



East Cambridgeshire  
District Council

## Local Government (Miscellaneous Provisions) Act 1982

### APPLICATION TO RENEW A STREET TRADING CONSENT

- **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.**
- **This form should only be used to renew an existing trading consent for the same trading locations and times. If you wish to alter these factors, please contact a Licensing Officer.**
- **An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee (see website for applicable fee):**
  1. One Passport style photo for each applicant
  2. A photo of the front, rear, left and right aspects of the van, cart, barrow, other vehicle or stall from which trading is intended to take place.
  3. 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.
  4. Gas safety certificate issued by a Gas Safe registered gas engineer, if applicable.
  5. Written report of electrical safety issued by a NICEIC registered electrical contractor, if applicable.
  6. Confirmation that the mobile unit is registered under the Food Premises (Registration) Regulations 1991, if applicable, and only where the place the mobile unit is stored overnight has changed since the consent to be renewed was last issued.

#### **Please Note**

The Licensing Authority reserves the right to request a DBS criminal record certificate from all applicants stated on the application form. If such a check is required the Licensing Authority recognises the DBS "Update Service" scheme. For more information, please see our website [www.eastcamb.gov.uk](http://www.eastcamb.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 3<sup>rd</sup> 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 PERIOD**

Street trading consents will last 12 months, or until the last daily permit date requested has passed in all cases, unless surrendered by the consent holder, or withdrawn by the Licensing Authority. The period between the first daily permit and the final daily permit cannot exceed 12 months. Street trading consent fees can be found on [www.eastcamb.gov.uk](http://www.eastcamb.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 of Ltd Company/LLP:
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)	

### PENDING PROSECUTIONS

24. Does any person named on this application form have any foreign or domestic prosecutions pending against them?: Yes  No

(If yes, please give details and continue on a separate sheet if needed)

Date of Court hearing	Offence	Court

### CRIMINAL CONVICTIONS, CAUTIONS, and/or WARNINGS

25. Has any person named on this application been convicted of any foreign or domestic offences, or received any Police cautions, or warnings since the last consent was issued?: Yes  No

(If yes, please give details and continue on a separate sheet if needed)

**NB: There is no need to declare any offences considered "spent" under the Rehabilitations of Offenders Act 1974.**

Date	Offence	Court	Sentence

### SUPPORTING DOCUMENTS CHECKLIST

1. One Passport style photo for each applicant	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
2. A photo of the front, rear, left and right aspects of the van, cart, barrow, other vehicle or stall from which trading is intended to take place.	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
3. 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: <input type="checkbox"/> To follow: <input type="checkbox"/>
4. Gas safety certificate issued by a Gas Safe registered gas engineer, if applicable.	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>

5. Written report of electrical safety issued by a NICEIC registered electrical contractor, if applicable.	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>
6. Confirmation that the mobile unit is registered under the Food Premises (Registration) Regulations 1991, if applicable  Only required if the place where the mobile unit is stored overnight has changed since the consent to be renewed was last issued.	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>
7. Relevant fee (see website)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>

## DECLARATION

### Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application 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 renew a street trading consent. I am fully aware that the provision of a false statement, or information in order to renew a consent is an offence under the above Act which may result in the refusal of this consent application and any subsequent consent applications 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 consent being granted, to observe and comply with such conditions.

Signed by or on behalf of the applicant<sup>2</sup>

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

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

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

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

<sup>2</sup> If signing on behalf of a Ltd Company or LLP 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](mailto: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](http://www.eastcambs.gov.uk).