

**STREET TRADING
(NEW / RENEWAL) APPLICATION FOR CONSENT**

Consent
Ref. No.

SECTION 1: Applicant Details

FIRST NAME:

TITLE: (Mr/Mrs/Miss/Ms).....

FAMILY NAME:

SECTION 2: Where you will be located

BUSINESS NAME

TRADING NAME (IF DIFFERENT
FROM BUSINESS NAME):

PROPOSED
TRADING DAYS &
TIMES:

TYPE OF TRADING

Single trading Site

Multiple trading sites

PRECISE LOCATION/
STREETS WHERE YOU
PROPOSE TO TRADE:

Please enclose a map of the area or areas where you are proposing to trade.

WILL YOU SELL FOOD AND/OR DRINK?

YES / NO

IF YES ARE YOU REGISTERED UNDER FOOD HYGIENE REGULATIONS?

YES / NO

ARTICLES TO BE SOLD OR
OFFERED FOR SALE:

SECTION 3: Details of your vehicle, trailer, unit, stall etc.

WILL YOU BE USING A VEHICLE IN CONNECTION WITH YOUR UNIT?

YES / NO

VEHICLE REGISTRATION NUMBER/S OFF ALL VEHICLES USED

IS THE VEHICLE INSURED?

YES/NO

DATE INSURANCE EXPIRES

DOES THE VEHICLE REQUIRE AN MOT?

YES/NO

DATE THE MOT EXPIRES

DESCRIPTION OF UNIT FROM WHICH YOU INTEND TO TRADE, INCLUDING DIMENSIONS

PLEASE supply 4 photographs of the trading unit, these should show the interior and exterior front side and rear.

SECTION 4: Additional Details

PROVIDE ANY ADDITIONAL INFORMATION WHICH IS REQUIRED OR RELEVANT TO YOUR APPLICATION

PROPOSED START DATE OF TRADING:

(Please note, you should apply at least 30 days prior to your start date to allow for the consultation process)

SECTION 5: Applicant Business

IS YOUR BUSINESS REGISTERED IN THE UK WITH COMPANIES HOUSE?	YES / NO
IS YOUR BUSINESS REGISTERED OUTSIDE THE UK?	YES / NO
VAT NUMBER (PUT 'NONE' IF NOT REGISTERED)	
LEGAL STATUS	SOLE TRADER/PARTNERSHIP/LIMITED COMPANY/OTHER (PLEASE STATE)
YOUR POSITION IN THE BUSINESS	
ARE THERE OTHER DIRECTORS, PARTNERS OR OWNERS INVOLVED IN THE BUSINESS? IF YES, PLEASE PROVIDE THEIR NAMES, ADDRESSES AND CONTACT DETAILS ON A SEPARATE SHEET.	YES / NO

BUSINESS ADDRESS	
WHERE WILL THE TRADING UNIT BE STORED WHEN NOT IN USE? (give full address)	

SECTION 6: Applicant Contact Details

CORRESPONDENCE ADDRESS:		POST CODE:	
TEL NUMBER (home):		TEL NUMBER (mobile):	
E-mail:			
DATE OF BIRTH:		PLACE OF BIRTH:	
NATIONAL INSURANCE NUMBER:			

SECTION 7: Your team

NAME(S) OF STAFF:	DATE(S) OF BIRTH

Should there be a change or addition to the above mentioned list it is the responsibility of the consent holder to keep the Licensing Team informed.

SECTION 8: Public Liability Insurance

DO YOU HAVE PUBLIC LIABILITY INSURANCE?

YES / NO

IF YES, PLEASE PROVIDE NAME OF INSURER:

LEVEL OF COVER (£):

RENEWAL DATE:

YES / NO

SECTION 9: Disclosure

If you have been convicted of any offence, you must disclose it unless it is considered 'spent' under the Rehabilitation of Offenders Act 1974. Use extra sheets if necessary.

SECTION 10: Acceptance

I confirm that I have read the Street Trading Policy and associated conditions and I agree that I will comply with their contents. I understand that any failure on my part may, not only, result in the revocation of my Consent but also be subject of legal proceedings.

HAVE YOU EVER BEEN REFUSED A STREET TRADER'S LICENCE OR CONSENT IN THIS OR ANY OTHER COUNCIL?

YES / NO

IF THE ANSWER IS 'YES', PLEASE GIVE DETAILS BELOW.

SECTION 11: Payment Details

The fee set for an annual consent (New or Renewal) can be found on our website. The fee can be paid in one lump sum – (new and renewal) or four quarterly instalments (renewals only - this includes an additional administration charge of £20). A Consent can also be applied for that lasts up to one month, the fee for this is £50.

The full application fee must be submitted with a NEW application.		New applicants – enclosed fee	Renewal applicants - invoice preference
New Applications: Please indicate the fee included with this application Renewal Applications If this is a renewal application, please indicate your preferred invoicing plan.	Full Annual Fee	<input type="checkbox"/>	<input type="checkbox"/>
	Quarterly Instalment	N/A	<input type="checkbox"/>
	One month fee - £50	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURE:

DATE:

Please tick in either A or B to show that you have enclosed the items which are required in support of your application:

A. NEW APPLICATIONS

Please tick each box to indicate the documents you have supplied

- | | |
|--|--------------------------|
| 4 Current colour photos of exterior of barrow, vehicle, unit, stall etc. | <input type="checkbox"/> |
| A plan showing the location or locations where trading will take place | <input type="checkbox"/> |
| A copy of the Insurance Certificate that relates to street trading | <input type="checkbox"/> |
| A copy of your current Vehicle Insurance | <input type="checkbox"/> |
| Full Application Fee enclosed | <input type="checkbox"/> |

B. RENEWAL APPLICATIONS

Please tick each box to indicate the documents you have supplied

- | | |
|--|--------------------------|
| 4 current colour photos of exterior of barrow, vehicle, unit, stall etc. | <input type="checkbox"/> |
| A plan showing the location or locations where the trading will take place | <input type="checkbox"/> |
| A copy of the Insurance Certificate that relates to street trading | <input type="checkbox"/> |
| A copy of your current Vehicle Insurance | <input type="checkbox"/> |
| Invoicing Preference indicated | <input type="checkbox"/> |

Data Protection Acts 1984 and 1998

The Council has a statutory obligation to participate in the National Fraud Initiative which is run every two years by the Audit Commission.

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes.

Declaration to be signed

I have read and understood the Data Protection Privacy Notice detailed below and give the Council my permission to share my data with other departments and organisations necessary to process my application:

SIGNATURE:

DATE:

Data Protection Privacy Notice

The personal information you supply to Blaby District Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (when in force). We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the [Data Protection Notice web page](#).