



East Cambridgeshire
District Council

Local Government (Miscellaneous Provisions) Act 1982

STREET TRADING POP-UP FOOD TRADER REGISTRATION FORM

- Please familiarise yourself with our terms and conditions before completing this application
- It is an offence to give false information - all questions must be answered.
- Registrations will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed registration form:
 1. Proof of right to work in the UK for each applicant (see note 1)
 2. Proof of third party and public liability insurance for street trading with a minimum of £2,000,000 liability cover is, or will be in place during the street trading activity.

Note 1

Consents will not be issued to individuals or partnerships where the individual(s) do not have a right to work in the UK at the time of application. In order to confirm your right to work, all applicants must supply suitable documentation such as, a Passport, Biometric Residence Permit, birth certificate, or other approved home office documents. This is not required of Limited Companies and Limited Liability Partnerships.

The following items will also be required where the named person(s), or organisation applying are not members of the National Caterers Association (NCASS). NCASS number must be provided in section 27 of this form.

3. Gas safety certificate issued by a Gas Safe registered gas engineer, if applicable.
4. Written report of electrical safety issued by a NICEIC registered electrical contractor, if applicable.
5. Evidence to confirm food handlers have undertaken a satisfactory level of food hygiene training, if applicable.
6. Confirmation that the mobile unit is registered under the Food Premises (Registration) Regulations 1991, if applicable.

Please Note

The Licensing Authority reserves the right to request a DBS criminal record certificate from all persons named on the registration form. If such a check is required the Licensing Authority recognises the DBS "Update Service" scheme. For more information, please see our website www.eastcambs.gov.uk.

METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

CONSENT REGISTRATION PERIOD

Street trading pop-up food trader registrations will last 12 months, unless surrendered by the holder, or withdrawn by the Licensing Authority. Street trading consent fees can be found on www.eastcambs.gov.uk.

APPLICANT TYPE

Please indicate who will be the proprietor of the business:

- Sole trader (complete sections 1 to 8, and 24 onwards)
- Partnership (complete sections 1 to 16, and 24 onwards)
- Limited Liability Partnership (LLP) (complete sections 17 onwards)
- Limited Company (complete sections 17 onwards)

PROPRIETOR DETAILS

1. Surname:	2. Forename(s)
3. Current registered address:	
Postcode:	
4. Date of birth:	5. Telephone:
6. Mobile:	7. Email:
8(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
8(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

ADDITIONAL PROPRIETOR DETAILS

9. Surname:	10. Forename(s)
11. Current registered address:	
Postcode:	
12. Date of birth:	13. Telephone:
14. Mobile:	15. Email:
16(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
16(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

OTHER PROPRIETOR DETAILS

17. Ltd Company/LLP name:

18. Current registered address:

Postcode:

19. Ltd Company/LLP registration number:

20. Mobile:

21. Telephone:

22. Email:

23. Director/ Partner/Company Secretary names:

(please indicate all persons registered with Companies House, in the order you would like us to contact you)

POP-UP TRADER DETAILS

24. Trading name:

25. Address where trading unit kept overnight:

26. Product offering (please detail nature of items sold):

27. National Association of Caterers (NCASS) member:

Yes: No:

If yes, please enter your registration number below:

28. Other association membership:

Yes: No: N/A:

If yes, please provide details below:

SUPPORTING DOCUMENTS CHECKLIST

1. Proof of right to work in the UK for each applicant

Enclosed: To follow: N/A:

2. Proof of third party and public liability insurance for street trading with a minimum of £2,000,000 liability cover is, or will be in place during the street trading activity.

Enclosed: To follow:

DECLARATION

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this registration form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain street trading pop-up food trader consent. I am fully aware that the provision of a false statement, or information in order to obtain a street trading pop-up trader consent is an offence under the above Act which may result in the refusal of this consent registration and any subsequent consent registration for a period of one to three years. I am also aware that any consent granted as a result of breaching the above Act will be immediately withdrawn. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Street Trading Policy, and I undertake, in the event of a street trading pop-up food trader premises consent being granted, to observe and comply with such conditions.

Signed by or on behalf of the applicant (see note 2)

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

2 If signing on behalf of a Ltd Company, LLP, Committee/Association/Charity only one responsible person needs to sign.

GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcambs.gov.uk)

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website www.eastcambs.gov.uk.