

OFFENSIVE TRADE BUSINESS (OT) REGISTRATION GUIDANCE



OPENING A NEW OFFENSIVE TRADE BUSINESS

Offensive Trade businesses are required to be registered and inspected under the Health Act 1956 and the Health (Registration of Premises) Regulations 1966.

Schedule 3 of The Health Act 1956, lists all of the Offensive Trades.

The Health Act 1956 and the Schedule 3 Offensive Trade list can be found via the following link:

www.legislation.govt.nz/act/public/1956/0065/latest/DLM305840.html?src=qs

Please be aware that no person shall establish any Offensive Trade business within the district of any Local Authority, or erect or extend any premises for the purposes of or in connection with any Offensive Trade business, except with the prior consent in writing of the Local Authority and of the Medical Officer of Health and subject to such conditions as the Local Authority or the Medical Officer of Health may impose before they can be registered.

Before you apply to register a new Offensive Trade business:

- Contact the Queenstown Lakes District Council (QLDC) Environmental Health team to enquire about your licensing requirements
- You are required to contact the QLDC Planning Officer to check if it is permitted to operate an Offensive Trade at the proposed address or whether a resource consent is required. Please be aware that if your activity under the Resource Management Act 1991, has a resource consent in place or is required to apply for one, an Offensive Trades registration may not be required. Please note, prior to issue of any Offensive Trade registration certificate, we require confirmation that you're proposed Offensive Trade business location and activity is permitted under the district plan.
- Be familiar with the Health Act 1956 requirements and Schedule 3 list of Offensive Trades. This sets out all the legal requirements you need to comply with.
- It is recommended that you contact the QLDC Building Officer to check whether a building consent is required. Please note, prior to issue of your Offensive Trade registration certificate, we will need confirmation that you don't need a consent or have applied for and been issued either a Code of Compliance Certificate (CCC) or Certificate of Public Use (CPU).
- Contact the QLDC Trade Waste Officer to seek clarification of what may be required, with regards to the QLDC Trade Waste Bylaw.
- For more information with regards to any of the above, go to our website or telephone QLDC and talk to a duty planner or building officer, or request information by email

HOW TO APPLY FOR AN OFFENSIVE TRADE REGISTRATION

1. Complete the application form which can found via the following link;

www.qldc.govt.nz/assets/Uploads/Forms/Environmental-Health/Registration-of-Offensive-Trades-Application-Form.pdf
2. Pay the fee and submit the completed application form as per the below 'Form Submission and Payments' Procedures

Please note, a pre-opening inspection will be performed, prior to the issue of the Offensive Trade registration certificate.

Please be aware that once you receive your registration certificate you are required to display it in a public part of the premises.

TRANSFER OWNERSHIP OF AN EXISTING OFFENSIVE TRADE BUSINESS

If you take over an existing Offensive Trade business, you must contact the QLDC Environmental Health team to inform us of the change. You must also transfer the registration into your name by completing and submitting the above Offensive Trade registration form and pay the transfer fee. Please add a 'Transfer only' note to the form.

PLEASE NOTE THAT YOU MUST APPLY WITHIN 14 DAYS OF TAKING OVER THE BUSINESS.

After this period, the registration lapses and cannot be transferred.

If there is no current registration you need to apply for a new one.

RENEWING YOUR REGISTRATION

The annual registration period for Offensive Trade business is from the 1 October to the 30 September each year. We will send you a renewal application form and annual registration fee invoice before your expiry date.

REGISTRATION FEES OUTLINE

1. New Offensive Trade registration and renewal fee: \$346.00 (GST Incl.)
2. Offensive Trade registration transfer fee: \$55.00 (GST Incl.)

FORM SUBMISSION AND PAYMENTS

You can submit and pay for your completed new application, transfer or renewal forms by either of the following methods;

1. Email the completed and pay the fee via online banking to the QLDC bank account 02 0948 0002000 00. For existing registered Offensive Trade, please ensure you add the QLDC identifying number, which can be found on the registration certificate (OT##) in the banking payee reference field to ensure correct allocation of fees. For new Offensive Trade, please add your trading name.
2. You can drop off the application at any of the QLDC offices (see below contact information) and pay by cash, cheque, eftpos, MasterCard or Visa.

If posting your completed new application, transfer or renewal form, include a cheque for the invoiced fee and post to the below postal address.

QLDC CONTACT INFORMATION

POSTAL ADDRESS

Queenstown Lakes District Council
Att: Environmental Health
Private Bag 50072
Queenstown 9348

OFFICE ADDRESSES

Queenstown Office
10 Gorge Road
Phone 03 441 0499

Wanaka Office
47 Ardmore street
Phone 03 443 0024

EMAIL

services@qldc.govt.nz

WEBSITE

www.qldc.govt.nz