



Street Trading Special Events / Market Application Form



Local Government (Miscellaneous Provisions) Act 1982

Stratford-on-Avon District Council, Licensing Team

Governance and Democracy, 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 on this form difficult to read we may be able to supply it in a format better suited to your needs.

PRIVACY STATEMENT

The personal data that you provide will be used in the determination of your application, matters in connection with any consent issued and for reference in the event of future applications you might make, the legal basis for this processing is that it is necessary for compliance with the legal obligations to which Stratford-on-Avon District Council is subject.

You must complete this form in order for us to determine your suitability for consent and enable us to administer your consent should any be granted. If you do not complete this form we will not be able to determine your suitability for consent or administer any consent issued, so the consent application will be refused.

Your personal data may be shared with Warwickshire Police, Warwickshire Fire and Rescue Service, Warwickshire County Council, other licensing authorities, Councillors who sit on the licensing committee in the case of your application/consent requiring their attention, some information will be publically available should your application be heard by a licensing committee, internal council departments who require access to your information for the purposes of administration, regulation and law enforcement, the Cabinet Office as part of the National Fraud Initiative, HM Revenue and Customs, National Anti-Fraud Network.

Your data will be kept for the duration of the time you hold consent issued by Stratford-on-Avon District Council, and will be destroyed 6 years after the date your licence expired.

You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For full details on your personal data rights please see the Council's main Privacy Notice on www.stratford.gov.uk

For the Data Controller and Data Protection Officer's contact details and further information please see the Council's main Privacy Notice on www.stratford.gov.uk

SECTION 1: Applicant Details

Surname	<input type="text"/>
Forename(s)	<input type="text"/>
Organisation / Company Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Contact number	<input type="text"/>
Mobile number	<input type="text"/>
Contact email address	<input type="text"/>
Date of birth (DD/MM/YYYY)	<input type="text"/>

SECTION 2: Event Details

Event name

Date event from (DD/MM/YYYY)

Date event to (DD/MM/YYYY)

Trading hours (24 hour clock)

 to

Event location

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

Event postcode

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

PRINT NAME

Date of signing (DD/MM/YYYY)

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).

**To submit this completed form by email to
licensing.applications@stratford-dc.gov.uk please click this button**

**SUBMIT
FORM**