

Local Government (Miscellaneous Provisions) Act 1982

Application for [Grant] [Renewal] of Street Trading Licence

New Application

Renewal of existing application

Name

Address

Post Town

Postcode

Telephone

E-mail

Date of Birth

Previous Names/Alias

Place of Birth

Hereby make application for the [grant] [renewal] of a Street Trading Licence in accordance with section 3 of and Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982

My present Licence was granted on

	and expires on	
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**The street in which I wish to trade is
(street & position)**

and I wish to operate between the hours of

	And	
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On (days)

The articles in which I wish to trade are (description)

The stall, vehicle or container that I wish to use is (description, including dimensions & registration number)

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Application for [Grant] [Renewal] of Street Trading Licence - continued

CHECK LIST:	Tick Box
<ul style="list-style-type: none"> I declare that I am not under the age of 17 years 	<input type="checkbox"/>
<ul style="list-style-type: none"> Have you been convicted of any criminal offences as listed below (please see suitability criteria below) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> I have contacted the Planning Team with regard to planning permission (new applications only) 	<input type="checkbox"/>
I attach the following documentation/photographs:	<input type="checkbox"/>
<ul style="list-style-type: none"> One full-faced passport sized photo 	<input type="checkbox"/>
<ul style="list-style-type: none"> One photograph of the vehicle, stall/barrow etc. to be used for street trading 	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of waste transfer agreement 	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of Public Liability Insurance (minimum of five million pounds of cover) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Landowner details (if trading on private land) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Location plan for fixed site (new application only) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of MOT and insurance (mobile traders only) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Details of employees that will work at said vehicle (include unpaid help) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Enclose the correct fee - cheques made payable to 'Harlow Council'. Payment can be made at Contact Harlow quoting reference: 19241 2772 and also over the phone on 01279 446655. Please write your payment reference number here: 	<input type="checkbox"/>
<ul style="list-style-type: none"> I will notify the Licensing Team within 28 days of employment of any new members of staff or unpaid staff 	<input type="checkbox"/>
<ul style="list-style-type: none"> I will notify the Licensing Team immediately if I am charged with any offence 	<input type="checkbox"/>
<ul style="list-style-type: none"> To comply with the Immigration, Asylum & Nationality Act 2006 this Council is required to check your eligibility to live and work in the UK. Please confirm that you are able to live and work in the UK and that on request, you will be able to provide evidence of this. 	PLEASE TICK YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>SUITABILITY CRITERIA</p> <p>Section 6 of Schedule 4 gives the reasons for refusal of a licence; one reason, (d), is that the applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason”.</p> <p>When considering whether a person is unsuitable to hold a street trading licence the following will be taken into account:</p> <p>Any conviction or caution for:</p> <ul style="list-style-type: none"> A Sexual offence A Violent offence 	

- Offences under Trade Mark legislation
- Offences under the Food Safety legislation – catering vendors only
- Offence under Copyright, Designs and Patents legislation
- Offences of Forgery and Counterfeiting
- Offences under Customs and Excise legislation
- Trade Description offences
- Theft and theft related offences
- Any licensing offence under Street Trading or other relevant legislation.
- Limited driving offences (Mobile licences only)
- Any other offence that may be deemed relevant on a case by case basis.

When considering cautions or convictions the Rehabilitation of Offenders Legislation will be taken into consideration.

Consideration may also be given to the applicant's conduct as a Street Trader.

Where there is concern that an applicant is not suitable the application will become contentious and dealt with accordingly.

How information about you will be used

Harlow Council understands that your privacy is important to you. The information you provide on this form will be kept private and confidential and used for the purpose of processing your application.

However, Harlow Council is under a duty to protect the public funds it administers, and to this end may use the information provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The Cabinet Office currently requires us to participate in a data matching exercise to assist in the prevention and detection of fraud. Further information about the data matching exercise is available on Harlow Council's website at www.harlow.gov.uk/data-matching

In order to process the application Harlow Council will share your information with Harlow Police so that checks can be carried out to check your suitability to hold a street trading licence and with Teams within Harlow Council as part of the consultation process as outlined within the street trading procedure documentation.

Note: making deliberately a false statement in connection with this application is an offence, punishable on summary conviction by a fine of up to £1000

Signed:

Date:

Please return to:

Licensing Team, Harlow Council, Civic Centre, The Water Gardens, Harlow, Essex, CM20 1WG

Email: licensing@harlow.gov.uk

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Details of Employees for Street Trading Application - Applicant:

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Post Town	<input type="text"/>
Postcode	<input type="text"/>

I declare that the above named employee is not under the age of 17 years

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Post Town	<input type="text"/>
Postcode	<input type="text"/>

I declare that the above named employee is not under the age of 17 years

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Post Town	<input type="text"/>
Postcode	<input type="text"/>

I declare that the above named employee is not under the age of 17 years

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Post Town	<input type="text"/>
Postcode	<input type="text"/>

I declare that the above named employee is not under the age of 17 years

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Details of landowner where street trading is to be sited on private land

Name

Address

Post Town

Postcode

Telephone number

Signed:

Date: