

# Application for the Grant or Renewal of a Street Trader's Licence

## Orkney Islands Council

### Civic Government (Scotland) Act 1982

Please read the attached guidance notes before completing this form. Answer all questions, continuing on separate sheet(s) if necessary. All addresses provided must include post codes.

**Note:** all employees or agents acting as street traders require **individual** street traders' licences.

<b>1. Personal Details.</b>			
<b>1.1.</b> Full name (Block capitals).	<b>Surname.</b>	<b>Forename(s).</b>	
<b>1.2.</b> Home address including post code.			
<b>1.3.</b> Telephone numbers (landlines for home and business; and mobile).			
<b>1.4.</b> Email address.			
<b>1.5.</b> Age, date and place of birth.	<b>Age.</b>	<b>Date of Birth.</b>	<b>Place of Birth.</b>
<b>1.6.</b> Will the activity be operated for the benefit of a person other than the applicant? If Yes, provide full name, address, date and place of birth, telephone numbers (landlines for home and business; and mobile) and email address of that person.	<b>Yes.</b>		<b>No.</b>
<b>1.7.</b> Is applicant self- employed? If not, provide name and address of person, company or other business entity employing you to act as a street trader, together with their telephone numbers (landlines for home and business; and mobile) and email address.	<b>Yes.</b>		<b>No.</b>

<p><b>1.8.</b> Is the applicant to carry out day-to-day management of the street trading? If not, provide full name, address, date and place of birth, telephone numbers (landlines for home and business; and mobile) and email address of that person.</p>	<p><b>Yes.</b></p>		<p><b>No.</b></p>	
<p><b>2. Operation Details</b></p>				
<p><b>2.1.</b> Do you propose to trade from a particular location? If Yes, state precise locality, by reference to street names or a location plan or sketch map, as appropriate. A letter of consent from the owner of the site must accompany this application unless the location is on the carriageway of a street or the applicant is the owner of the site. Please specify.</p>	<p><b>Yes.</b></p>		<p><b>No.</b></p>	
<p><b>2.2.</b> State the nature of the goods or services in which it is proposed to trade. List foodstuffs in detail, continuing on separate sheets as necessary.</p>				
<p><b>2.3.</b> State the address of the premises at which the goods will be stored when not being offered for sale.</p>				
<p><b>2.4.</b> State the days and hours during which you propose to act as a street trader.</p>				
<p><b>2.5.</b> State the type and registration number of any vehicle or describe and give the dimensions of the structure, kiosk or moveable stall to be used for street trading. If the proposed trading includes a food business and involves a vehicle, kiosk or moveable stall, a certificate of compliance with Food Safety legislation relating to the vehicle, kiosk or moveable stall must accompany this application.</p>				

**3.** Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named in this application form ever been convicted of any crime or offence? (continue on separate sheet(s) if necessary). Please read the guidance notes accompanying this form before completing this section. Regardless of whether the application is for a new licence or to renew a current licence, this question must be answered. **If any party, including any company or other business entity, named on this application form is stating that they have no convictions to declare, the names of the company or other business entity, as well as all individuals, must be printed below, followed by the answer "None". All names must be accounted for. The question cannot be left blank in relation to any party.**

Name.	Date.	Court.	Offence.	Sentence.

<b>4.1.</b> What type of licence are you applying for? (Tick the relevant box next to your choice.)	<input type="checkbox"/> <b>Street Trader Grant.</b>			
	<input type="checkbox"/> <b>Street Trader Renewal.</b>			
<b>4.2.</b> What length of licence are you applying for? (Tick the relevant box next to your choice.)	<input type="checkbox"/> <b>One year.</b>			
	<input type="checkbox"/> <b>Three years.</b>			
<b>5.1.</b> Have any parties named on this application form held or currently hold a street trader's licence? If Yes, provide name(s).	<input type="checkbox"/> <b>Yes.</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>No.</b>	<input type="checkbox"/>
<b>5.2.</b> When was the licence granted?	<input type="text"/>			
<b>5.3.</b> When did / does it expire?	<input type="text"/>			
<b>5.4.</b> Which Authority granted the licence?	<input type="text"/>			
<b>6.1.</b> Have any parties named on this application form ever applied for and been refused a street trader's licence? If Yes, provide name(s).	<input type="checkbox"/> <b>Yes.</b>	<input type="checkbox"/>	<input type="checkbox"/> <b>No.</b>	<input type="checkbox"/>
	<input type="text"/>			
<b>6.2.</b> When was the licence refused?	<input type="text"/>			
<b>6.3.</b> Which Authority refused the licence?	<input type="text"/>			

**Checklist for Applicants:**

<b>I have included the following:</b>	✓
3 Passport photographs	
Plan no larger than A3 showing site / location of any fixed site	
Written permission from owner of any fixed site	
Food business only – Certificate of compliance re Food Safety Regulations (s.39 Certificate)	
Duty of Care Notice (Controlled Waste Transfer Note)	
Relevant application fee  To pay the fee please call the Council on 01856 873535 and ask to make a card payment. The Customer Services advisor will need a code to accept your payment. You must quote the following code: R39 021 000 741 00.	

**Declaration:**

**A.** I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

**B.** I understand that the Authority is required to collect the information supplied by me as detailed in this form in terms of legislation to enable it to make decisions on applications.

**C.** I understand that the information supplied by me as detailed in this form may be held and used by the Authority for the purpose of Licensing and that information may be disclosed to Police Scotland and other relevant parties for vetting and background enquiries whilst processing and determining the application.

**D.** I understand that the Authority is under a duty to protect the public funds it administers and to this end may use the information I have provided on this form 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.

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

Signature of Agent: (if applicable). \_\_\_\_\_ Date: \_\_\_\_\_

**Any person who in, or in connection with the making of, this application makes any statement which s/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.**

Convictions must be declared, subject to the Rehabilitation of Offenders Act 1974. This legislation is available at [www.legislation.gov.uk](http://www.legislation.gov.uk). If you are in any doubt as to whether you require to declare convictions, you must obtain independent legal advice. If you wish to declare that you have no convictions, you must write "None" at question 3 above. You cannot leave the question blank. With reference to the above paragraph, remember that if you do not declare something which you should have declared, you may be prosecuted for failure to declare and this will affect the processing time and procedure for your application.

Email to [licensing@orkney.gov.uk](mailto:licensing@orkney.gov.uk) or post to Legal Services, Orkney Islands Council, Council Offices, Kirkwall, Orkney KW15 1NY, together with the appropriate fee and documentation.

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For Official Use.	
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