



Street Trading Application Form

Local Government (Miscellaneous Provisions) Act 1982

Schedule 4 Section 7



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 in this form difficult to read we may be able to supply it in a format better suited to your needs

DATA PROTECTION

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

Type of application (please tick as appropriate)

New Renewal

SECTION 1: About you

Surname	<input type="text"/>
Forename(s):	<input type="text"/>
Home Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone Number	<input type="text"/>
Mobile Telephone Number	<input type="text"/>
Email Address	<input type="text"/>
Date of Birth (DD/MM/YYYY)	<input type="text"/>
Name of Business / Trading As	<input type="text"/>

SECTION 2: Where will you be located

Street for which consent is required	<input type="text"/>
Area for which consent is required	<input type="text"/>
Precise Location	<input type="text"/>
Postcode (If known)	<input type="text"/>

SECTION 3: What you will be selling

Will you sell food and/or drink? (please tick as appropriate)	Yes <input type="radio"/>	No <input type="radio"/>
If Yes, are you registered under Food Hygiene Regulations? (please tick as appropriate)	Yes <input type="radio"/>	No <input type="radio"/>
If Yes, what types of food and drink	<input type="text"/>	
Details of other articles to be sold or offered for sale.	<input type="text"/>	

SECTION 4: Details of your vehicle / unit

Are you a Mobile or Static Trader? (please tick as appropriate)	Mobile <input type="radio"/>	Static <input type="radio"/>
If Mobile, the type of vehicle	<input type="text"/>	
Make of vehicle	<input type="text"/>	
Vehicle Registration Number	<input type="text"/>	
Exterior height of unit (metres)	<input type="text"/>	metres
Exterior width of unit (metres)	<input type="text"/>	metres
Exterior length of unit (metres)	<input type="text"/>	metres
Interior height of unit (metres)	<input type="text"/>	metres
Interior width of unit (metres)	<input type="text"/>	metres
Interior length of unit (metres)	<input type="text"/>	metres

Please supply photographs of the exterior and interior of the mobile unit or stall with this application.

SECTION 5: Who are your team?

Name of staff member	Date of Birth (DD/MM/YYYY)	Entitled to work in the UK	
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>
<input type="text"/>	<input type="text"/>	Yes <input type="radio"/>	No <input type="radio"/>

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

SECTION 6: Additional information

Information in support of your application (you may attach a copy of your business plan or portfolio)
If there is insufficient space, please continue on a separate page.

SECTION 7: What days and times do you intend to trade?

Days of Trading			Opening Time (24 HOUR)	Closing Time (24 HOUR)
Monday	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Tuesday	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Wednesday	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Thursday	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Friday	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Saturday	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Sunday	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Note: If this is a renewal application you can not change any of these days or times without going through a consultation which may delay your application.

SECTION 8: Fuel usage

Do you intend to use LPG cylinders (please see condition in policy) (please tick as appropriate)

Yes

No

SECTION 9: Disclosure

If you have been convicted of any offence, you must disclose it unless it is 'spent', under the Rehabilitation of Offenders Act 1974. *N.B. Non-disclosure will be a criminal offence under Schedule 4, Section 10 of the Local Government (Miscellaneous Provisions) Act 1982.*

SECTION 10: Acceptance

I confirm that I am fully conversant with the Street Trading Policy.

I agree by submitting this application that 50% of the whole fee, will be used towards covering the administrative cost of convening a hearing at Stratford on Avon District Council. If the application is objected to at the consultation stage and I choose to proceed to a Licensing Panel to determine my application. Please note, This does not include objections from the Highways or Police, which will result in automatic refusal.

Signed

Dated (DD/MM/YYYY)

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

A. NEW APPLICATIONS

New applications will have to go through a 28 day consultation period. So applications should be submitted at least a month before it is intended to trade and there is no guarantee that the consultation will be successful.

- two passport photographs
- proof of UK Residence: Drivers licence, utility bill (less than 1 month old)
- proof of right to work in the UK (if applicable)
- three copies of an ordnance survey map or similar (A4 size)*
- notice sent to nearby premises*
 - * Where the trading is to be from a static point, a copy of an ordnance survey map, or of equivalent or similar standard, A4 size to a scale of 1:2500, that clearly indicates the location of the proposed street trading site in the centre of the map. The map should also indicate the locations of other street traders and outlets trading in similar commodities to those proposed. The applicant must deliver notices to these premises and the nearest 6 premises to the proposed site giving details of the application.
- two colour photographs of the stall, barrow, van or cart etc (one external and one internal)
- written permission of the landowner if the land is privately owned
- A deposit of 50% of the requisite annual fee is required to accompany this application. The remaining 50% will be payable upon the application being successful. If the application is unsuccessful then the whole deposit will be refunded. You will be contacted by Licensing Officers to identify which account that you want the refund paying into it may take a few weeks for the refund to be effected'
 - a Certificate of Public Liability Insurance must be produced should the Consent be granted
 - where LPG appliances are to be used, a Safety Certificate from a registered gas installer (eg CORGI) must be produced within three months of the grant of a new Consent.

B. RENEWAL APPLICATIONS

Renewal Applications should be submitted a minimum of month before expiry to avoid a Street Trading Consent not being available to be displayed and therefore causing a period where trading will not be possible.

- two passport photographs
- proof of identification: Passport, drivers licence
- two colour photographs of the stall, barrow, van or cart etc (one external and one internal)
- Certificate of Public Liability Insurance
- Safety Certificate from a registered gas installer (where LPG fuelled appliances are used)
- the full annual fee accompanies this application.

The current scale of fees can be found in the Street Trading and Street Collections Policy booklet.

When completed please send this application to:

Stratford-on-Avon District Council
Licensing Team, Governance and Democracy
Elizabeth House
Church Street
Stratford-upon-Avon
CV37 6HX

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

SUBMIT

Note: Any person who, in connection with an application for 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).