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# TAKING CARE OF BUSINESS – BUSINESS INFORMATION FORM

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The Masterton district is a great place to do business.

Masterton is home to many successful businesses and Masterton District Council want to make it as easy as possible for people to set up a new business.

There are many different rules and regulations to comply with before you open your doors to customers. Understanding what you'll need will help you with your planning and decision-making.

Fill out this form and talk with us before you get started, and you will be more prepared for your new business journey.

## Your details

Full name

Landline

Mobile

Email

Postal address

Preferred method of formal correspondence

Mail

Email

## Business location details

Site address

Legal description

Current use of site

Zone of business address

(This can be found on our website)

Masterton District Council, PO Box 444, Masterton 5840  
06 370 6300 | [www.mstn.govt.nz](http://www.mstn.govt.nz) | [mdc@mstn.govt.nz](mailto:mdc@mstn.govt.nz)

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 **@MastertonDC**



## Proposed business outline

Let us know what you have planned for your business. The more information you provide the better we can prepare our advice. This could include photographs of the site and surrounding area, a concept plan or detailed plans.

Proposed opening date

Type of business you're proposing

Name of your proposed business (if known)

Description of your proposed business:

Have you previously spoken to any council staff about your proposed business? (please give details)

## Checklist

Please fill in all checkboxes to assist our teams with your application.

### Structures and/or building work required as part of your project:

Temporary buildings, marquees, stages and tents	Yes	No	Not applicable
Plumbing (sinks, washbasins, showers, etc)	Yes	No	Not applicable
Floorplan changes (internal walls or building additions)	Yes	No	Not applicable
New building	Yes	No	Not applicable

**Will your business generate:**

Noise	Yes	No	Not applicable
Traffic	Yes	No	Not applicable

**Will your business require:**

Outdoor seating on a footpath or other public area	Yes	No	Not applicable
On-site parking for staff and customers	Yes	No	Not applicable
On-Street Signage	Yes	No	Not applicable
Off-Street Signage	Yes	No	Not applicable
Loading space for deliveries	Yes	No	Not applicable
Changes to the road surface, underground, or any part of the road area.	Yes	No	Not applicable
Connection to water/wastewater/stormwater	Yes	No	Not applicable
Trade waste	Yes	No	Not applicable

**Sale and supply of alcohol:**

Selling of alcohol to be consumed onsite	Yes	No	Not applicable
Selling of alcohol to be consumed offsite	Yes	No	Not applicable
Special one-off licences for events	Yes	No	Not applicable
BYO alcohol	Yes	No	Not applicable

**Sale and supply of food:**

Sale of food at premises	Yes	No	Not applicable
Preparation of food to be sold off site	Yes	No	Not applicable
Preparation of food to be sold to the public	Yes	No	Not applicable

**Health registration required for your activity:**

Hairdressing	Yes	No	Not applicable
Beauty	Yes	No	Not applicable
Tattoo/piercers	Yes	No	Not applicable
Funeral parlour	Yes	No	Not applicable
Camping grounds	Yes	No	Not applicable
Activity considered an offensive trade	Yes	No	Not applicable

## Terms and conditions

The information in this document and any discussions resulting from it are confidential and based on the information we have at the time. The information shared in this form will help Masterton District Council shape its support for your proposed business and is not binding in any way. Any applications to Masterton District Council resulting from this process will be assessed against relevant legislation when submitted.

## Privacy Statement

In submitting this form I agree to my details being used for the purposes stated on this form. The data will only be accessed by necessary Council staff. I understand my data will be held securely. I have a right to change or access my data. I understand that when this data is no longer required for this purpose, official Council procedure will be followed to dispose of my data. If I want to ask for a copy of my data, or to have it corrected, I can contact [privacy@mstn.govt.nz](mailto:privacy@mstn.govt.nz) Please see the Masterton District Council Privacy Policy for further information.

## Declaration

I confirm that I have read and understood the terms and conditions and that the information provided on this form is true and correct.

Applicant signature

Date

Masterton District Council, PO Box 444, Masterton 5840  
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