|  |  |
| --- | --- |
|  | Falkirk Council Licensing Unit  Foundry  4 Central Park  Central Boulevard  Larbert  FK5 4RU  Telephone: 01324 501575  E- mail: licensing@falkirk.gov.uk |

**Civic Government (Scotland) Act 1982**

**Application for the grant/renewal of a Street Trader Licence**

1. All relevant questions must be answered in block letters or typescript. If you are providing an e-mail address this should be done in the required format for sending an e-mail.
2. Failure to fully and accurately complete any section (in particular question 4) of the application form and failure to submit the necessary supporting documentation may render it void.

**Before completing the application please read the guidance notes on: -**

**(i) Applying for street trader licence.**

**(ii) Completing an application form for a street trader licence.**

**SECTION 1**

**Question 1**

|  |  |
| --- | --- |
| Is the application in respect of a new grant, renewal or temporary? | NEW / RENEWAL / TEMPORARY\* |
| If a renewal give details | Licence No.:  Expiry Date: |

**SECTION 2**

**Question 2**

|  |  |
| --- | --- |
| Are you? | Self Employed □ An Employee □ |

**SECTION 3**

**Question 3**

Details of applicant

|  |  |
| --- | --- |
| (a) Full Name of applicant |  |
| (b) Private Address (Including postcode) |  |
| (c) Date of Birth |  |
| (d) Town and Country of Birth |  |
| (e) E-mail Address |  |
| (f) Mobile Telephone Number |  |
| (g) Home Telephone Number |  |
| (h) Works Telephone Number |  |

**Question 4**

|  |  |
| --- | --- |
| Do you have any current convictions, conditional offers and or fixed penalties **within our outwith** the UK recorded against yourself? In the case of renewal application it refers only to such convictions, conditional offers and or fixed penalties since the licence was last granted. | YES/NO\* |

If yes disclose all such unspent convictions, conditional offers and or fixed penalties.

Failure to disclose all convictions etc. will result in the application being returned to the applicant. (Continue on a separate sheet if necessary).

**(a) Convictions**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Offence | Court or Country (outwith the UK) | Sentence/Penalty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(b) Conditional Offers and Fixed Penalties**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Offence | Country (outwith the UK) | Sentence/Penalty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Question 5**

|  |  |
| --- | --- |
| Have you lived outwith the United Kingdom for a period of six months or more within the last 10 years? In the case of renewal application it applies to you living outwith the United Kingdom for a period of six months or more since the last grant of the licence. | YES/NO\* |

If yes you are required to provide a Criminal Record Check/ verification from the Embassy of the country, you resided in. Information on how to obtain this is contained within the guidance notes.

**Question 6**

|  |  |
| --- | --- |
| (a) Have you previously held or currently hold a Street Trader Licence issued by this or any other authority? | YES/NO\* |
| (b) If yes which authority granted the licence? |  |
| (c) When was it granted? |  |
| (d) When does it expire? |  |

Question 7

|  |  |
| --- | --- |
| (a) Have you ever applied for and been refuses a Street Trader Licence issued by this or any other authority? | YES/NO\* |
| (b) If yes which authority refused the licence? |  |
| (c) When was it refused? |  |

**If an application for Street Trader licence was refused by this authority within the last year a further application will only be accepted if there has been a material change in circumstances. This information must be provided with the application.**

**SECTION 3**

**Question 8**

Details of employer if appropriate

|  |  |
| --- | --- |
| (a) Full name of person/company/firm employing you. |  |
| (b) Address of person/company/firm employing you. (Including postcode) |  |
| (c) E-mail Address |  |
| (d) Contact Telephone Number |  |

**Question 9**

|  |  |
| --- | --- |
| Are you responsible for the day-to-day management of the activity in relation to which the application is made? | YES/NO\* |

If you have answered NO you must complete question 10.

**Question 10**

Details of person responsible for the day to day management.

|  |  |
| --- | --- |
| (a) Full name |  |
| (b) Address (Including postcode) |  |
| (c) E-mail Address |  |
| (d) Contact Telephone Number |  |

**SECTION 4**

**Question 11**

Details of operation

|  |  |
| --- | --- |
| (a) Do you intend to operate from a particular location? | YES/NO\* |
| (b) If yes state the precise location. |  |
| (c) If no state how you intend to operate and the area in which you intend to operate. |  |
| (d) State nature of goods/services in which it is proposed to trade.  Where the proposed trading involves food business, a Certificate of Compliance requires to be submitted. |  |
| (e) State the type and registration number of the vehicle(s) or describe the structure, kiosk, moveable stall |  |
| (f) State dimensions of structure to be used if appropriate. |  |
| (g) Certificate of Compliance (food units only) |  |
| Issuing Authority |  |
| Certificate Reference |  |
| Certificate Grant Date |  |
| Certificate Expiry Date |  |
| (h) Gas Safety Certificate Expiry Date |  |
| (If you do not have a gas safety certificate please state why) |  |
| (i) Electrical Safety Certificate Expiry Date |  |
| (j) PAT Testing Certificate Expiry Date |  |

**Question 12**

(a) Hours and days the licence is required.

|  |  |  |
| --- | --- | --- |
| Day | From | To |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

(b) Period of the year which the licence is required for:

**Question 13**

State the address of the premises at which the goods will be stored when note being offered for sale:

**SECTION 5**

**Question 14**

CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION

The following relevant documentation must be submitted with the application otherwise the application will not be accepted.

|  |  |
| --- | --- |
| **I confirm that I have enclosed the following** | **Submitted** |
| (a) Criminal Record Check/Verification from Embassy |  |
| (b) Proof of Address (new applications only) |  |
| (c) Photographic Identification (new applications only) |  |
| (d) Static Vans/Kiosk only - Location plan showing at least two named roads and surrounding buildings or the situation of the application site in relation to the locality. The application site must be clearly marked and include all of the land relating to the area to be licensed |  |
| (e) Trade Waste Certificate |  |
| (f) Copy of the Controlled Trade Waste Transfer Note. |  |
| (g) Current copy of Certificate of Compliance issued by your home authority or that of your employers. |  |
| (h) Current Gas Safety Certificate (if appropriate) |  |
| (i) Current Electrical Safety Certificate (if appropriate) |  |
| (j) Current PAT Testing Certificate (if appropriate) |  |
| (k) Letter of consent from the owner if you intend to operate from a particular location. |  |
| (l) Clarification that Road Occupation consent has been applied for, granted, or not required. |  |

**SECTION 6**

**INDIVIDUAL PERSON**

I declare that the particulars given by me on this form are true and I hereby make application to Falkirk Council for the grant of a Street Trader Licence.

Date:

Signature of applicant/agent:

Agents Address (Including postcode):

|  |
| --- |
| Please indicate where all correspondence should be sent to applicant/agent/manger. Also where possible provide an e-mail address for correspondence where appropriate.  Applicant □ Employer □ Manager □  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud.  It may also share this information with other bodies administering public funds solely for these purposes.**

N.B. Any person who in, or in connection with, the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material matter shall be guilty of an offence and liable, on summary conviction, to a fine.

Your privacy is important to us. You can find out how we deal with your personal information here <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>