

Mobile Trading Leased Site Online Bookings Customer User Guide

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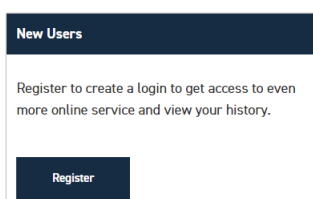
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Welcome to the Dunedin City Council's Mobile Trading Leased Sites Online Bookings system. This document will guide you in creating a login and how to use the booking system.

i The bookings system is shared with the DCC Parks department, so you will also have access to book reserves, sportsfields and cemetery bookings

Registering to use online bookings

- 1 Access the booking system at <https://eservices.dunedin.govt.nz/>.
- 2 Click on *Register*.

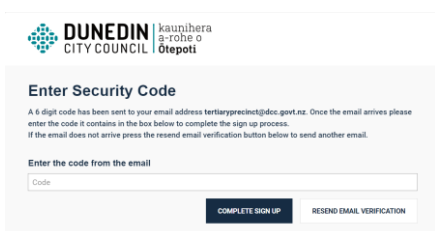


- 3 Click *Sign up here* at the bottom of the screen.

Don't have an account?

[Sign up here](#)

- 4 Enter your email address, create a password and click the *SIGN UP* button. Password criteria are:
 - Minimum 8 characters
 - Cannot contain 'password'
 - At least one digit
 - At least one uppercase character
 - No more than two same characters in a row
- 5 You will be sent a verification code to your email address which must be entered correctly before you can access the site.



- 6 Complete registration screen, and click *Save*.

i Fields marked with * are mandatory. Debtor number will be entered by DCC staff, if required.

IMPORTANT

- 7 Email Transport@dcc.govt.nz to request access to the mobile trading leased sites bookings. Access will be provided once your permit is confirmed as being current.

i This step is necessary as it is a requirement of the Trading in Public Places Bylaw that all traders must have a mobile trading permit, you will not be able to access the Mobile trading leased sites booking area until DCC staff have confirmed you have a permit and it is current. If you do not have a mobile trading permit, you can apply for one at <https://www.dunedin.govt.nz/do-it-online/apply/mobile-trading-permit-application>.

- 8 Once you have been notified that access has been granted to the mobile trading leased site bookings, you should login, scroll down to *My Profile* and click *Change My Profile* to check that the details below are correct, then click *Save*.

- User registration type
- Business trading name (this can be your full name if you do not have one)
- DCC mobile permit number
- DCC mobile permit expiry date
- Main activity

▼ My Profile

Manage your logins	
User registration type	Individual
Debtor number	
Registration name	Joe Bloggs
Title	Mr
First name	Joe
Surname	Bloggs
Phone number	021 123 4567
Email address	test.test@test.com
Postal address	
Change My Profile	

If you have any questions, email Transport@dcc.govt.nz

Online bookings - things to note ...

The mobile trading leased sites online booking system is used to book sites in **the Octagon Carriageway** and **Wickliffe Square**. There are two sites available to book at each location.

IMPORTANT

The **Museum Reserve** sites cannot be booked using this system. Please apply at <https://www.dunedin.govt.nz/do-it-online/apply/application-to-operate-mobile-trading-on-dcc-land> or email par.admin@dcc.govt.nz.

- Sites can be booked in advance up until the expiry of your current mobile trading permit.
- Bookings cannot be made less than 5 days in advance. If you wish to book a site in that period, please email Transport@dcc.govt.nz.

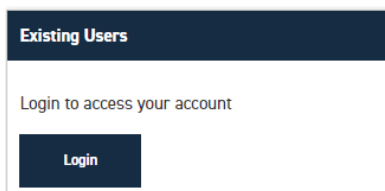
IMPORTANT

- Ensure your mobile trading permit is current for the dates you wish to book, as you will not be able to complete the booking if the expiry date is earlier than the date of a single booking, or the first date of a multi booking. **You will need to update your permit expiry date upon renewal each year.**
- Bookings are for a full day from 7.30am to 6.30pm
- Fee per day is \$28.00, inclusive of GST.
- All bookings are tentative until approved by DCC staff.
- On account debtors will be invoiced at the end of each month. Bookings cancelled more than 24 hours before the booked date will not be charged.
- You will be able to cancel bookings online up to 24 hours before the booking date, without being charged to your account,
- Cancellations made within 24 hours of the booking date will be charged.
- There may be instances where bookings are cancelled by DCC, eg the full Octagon is booked for an event. We will endeavour to make sites unavailable for booking when there are events scheduled, however if it is necessary to cancel your booking, you will be notified by email and you will not be charged. In this instance, there will be no charge if the cancellation is less than 24 hours from the booking date.

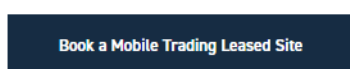
Booking a mobile trading leased site for a single day

Sites can be booked up until the expiry of your current mobile trading permit, but not less than 5 days in advance.

- 1 Login at <https://eservices.dunedin.govt.nz/> .

A login form for existing users. It has a dark blue header with the text 'Existing Users'. Below the header, it says 'Login to access your account'. There is a dark blue button with the text 'Login'.

- 2 Click the *Book a Mobile Trading Leased Site* button

A dark blue button with the text 'Book a Mobile Trading Leased Site' in white.

- 3 Either type the location you would like to book in the *Venue Name* field, or click on *A - Z Index* for a full list of sites, and select the location.

A search form with fields for 'Venue Name', 'Where?', 'When?', 'What?', and 'Capacity'. A red arrow points from the 'A - Z Index' link in the search form to the 'A - Z Index' link in the 'Mobile lease trading sites' section. The 'A - Z Index' section shows a list of sites: 'Octagon Carriageway' and 'Wickliffe Square'.

- 4 There are two bookable sites at each location. To show a calendar that highlights what time slots are currently available, click the *Availability* button next to the site you wish to book.

A dark blue header with the text 'Octagon Carriageway' in white.

Description

2 mobile trader sites. This is the area located down George Street, in between the Lower and Upper Octagon. This is on the side of the road closer to the Lower Octagon. Any activity causing disruption to vehicles or pedestrians will require a Traffic Management Plan. Access to public toilets is available down Municipal Lane.

Available for Bookings:

Carriageway Site1



Site located at George Street end of The Octagon's central carriageway bus lane.

Availability

Book

- 5 Click *Book* to start the booking process, confirm the site is the one you want to book, then click *Continue*.

Book a Facility - Octagon Carriageway and 1 other venue

6 Enter the booking start and end dates and times and click *Continue*.

i As bookings are for a full day, start time will always be 7.30am and end time 6.30pm. You may use the site for as few or as many hours as you wish within those times. If the site is unavailable on the day you selected, start time will be No availability and you will not be able to book for that day.

7 Customer's details will populate from the profile that you setup earlier.

i If you need to update your profile while placing a booking, make sure you click Cancel before entering My Account as if you do not, the site will become unavailable for 20 minutes and you will not be able to access it again until that time has elapsed.

8 Advise if you will be the main contact person on the day. If you will not be the main contact, you must provide details for additional person/s.

9 Select Yes to 'Do you have a mobile permit number'. Your mobile permit number will populate from your profile.

IMPORTANT

i If you select No you will not be able to complete your booking as all mobile traders MUST have a current mobile trading permit. You can apply for a permit at <https://www.dunedin.govt.nz/do-it-online/apply/mobile-trading-permit-application>.

10 Provide additional information (if any), and public liability insurance details.

i Clause 1.2 of the Conditions for Mobile Shop Trading states that traders must provide a copy of their public indemnity or liability insurance which must be kept current. It is not necessary to provide a copy when you make your booking, however by submitting the form you are declaring that the information provided is true and correct to the best of your knowledge.

- 11 Agree to Terms and conditions and electronically sign by typing your name in the *Name* field, then click *Continue*.

Privacy Act 2020

The information collected in this form will be used to ensure the effective facilitation of your event/activity. It will be distributed to other council departments, external agencies and will be used for public information as required. The information supplied with this application is true and correct according to the best of the applicant's knowledge. The applicant agrees to abide by any conditions, which Dunedin City Council may impose on the exercise of its grant of this application.

- ☒ I acknowledge and understand that typing my name in the box below constitutes an electronic signature, the equivalent of a handwritten signature on a hardcopy form. *

Name *

Joe Bloggs

Terms and conditions

- ☒ I agree to the [General Terms and Conditions for Mobile Trading](#) *
- ☒ I have read and understand the [Trading in public places bylaw](#) *

Cancel

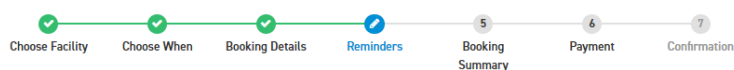
<< Back

Continue >>

i View the Terms and Conditions and the Trading in Public Places Bylaw by clicking on the links.

- 12 Select if you want to receive booking reminders by email or text, complete details (if required) and click *Continue*.

Book a Facility - Octagon Carriageway, Carriageway Site1



Reminders (3/05/2024 from 7:30am to 6:30pm)

Cancel

<< Back

Continue >>

* - indicates required field.

Do you want us to send you a booking reminder? *

☒ Yes ☐ No

Note: You will only receive reminders for secured and CONFIRMED bookings.

▼ Recipient

Reminder Date *

02/05/2024

Send reminder by *

☒ Email ☐ Txt

Reminder Time *

7 : 00 pm

Send to *

test.test@test.com

Add

Cancel

<< Back

Continue >>

13 Check booking details. If you wish to make changes, click *Back*, otherwise click *Continue*.

Book a Facility - Octagon Carriageway, Carriageway Site 1

Choose Facility Choose When Booking Details Reminders **Booking Summary** Payment Confirmation

Booking Summary (4/06/2024 from 7:30am to 6:30pm)

Cancel << Back Continue >>

Please review your charges summary and booking details below.
Only bookings that incur a charge will show in the charges summary.

Charges summary

Booking Date	Venue	Fee Description	Amount Due (NZD \$)
04-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
		Total	28.00

Details

Venue	Area	From	To
Octagon Carriageway	Carriageway Site1	Tue 4 Jun 2024 7:30 a.m.	Tue 4 Jun 2024 6:30 p.m.

Cancel << Back Continue >>

14 Click *Submit*, then click *Finish*.

Book a Facility - Octagon Carriageway, Carriageway Site 1

Choose Facility Choose When Booking Details Reminders Booking Summary **Payment** Confirmation

Payment (4/06/2024 from 7:30am to 6:30pm)

Cancel << Back Submit

No payment is required now. We will consider your request and will contact you to confirm.
Once approved, the costs for this booking will be added to your account, and you will be invoiced monthly. Please click 'Submit' to submit your booking.

Cancel << Back Submit

15 You will receive an email confirming that your booking is tentative and pending approval. Your booking will be approved within 7 days.

Tentative booking: REF240502698

U To

REF240502698.pdf 277 KB

Reply Reply All Forward ...

Fri 24/05/2024 2:48 PM

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Hi

Thank you for making your booking with us. Your booking reference is **REF240502698**.

Your booking is **tentative and requires approval** from us before it can be confirmed.

Just to confirm we have the main details correct, please check them below.

Venue	Area	From	To
Octagon Carriageway	Carriageway Site1	Tue 4 Jun 2024 7:30 a.m.	Tue 4 Jun 2024 6:30 p.m.

You can review your booking details and cancel your bookings on your online account. However, at this stage bookings cannot be amended online. Please contact the Council if you need to make any changes to your booking.

What's next?

We will review your booking request and contact you if we require further information.

Once your booking has been approved, it will be charged to your account. Currently the indicative price is \$28.00 NZD.

NOTE: Depending on the activity, a bond may also be required.

16 Once approved, you will receive a confirmation email.

Confirmation of booking: REF240502698



To

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 24/05/2024 2:57 PM



Hi Leesa Seatter,

Thank you for making your booking with us. Your booking reference is **REF240502698**.

Just to confirm we have the main details correct, please check them below.

Venue	Area	From	To
Octagon Carriageway	Carriageway Site1	Tue 4 Jun 2024 7:30 a.m.	Tue 4 Jun 2024 6:30 p.m.

With charges:

Booking Date	Venue	Fee Description	Amount(\$) NZD
04-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
Total			28.00

We will email your invoice at the start of the following month after your booking has taken place.
If making payment via internet banking please use your debtor and invoice number as references.



17 An invoice will be emailed at the start of the month following your booking having taken place.

If you have any questions, email Transport@dcc.govt.nz

Booking a multi schedule mobile trading leased site

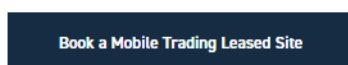
Multi-schedule bookings can also be made online. This could be for multiple sites and/or multiple days. You can book sites up until the expiry of your current mobile trading permit, but not starting less than 5 days in advance.

IMPORTANT

❗ You will only be able to book sites for dates within your current mobile trading permit period. For example, if your permit expires on 31 July 2024, you will not be able to book sites for August 2024 or later. This is because all mobile traders **MUST** have a current mobile trading permit.

- 1 Login at <https://eservices.dunedin.govt.nz/>.

- 2 Click the *Book a Mobile Trading Leased Site* button



- 3 Either type the location you would like to book in the *Venue Name* field, or click on *A - Z Index* for a full list of sites and select the location.

- 4 There are two bookable sites at each location. To show a calendar that highlights what time slots are currently available, click the *Availability* button next to the site you wish to book.
- 5 Click *Book* to starting the booking process.



Description

2 mobile trader sites. This is the area located down George Street, in between the Lower and Upper Octagon. This is on the side of the road closer to the Lower Octagon. Any activity causing disruption to vehicles or pedestrians will require a Traffic Management Plan. Access to public toilets is available down Municipal Lane.

Available for Bookings:

Carriageway Site1



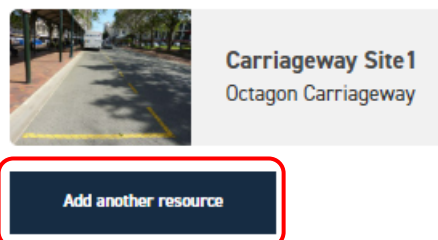
Site located at George Street end of The Octagon's central carriageway bus lane.



- 6 If you are wanting to book a different site as well, click on *Add another resource*.

Choose Facility

Selected Resources



Carriageway Site 1
Octagon Carriageway

Add another resource

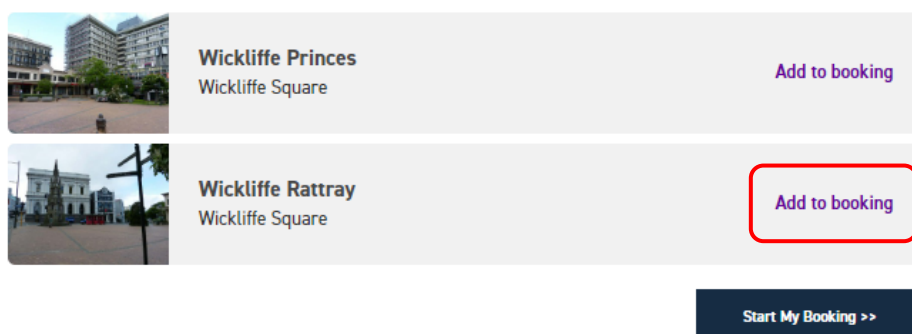
- 7 Select the additional location and/or resource, and then select the site by clicking *Add to booking*

Select a venue

Wickliffe Square ▼
Octagon Carriageway
Wickliffe Square

Available resources to book

Showing all available resources for Wickliffe Square



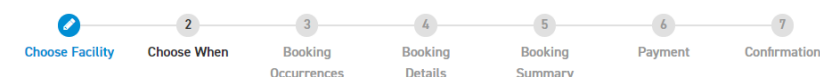
Wickliffe Princes
Wickliffe Square Add to booking

Wickliffe Rattray
Wickliffe Square Add to booking

Start My Booking >>

- 8 Repeat steps 6 and 7 to add additional sites.
- 9 When you're ready to start the booking process, click *Continue>>*

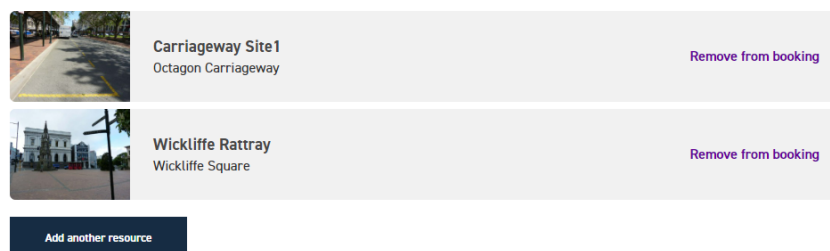
Book a Facility - Octagon Carriageway and 1 other venue



Choose Facility

Cancel Continue >>

Selected Resources



Carriageway Site 1
Octagon Carriageway Remove from booking

Wickliffe Rattray
Wickliffe Square Remove from booking

Add another resource

Cancel Continue >>

10 Select *Multi schedule* booking type.

What type of booking are you creating? *

☐ Single schedule
 ☒ Multi schedule

11 If you are booking multiple sites, select which site you wish to apply the first schedule to.

▼ Schedule 1

Select the resources that this schedule applies to. *

☒ Octagon Carriageway, Carriageway Site1

☐ Wickliffe Square, Wickliffe Princes
IMPORTANT

i Only one site will be approved for the same/date time unless you have advised DCC that you have two mobile trading vehicles. Booking of two sites at the same location is not permitted.

12 Select the recurring pattern. Options will change depending on whether the recurrence is daily, weekly, monthly or custom.

▼ Schedule 1

Select the resources that this schedule applies to. *

☒ Octagon Carriageway, Carriageway Site1

☐ Wickliffe Square, Wickliffe Rattray

Select the recurring pattern. *

- ☐ Daily e.g. every second day or every weekday
☒ Weekly e.g. every second week on Friday and Sunday
☐ Monthly e.g. the last Friday of every second month, or day 24 of every month
☐ Custom e.g. add days and times one by one

First date of the booking *

1/06/2024

Last date of the booking *

31/07/2024

Repeat booking every *

1 week(s)

On *

- ☐ Monday
☒ Tuesday from 7:30am to 6:30pm
☐ Wednesday
☒ Thursday from 7:30am to 6:30pm
☐ Friday
☐ Saturday
☐ Sunday

Add Another Schedule

▼ Schedule 2

Select the resources that this schedule applies to. *

☐ Octagon Carriageway, Carriageway Site1

☒ Wickliffe Square, Wickliffe Rattray

Select the recurring pattern. *

- ☐ Daily e.g. every second day or every weekday
☒ Weekly e.g. every second week on Friday and Sunday
☐ Monthly e.g. the last Friday of every second month, or day 24 of every month
☐ Custom e.g. add days and times one by one

First date of the booking *

1/06/2024

Last date of the booking *

31/07/2024

Repeat booking every *

1 week(s)

On *

- ☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☒ Saturday from 7:30am to 6:30pm
☒ Sunday from 7:30am to 6:30pm

Add Another Schedule

13 Click *Add Another Schedule* to setup a schedule for another site or a different schedule for different dates (if applicable).

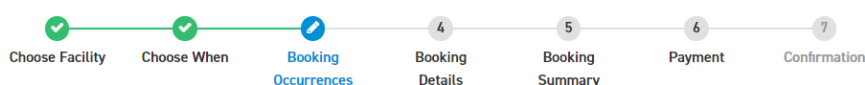
14 Repeat step 13, if applicable.

i You can currently select a start time earlier or later than 7.30am, and the end time will automatically be 11 hours later. **Note that currently you can choose times outside these hours. Any bookings made to start before 7.30am or end after 6.30pm will automatically be unavailable.** Should this be the case, they will be marked as such on the summary page. This is an issue that is being addressed.

Venue / Resource	Date	Start / End time	Number booked	Available	Actions
Octagon Carriageway, Carriageway Site1	Thu 5 Sep 2024	9:00am - 8:00pm	1	✗	Edit Delete

15 Click *Continue* once all schedules have been added. A summary page will be displayed. Dates that are already booked, will be marked as unavailable.

Book a Facility - Octagon Carriageway and 1 other venue



[Cancel](#) [<< Back](#) [Continue >>](#)

Booking Occurrences (Booking series between Sat 1 Jun 2024 and Wed 31 Jul 2024)

Please review the availability below and adjust booking dates and times as required. Booking will be created for the available date(s).

Venue / Resource	Date	Start / End time	Number booked	Available	Actions
Wickliffe Square, Wickliffe Rattray	Sat 1 Jun 2024	7:30am - 6:30pm	1	✗	Edit Delete
Wickliffe Square, Wickliffe Rattray	Sun 2 Jun 2024	7:30am - 6:30pm	1	✗	Edit Delete
Octagon Carriageway, Carriageway Site1	Tue 4 Jun 2024	7:30am - 6:30pm	1	✗	Edit Delete
Octagon Carriageway, Carriageway Site1	Thu 6 Jun 2024	7:30am - 6:30pm	1	✓	Edit Delete
Wickliffe Square, Wickliffe Rattray	Sat 8 Jun 2024	7:30am - 6:30pm	1	✗	Edit Delete
Wickliffe Square, Wickliffe Rattray	Sun 9 Jun 2024	7:30am - 6:30pm	1	✗	Edit Delete
Octagon Carriageway, Carriageway Site1	Tue 11 Jun 2024	7:30am - 6:30pm	1	✓	Edit Delete
Octagon Carriageway, Carriageway Site1	Thu 13 Jun 2024	7:30am - 6:30pm	1	✓	Edit Delete
Wickliffe Square, Wickliffe Rattray	Sat 15 Jun 2024	7:30am - 6:30pm	1	✗	Edit Delete
Wickliffe Square, Wickliffe Rattray	Sun 16 Jun 2024	7:30am - 6:30pm	1	✗	Edit Delete
Octagon Carriageway, Carriageway Site1	Tue 18 Jun 2024	7:30am - 6:30pm	1	✓	Edit Delete

16 You can change a single booking at this stage by clicking *Edit* on the date line you wish to change.

OR ... cancel a single booking by clicking *Delete* and confirming you wish to remove the booking.

Confirm Booking Removal

i Are you sure you want to remove this booking?

[OK](#) [Cancel](#)

OR... Add another booking by clicking the *Add Another Booking* button.

[Add Another Booking](#)

17 Once you have checked, amended, cancelled, or added bookings, click *Continue*.

18 Customer's details will populate from your profile that you setup earlier.

i If you need to update your profile it is important to click Cancel before entering My Account as if you do not, the site will become unavailable for 20 minutes and you will not be able to book it until that time has elapsed.

19 Advise if you will be the main contact person on the day. If you will not be the main contact, you must provide details for additional person/s.

20 Select Yes to 'Do you have a mobile permit number'. Your mobile permit number will populate from your profile.

i If you select No you will not be able to complete your booking as all mobile traders MUST have a current mobile trading permit. You can apply for a permit at <https://www.dunedin.govt.nz/do-it-online/apply/mobile-trading-permit-application>.

21 Provide additional information (if any), and public liability insurance details.

i Clause 1.2 of the Conditions for Mobile Shop Trading states that traders must provide a copy of their public indemnity or liability insurance which must be kept current. It is not necessary to provide a copy when you make your booking, however by submitting the form you are declaring that the information provided is true and correct to the best of your knowledge.

22 Agree to Terms and conditions and electronically sign by typing your name in the Name field, then click Continue.

Privacy Act 2020

The information collected in this form will be used to ensure the effective facilitation of your event/activity. It will be distributed to other council departments, external agencies and will be used for public information as required. The information supplied with this application is true and correct according to the best of the applicant's knowledge. The applicant agrees to abide by any conditions, which Dunedin City Council may impose on the exercise of its grant of this application.

☒ I acknowledge and understand that typing my name in the box below constitutes an electronic signature, the equivalent of a handwritten signature on a hardcopy form. *

Name *

Joe Bloggs

Terms and conditions

☒ I agree to the [General Terms and Conditions for Mobile Trading](#) *

☒ I have read and understand the [Trading in public places bylaw](#) *

Cancel

<< Back

Continue >>

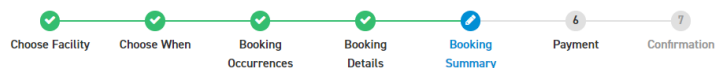
i View the Terms and conditions and the Trading in Public Places Bylaw by clicking on the links.

i You cannot opt to receive reminders for multi schedule bookings.

23 Check the Booking Summary is correct. If changes are required, click *Back* until you get to the *Booking Occurrences* screen, otherwise click *Continue*.

i Only dates that are available will appear in the summary screen.

Book a Facility - Octagon Carriageway and 1 other venue



Cancel << Back Continue >>

Booking Summary (Booking series between Thu 6 Jun 2024 and Thu 25 Jul 2024)

Please review your charges summary and booking details below.
Only bookings that incur a charge will show in the charges summary.

Charges summary

Booking Date	Venue	Fee Description	Amount Due (NZD \$)
06-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
11-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
13-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
16-Jun-2024	Wickliffe Square	Wickliffe Ratray - Flat day fee for mobile lease trading site bookings	28.00
18-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
20-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
25-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
27-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
02-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
04-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
11-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
18-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
25-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
Total			364.00

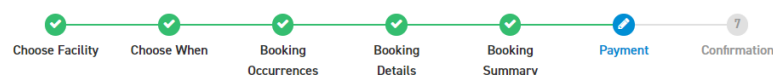
Details

Venue	Area	From	To
Octagon Carriageway	Carriageway Site1	Thu 6 Jun 2024 7:30 a.m.	Thu 6 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 11 Jun 2024 7:30 a.m.	Tue 11 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 13 Jun 2024 7:30 a.m.	Thu 13 Jun 2024 6:30 p.m.
Wickliffe Square	Wickliffe Ratray	Sun 16 Jun 2024 7:30 a.m.	Sun 16 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 18 Jun 2024 7:30 a.m.	Tue 18 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 20 Jun 2024 7:30 a.m.	Thu 20 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 25 Jun 2024 7:30 a.m.	Tue 25 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 27 Jun 2024 7:30 a.m.	Thu 27 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 2 Jul 2024 7:30 a.m.	Tue 2 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 4 Jul 2024 7:30 a.m.	Thu 4 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 11 Jul 2024 7:30 a.m.	Thu 11 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 18 Jul 2024 7:30 a.m.	Thu 18 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 25 Jul 2024 7:30 a.m.	Thu 25 Jul 2024 6:30 p.m.

Cancel << Back Continue >>

24 Click *Submit*, then click *Finish*

Book a Facility - Octagon Carriageway and 1 other venue



Cancel << Back Submit

Payment (Booking series between Thu 6 Jun 2024 and Thu 25 Jul 2024)

No payment is required now. We will consider your request and will contact you to confirm
Once approved, the costs for this booking will be added to your account, and you will be invoiced monthly. Please click 'Submit' to submit your booking.

Cancel << Back Submit

27 You will receive an email confirming that your booking is tentative and pending approval. Your booking will be approved within 7 days.

Tentative booking: REF240502711

U To Reply Reply All Forward ... Fri 24/05/2024 3:27 PM

REF240502711.pdf
278 KB

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Hi

Thank you for making your booking with us. Your booking reference is **REF240502711**.
Your booking is **tentative and requires approval** from us before it can be confirmed.
Just to confirm we have the main details correct, please check them below.

Venue	Area	From	To
Octagon Carriageway	Carriageway Site1	Thu 6 Jun 2024 7:30 a.m.	Thu 6 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 11 Jun 2024 7:30 a.m.	Tue 11 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 13 Jun 2024 7:30 a.m.	Thu 13 Jun 2024 6:30 p.m.
Wickliffe Square	Wickliffe Rattray	Sun 16 Jun 2024 7:30 a.m.	Sun 16 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 18 Jun 2024 7:30 a.m.	Tue 18 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 20 Jun 2024 7:30 a.m.	Thu 20 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 25 Jun 2024 7:30 a.m.	Tue 25 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 27 Jun 2024 7:30 a.m.	Thu 27 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 2 Jul 2024 7:30 a.m.	Tue 2 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 4 Jul 2024 7:30 a.m.	Thu 4 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 11 Jul 2024 7:30 a.m.	Thu 11 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 18 Jul 2024 7:30 a.m.	Thu 18 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 25 Jul 2024 7:30 a.m.	Thu 25 Jul 2024 6:30 p.m.

You can review your booking details and cancel your bookings on your online account. However, at this stage bookings cannot be amended online. Please contact the Council if you need to make any changes to your booking.

What's next?
We will review your booking request and contact you if we require further information.
Once your booking has been approved, it will be charged to your account. Currently the indicative price is \$364.00 NZD.



28 Once approved, you will receive a confirmation email.

Confirmation of booking: REF240502711

U To Reply Reply All Forward ... Fri 24/05/2024 3:29 PM

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Hi

Thank you for making your booking with us. Your booking reference is **REF240502711**.
Just to confirm we have the main details correct, please check them below.

Venue	Area	From	To
Octagon Carriageway	Carriageway Site1	Thu 6 Jun 2024 7:30 a.m.	Thu 6 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 11 Jun 2024 7:30 a.m.	Tue 11 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 13 Jun 2024 7:30 a.m.	Thu 13 Jun 2024 6:30 p.m.
Wickliffe Square	Wickliffe Rattray	Sun 16 Jun 2024 7:30 a.m.	Sun 16 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 18 Jun 2024 7:30 a.m.	Tue 18 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 20 Jun 2024 7:30 a.m.	Thu 20 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 25 Jun 2024 7:30 a.m.	Tue 25 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 27 Jun 2024 7:30 a.m.	Thu 27 Jun 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Tue 2 Jul 2024 7:30 a.m.	Tue 2 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 4 Jul 2024 7:30 a.m.	Thu 4 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 11 Jul 2024 7:30 a.m.	Thu 11 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 18 Jul 2024 7:30 a.m.	Thu 18 Jul 2024 6:30 p.m.
Octagon Carriageway	Carriageway Site1	Thu 25 Jul 2024 7:30 a.m.	Thu 25 Jul 2024 6:30 p.m.

With charges:

Booking Date	Venue	Fee Description	Amount(\$) NZD
06-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
11-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
13-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
16-Jun-2024	Wickliffe Square	Wickliffe Rattray - Flat day fee for mobile lease trading site bookings	28.00
18-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
20-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
25-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
27-Jun-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
02-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
04-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
11-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
18-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
25-Jul-2024	Octagon Carriageway	Carriageway Site1 - Flat day fee for mobile lease trading site bookings	28.00
Total			364.00

We will email your invoice at the start of the following month after your booking has taken place.
If making payment via internet banking please use your debtor and invoice number as references.



29 An invoice will be emailed at the start of the month following your booking having taken place.

If you have any questions, email Transport@dcc.govt.nz

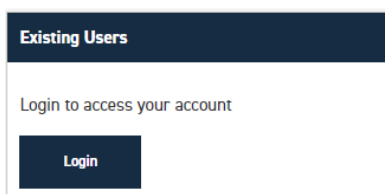
Cancelling a booking

All bookings are available in the *My Account* section and can be cancelled up to 24 hours before the booking date without incurring a charge.

Any bookings cancelled within 24 hours of the booking will be charged.

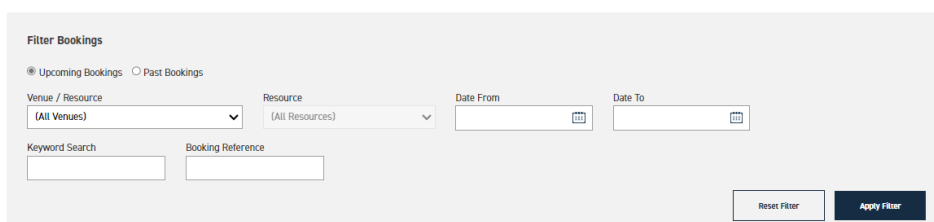
It is not currently possible to amend a booking online. Contact Transport@dcc.govt.nz if you need to move a booking to another location or date, or you can cancel a booking and then apply for a new date.

- 1 Login at <https://eservices.dunedin.govt.nz/>.



The image shows a login form for existing users. It has a dark blue header with the text 'Existing Users'. Below the header, it says 'Login to access your account'. There is a dark blue button with the text 'Login'.

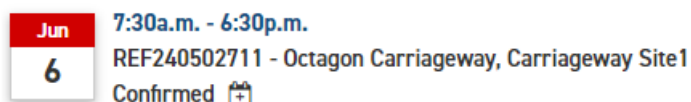
- 2 Filter as required, or scroll through the bookings.



The image shows a 'Filter Bookings' form. It has a header 'Filter Bookings'. Below the header, there are two radio buttons: 'Upcoming Bookings' (selected) and 'Past Bookings'. There are four dropdown menus: 'Venue / Resource' (with '(All Venues)' selected), 'Resource' (with '(All Resources)' selected), 'Date From' (with a calendar icon), and 'Date To' (with a calendar icon). There are two text input fields: 'Keyword Search' and 'Booking Reference'. At the bottom right, there are two buttons: 'Reset Filter' and 'Apply Filter'.

i As the online booking system is shared with Parks, bookable sportsfields and reserves will also appear as a Venue.

- 3 Click on the booking you wish to cancel.



The image shows a booking card. It has a red header with the text 'Jun'. Below the header, there is a large number '6'. To the right of the number, it says '7:30a.m. - 6:30p.m.'. Below this, it says 'REF240502711 - Octagon Carriageway, Carriageway Site1'. At the bottom, it says 'Confirmed' with a calendar icon.

- 4 If it is a multi-schedule booking, all bookings in the schedule will be listed.

REF240502711 - Octagon Carriageway and 1 other venue

Booking series between Thu 6 Jun 2024 and Thu 25 Jul 2024

Confirmed

On Account - Debtor Number: 299196

Cancel Booking

Return

Individual Occurrences

Date	Time	Venue / Resource	Fee	Actions
Thu 6 Jun 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Tue 11 Jun 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Thu 13 Jun 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Sun 16 Jun 2024	7:30am to 6:30pm	Wickliffe Square, Wickliffe Rattray	\$28.00	Cancel
Tue 18 Jun 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Thu 20 Jun 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Tue 25 Jun 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Thu 27 Jun 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Tue 2 Jul 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Thu 4 Jul 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Thu 11 Jul 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Thu 18 Jul 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel
Thu 25 Jul 2024	7:30am to 6:30pm	Octagon Carriageway, Carriageway Site1	\$28.00	Cancel

- 5 Click the *Cancel Booking* button.

i Clicking Cancel beside the date you wish to cancel will take you to the same screen.

- 6 Tick to accept the terms and conditions, then click *Continue*.

Booking Cancellation

1

2

3

4

5

Terms and conditions

Details

Additional Data

Summary

Confirmation

Terms and conditions

Continue >>

* - indicates required field.

Cancellation of hire

Terms and Conditions

We aim to refund any fees paid by credit card within 5 working days.

Reserve bookings cancelled within 48 hours of start time will not be entitled to a refund, if you have paid a bond this will be processed separately, can take up to 10 working days.

Cemetery bookings cancelled within 24 hours will not be entitled to a refund.

Chapel bookings cancelled within 4 hours of start time will not be entitled to a refund.

Mobile lease trading sites bookings cancelled within 24 hours of start time will not be entitled to a refund.

☒ I accept the above terms and conditions *

Continue >>

- 7 If you are wanting to cancel single dates select *No* for the question *Cancel entire series*, otherwise leave as *Yes* to cancel all dates in the booking.

Booking reference: REF240402755

Venue: Octagon Carriageway and 1 other venue

Booking Time: Between Tue 2 Jul 2024 and Tue 27 Aug 2024

Cancel the entire series? *

☐ Yes

☒ No

- 8 Select the booking date/s that you wish to cancel, specify a reason for cancelling the booking, then click *Continue*, then click *Continue* again.

Booking Cancellation - Booking - REF240502711

1

Terms and conditions

2

Details

3

Additional Data

4

Summary

5

Confirmation

Details

Cancel

<< Back

Continue >>

* - indicates required field.

Booking Detail

Booking reference: REF240502711

Venue: Octagon Carriageway and 1 other venue

Booking Time: Between Thu 6 Jun 2024 and Thu 25 Jul 2024

Cancel the entire series? *

☐ Yes
 ☒ No

Booking(s) to be cancelled: *

☐ Octagon Carriageway, Carriageway Site1 - Thu 6 Jun 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Tue 11 Jun 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Thu 13 Jun 2024 from 7:30am to 6:30pm
 ☒ Wickliffe Square, Wickliffe Rattray - Sun 16 Jun 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Tue 18 Jun 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Thu 20 Jun 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Tue 25 Jun 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Thu 27 Jun 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Tue 2 Jul 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Thu 4 Jul 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Thu 11 Jul 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Thu 18 Jul 2024 from 7:30am to 6:30pm
 ☐ Octagon Carriageway, Carriageway Site1 - Thu 25 Jul 2024 from 7:30am to 6:30pm

Cancellation Reason

Reasons for Cancellation *

Date no longer required

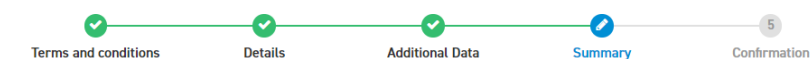
Cancel

<< Back

Continue >>

9 Summary of cancelled booking/s will be displayed. Click *Submit* then *Finish*.

Booking Cancellation - Booking - REF240502711



Summary

Cancel

<< Back

Submit

Please review the reverse of charges and penalties for your cancellation request.

If you have paid a bond, please note this will be processed separately.

Any charges incurred as a result of this change will appear on your monthly tax invoice.

Booking Date	Venue	Fee Description	Amount (NZD \$)
16-Jun-2024	Wickliffe Square	Wickliffe Rattray - Flat day fee for mobile lease trading site bookings - Cancelled	-28.00
Total			-28.00

Reduction in charges: \$28.00

Cancel

<< Back

Submit

10 Summary of cancelled booking/s will be displayed. Click *Submit* then *Finish*.

11 You will receive an update of charges by email, and a confirmation of cancellation email.

If you have any questions, email Transport@dcc.govt.nz