

Street trading licence application or renewal form

Type of application

New application	
Renewal of existing application	

Personal details

Name	
Address	
Postcode	
Phone	
Email	
Date of birth	
Previous names or alias	
Place of birth	
Basic disclosure DBS included (issue date must be within 28 days of application date)	

Licence details

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

Date present licence granted on	
Date present licence expires	
Street in which you want to trade (and position)	
Hours you plan to operate between (start and end)	
Days on which you plan to operate	
Articles in which you want to trade (description)	
The stall, vehicle or container that I wish to use is (description, including dimensions and registration number)	

Employee details

Employee 1

Name	
Position	
Home address	
Postcode	
Basic disclosure DBS included (issue date must be within 28 days of application date)	
I declare that the above-named employee is not under the age of 17 years	

Employee 2

Name	
Position	
Home address	
Postcode	
Basic disclosure DBS included (issue date must be within 28 days of application date)	
I declare that the above-named employee is not under the age of 17 years	

Employee 3

Name	
Position	
Home address	
Postcode	
Basic disclosure DBS included (issue date must be within 28 days of application date)	
I declare that the above-named employee is not under the age of 17 years	

Employee 4

Name	
Position	
Home address	
Postcode	
Basic disclosure DBS included (issue date must be within 28 days of application date)	
I declare that the above-named employee is not under the age of 17 years	

Landowner details

If the proposed land to trade is owned by Harlow Council, permission will be sought during the consultation period, if not already acquired prior to making your application. Permission can be provided by:

- Property and Facilities team (district) (admin.property.facilities@harlow.gov.uk)
- Regeneration team (town centre only) (regen.enquiries@harlow.gov.uk)

Name	
Address	
Postcode	
Phone	
Email	

Payment

To pay the fee (current fee available on our website), call Harlow Council on 01279 446655. Use reference: **19241 2772**. Once you have made payment, you will be given a payment reference number.

Payment reference number	
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Checklist

I declare that I am not under the age of 17 years	
I have not been convicted of any criminal offences (please see suitability criteria below, or refer to street trading policy for more details)	
I have contacted the Planning Team with regard to planning permission (new applications only)	
I attach 1 full-faced passport sized photo (new applications require a true likeness statement on the reverse)	
I attach a photograph of the vehicle, stall or barrow etc. to be used for street trading	
I attach a copy of waste transfer agreement*	
I attach a copy of Public Liability Insurance* (minimum of £5 million pounds cover)	
I attach landowner permission to trade and details	
I attach location plan for fixed site (new application only)	
I attach a copy of MOT and insurance (where applicable)	
I include details of employees that will work at said vehicle (include unpaid help)	
I include a basic DBS certificate for all applicants and employees (dated within 28 days)	
I will notify the Licensing Team within 28 days of employment of any new members of staff or unpaid staff	
I will notify the Licensing Team immediately if I am charged with any offence	
To comply with the Immigration, Asylum & Nationality Act 2006 we have 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.	

*Waste transfer agreements and public liability insurance can be provided after the consultation process to avoid unnecessary expenditure where an application is not granted.

Suitability criteria

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.

The council will not grant a licence to anyone unless it is satisfied that they are a suitable applicant. The council will consider the following criteria when assessing the suitability of an applicant:

- the integrity of the applicant
- the competence of the applicant to undertake street trading in a manner consistent with the street trading policy
- any previous criminal history or pattern of behaviour

The Rehabilitation of Offenders Act 1974 applies to persons who wish to apply for a licence. This means that convictions (not all) and cautions become spent in accordance with the provisions of the act.

The council will not grant a licence to an applicant who has been convicted of a specified sexual or violent offence unless significant and exceptional circumstances apply.

Where an applicant is the subject of an outstanding charge or summons, their application may continue to be processed. However, depending on the circumstances, it is unlikely that a decision on the application will be made until the conclusion of the criminal proceedings.

During the duration of a licence, the licence holder must notify the council, in writing, within 48 hours, if they:

- receive any warnings, cautions or fixed penalties
- are arrested (regardless of whether they are charged with an offence)
- are charged with any criminal offence
- are convicted of any criminal offence
- allegations are made of their involvement in criminal activity

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](#).

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 policy.

Declaration

I hereby apply for a street trading licence within the district of Harlow. I have read and understood the street trading policy and licence conditions and agree to abide by them should my application be successful.

Any person who, in connection with an application for a street trading licence or for a street trading consent, makes a false statement which he knows to be false in any material respect, or which he does not believe to be true, shall be guilty of an offence, liable on summary conviction to a level 3 fine on the standard scale.

Sign	
Date	

Please return by email to licensing@harlow.gov.uk or post to Licensing Team, Harlow Council, Civic Centre, The Water Gardens, Harlow CM20 1WG.