



# Street Trading

## Special Events / Market Application Form

### Local Government (Miscellaneous Provisions) Act 1982

Public Protection

Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX  
 Telephone: 01789 260211 Facsimile: 01789 260808 Minicom: 01789 260747 Website: www.stratford.gov.uk

If you find the text in this form difficult to read we can supply it  
 in a format better suited to your needs

### SECTION 1: Applicant Details

SURNAME:  TITLE: **Mr Mrs Miss/Ms** delete as appropriate

FORENAME(S):

ORGANISATION/COMPANY NAME):

ADDRESS:   
 .....  
 .....  
 POSTCODE:

TEL NUMBER:  TEL NUMBER (mobile):

E-MAIL:  FAX:

DATE OF BIRTH:

### SECTION 2: Event Details

EVENT NAME:

EVENT DATE/S:

TRADING HOURS:

EVENT LOCATION:

(a location map must also be provided – see checklist for details)

EVENT CATEGORY:

- CATEGORY 1 – UP TO 20 TRADERS
- CATEGORY 2 – BETWEEN 21 AND 49 TRADERS
- CATEGORY 3 – BETWEEN 50 AND 75 TRADERS
- CATEGORY 4 – BETWEEN 76 AND 99 TRADERS
- CATEGORY 5 – OVER 100 TRADERS

ADDITIONAL INFORMATION: You may attach any additional information in support of your application

.....  
 .....  
 .....

### SECTION 3: Declaration

I confirm that I am fully conversant with the Street Trading Policy and acknowledge the conditions applicable to Special Events/Markets.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SECTION 4: Checklist

Please enclose the following documents with your application. Failure to enclose the correct documentation will result in the application being deemed invalid.

- an Ordnance Survey map or similar standard, of at least A4 size to a scale of 1:2500, which clearly shows the full proposed trading area, outlining in red the proposed stall areas
- written permission from the landowner, if the land is privately owned
- 50% of the appropriate fee for the event category\*

\* The current scale of fees can be found in the Street Trading and Collections Policy document

**WHERE ALCOHOL SALES ARE TO TAKE PLACE AT A MARKET/SPECIAL EVENT, A SEPARATE LICENCE MUST BE OBTAINED. CONTACT LICENSING FOR MORE INFORMATION.**

**A VALID INSURANCE DOCUMENT WHICH COVERS THE EVENT/MARKET AND LIST OF TRADERS MUST BE ABLE TO BE PRODUCED ON REQUEST.**

When completed please send to:

The Licensing Team  
Stratford-on-Avon District Council  
Elizabeth House, Church Street  
Stratford-upon-Avon, CV37 6HX  
Telephone 01789 260211

NOTE: Any person who, in connection with an application for a Street trading Consent, makes a false statement which he/she knows to be false, in any material respect or which he/she does not believe to be true, shall be guilty of an offence. Any person guilty of an offence under this paragraph shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1000).

**Stratford on Avon District Council is under a duty to protect public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud or other criminal offences. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**

For further information, see:

<http://www.stratford.gov.uk/datamatching>

The Council would like to use the information that you provide to ensure that we are using your correct details for all the services the Council provide. Please tick the box below if you do not agree to this.