payment into Napier City Council Customer Services Centre for processing.

**Q: Is the business located within the city and likely to want to have a sign on the footpath?**

A: If yes, then you will require a Footpath Signs Licence. You will need to either download from our website, or pick up Footpath Signs Licence Application form. You will need to familiarise with the information required and fill out this form.

Need Help? - Book an appointment with our Environmental Health Officers to discuss your application. Call 06 835 7579 and our Customer Services team can help with this.

Ready to Submit? – Bring the Licence and the corresponding payment into Napier City Council Customer Services Centre for processing.

**Q: Is the business going to be selling or serving alcohol?**

If yes, you are going to need to apply for one of our Alcohol Licences. There are a number of different alcohol licences, including Club Licence, On Licence, Off Licence, Special Licence, and a Temporary Authority Licence. See the following link to our website to view the different types of Alcohol Licences: <https://www.napier.govt.nz/services/food-and-licensing-permits/liquor-licensing/license-types/>

If you are able to determine the type of licence you will need, download from our website, or pick up the relating Alcohol Licence Application form. Please note that all Alcohol Licences require different supporting evidence and you will be required to produce these with the application.

Need Help? Book an appointment with our Liquor Licencing Inspector to discuss any questions or your application.

Ready to Submit? – Bring the Licence and the corresponding payment into Napier City Council Customer Services Centre for processing.

**Contact our Customer Services Team for assistance:**

[info@napier.govt.nz](mailto:info@napier.govt.nz)

**06 835 7579**