

## **NOTES OF GUIDANCE FOR APPLICANTS OF STREET TRADER'S LICENCES**

All licences will run for a period of three years from the date of approval (unless certain restrictions are imposed by the Licensing Committee). Copy applications will be forwarded to Strathclyde Police who will carry out a full D.V.L.A. and criminal check on each applicant. Applications will also be sent to the Local Member, Community and Leisure Department, Roads and Transportation Department, Environment Department of the Council, Firemaster, West of Scotland Water and Scottish Environment Protection Agency as well as any Head Teacher where appropriate for comments. Any convictions not declared by you will be disclosed by the Police and may affect your application. Please note that licences are not transferrable.

### **Documentation to be produced on submission of application:-**

1. All information on application to be fully completed at time of submission.
2. Map showing exact location of proposed site to accompany application.
3. Two passport sized photographs (certified as a true likeness by a Justice of the Peace, Doctor, Solicitor etc.)
4. A secondary form of photographic identification e.g. passport (where a passport is not available a Council Tax Payment Book or Electricity Bill showing applicants name and address will be acceptable.
5. Letter of authorisation to be submitted along with application from landowner giving authorisation for use of the site for the purpose of operating as a Street Trader even where the site location is owned by the Council.
6. You are required to register as a Waste Carrier with the Scottish Environmental Protection Agency. Documentary proof of Registration or Exemption from the requirement to be registered will be required prior to the issuing of a Street Trader's Licence.

### **Licence Fees (which cover a three year period):-**

1. Street Trader's Licence      £275.00 + cost of placing an advert in the local press

**PLEASE NOTE THAT APPLICATIONS WILL NOT BE ACCEPTED BY POST. ALL SUBMISSIONS MUST BE MADE IN PERSON TO THE CENTRAL SERVICES DEPARTMENT, COUNCIL HEADQUARTERS, EASTWOOD PARK, ROUKEN GLEN ROAD, GIFFNOCK. NO REFUND OF FEES WILL BE MADE FOR APPLICATIONS WHICH ARE EITHER REFUSED OR WITHDRAWN.**

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EAST RENFREWSHIRE COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR A LICENCE TO ACT AS A STREET TRADER

Each question must be answered

**(To be completed if a natural person e.g. individual)**

1(a) Full Name (Block Letters)

\_\_\_\_\_

(b)(i) Home Address

\_\_\_\_\_

\_\_\_\_\_

(ii) If you have not lived at this address for three years please state previous address

\_\_\_\_\_

\_\_\_\_\_

(c) Telephone No \_\_\_\_\_ (d) National Insurance No \_\_\_\_\_

(e) Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

(f) Is applicant to carry out day-to-day management of the site?

YES/NO

If NO, give full name, address and date of birth of any employee or agent so engaged

\_\_\_\_\_

\_\_\_\_\_

Give business hours telephone number of applicant or agent

\_\_\_\_\_

**(To be completed if a non-natural person e.g. Company, group, firm, business etc)**

2(a) Full Name (Block Letters)

\_\_\_\_\_

(b) Address of Principal or Registered Office

\_\_\_\_\_

\_\_\_\_\_

**(c) Details of all Directors, Partners or persons responsible for the management of the business**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

Telephone No \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

National Insurance No \_\_\_\_\_

National Insurance No \_\_\_\_\_

**ALL EMPLOYEES OF AGENTS ACTING AS STREET TRADERS REQUIRE INDIVIDUALLY A STREET TRADER'S LICENCE**

**3(a) State precisely locality by reference to street names on an ordnance survey map in which it is proposed to act as a street trader (or if existing trader in which you currently act).**

\_\_\_\_\_  
\_\_\_\_\_

**(b) Do you propose to trade from particular location(s)?**

**YES/NO**

**If YES, and if the location is not on the carriageway on any street, are you the owner of the site(s)?**

**YES/NO**

**If NO, a letter of consent from the owner must accompany this application**

**4(a) On what days of the week and what hours do you propose to trade?**

hours between \_\_\_\_\_ am and \_\_\_\_\_ pm on \_\_\_\_\_

**(b) State the period during which it is proposed to trade**

\_\_\_\_\_

**5. State nature of goods/services in which it is proposed to trade**

\_\_\_\_\_

**6. State the address of the premises at which the goods will be stored when not being offered for sale**

\_\_\_\_\_

\_\_\_\_\_

7. State type and registration number of vehicle or describe or give dimensions of structure, kiosk, moveable stall or receptacle to be used in connection with street trading

If the proposed trading includes food business and involves a vehicle, kiosk, moveable stall, there must be produced a Certificate of Compliance with the Food and Drugs (Scotland) Act 1956 by the Director of Environment

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8. Is application for grant of a licence or renewal of an existing one? **GRANT/RENEWAL**

9(a) Have you previously held or do you currently hold a licence/permit for street trading?

YES/NO

If YES, when was the licence/permit granted?

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when does it expire? \_\_\_\_\_

which authority granted the licence? \_\_\_\_\_

(b) Have you ever applied for and been refused a licence/permit for street trading?

YES/NO

If YES, when were you refused? \_\_\_\_\_

which authority refused it? \_\_\_\_\_

10. Have you ever been convicted of any crime or offence, including contraventions of Street Trading or other Byelaws, Road Traffic Offences and Environmental, Health/Food Hygiene Offences? If so, subject to the provisions of the Rehabilitation of Offenders Act 1974, give particulars below.

Date	Court	Offence	Sentence

**NB ALL CRIMES AND OFFENCE MUST BE DECLARED**

I declare that the particulars given by me on this form are true and I hereby make application to East Renfrewshire Council for the grant or renewal of the licence applied for.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

N.B. Any person who in or in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £500.

The fee is correct at time of printing but is subject to variation without notice.

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**FOR OFFICE USE ONLY**

<b>Date Received:</b>	<b>Fee Paid:</b>
<b>Receipt No:</b>	<b>Licence No:</b>
<b>Police Comments:</b>	<b>Date dealt with by Licensing Committee:</b>
<b>Decision:</b>	