

Application for street trading consent

Local Government Miscellaneous Provisions Act 1982

Please note:

- you must read the councils Street Trading Policy before completing this application
- the application will not be accepted unless all sections have been completed, all supporting documents supplied and fee paid
- tick box(es) as appropriate

Full details of applicant					
Mr	Mrs	Miss	Ms	Surname:	
Forenames:					
Home address:					
Post Code:		Telephone No:			
Mobile No:		Email:			
Trading details					
Business Name:					
Address at which unit is kept (if different to the above):					
				Post Code:	
Trading location (please supply the exact location you are trading from if static, please use a map to mark location)					
Address:					
Post code:					
What are you applying for? tick box(es) as appropriate <input checked="" type="checkbox"/>					
First Grant		<input type="checkbox"/>			
Renewal		<input type="checkbox"/> *			
*Please provide your licence number:..... Expiry Date:					
Consent type					
Class A		<input type="checkbox"/> (static)*			
*Please state days and times of trading:.....					
.....					
Class B		<input type="checkbox"/> (mobile)			
Consent Length					
6 months		<input type="checkbox"/>			
12 months		<input type="checkbox"/>			

Items to be sold (please list below)	
Type of trading vehicle (please provide photo and size of vehicle)	
Handcart	<input type="checkbox"/> Size:
Stall	<input type="checkbox"/> Size:
Trailer	<input type="checkbox"/> Size:
Mobile Unit	<input type="checkbox"/> Size:
Vehicle details	
Make of vehicle:	
Model of Vehicle:	
Registration number of vehicle:	

Privacy Statement:

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under the Local Government (Miscellaneous Provisions) Act 1982.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Declaration:

I declare that to the best of my knowledge and belief the statements herein are correct. I have received and read the West Suffolk Council policy and conditions relating to street trading consents. If I sell alcohol at any time and or hot refreshments between 2300-0500, I also need to obtain a Premises Licence (Licensing Act 2003).

I understand that if, for the purposes of obtaining a consent, I make a false statement, I may be liable to prosecution.

I am not under 17 years of age.

As part of my application I have produced the following (please tick):

- Proof of address (Utility bill less than 3 months old)
- Proof of Insurance (Public Liability and vehicle)
- Photograph of Unit/Mobile (first grant only or new unit)
- Copy of proof of landowners permission (if applicable)
- Current gas appliance certificate (if applicable) less than 12 months old
- Food Establishment Registration form or proof
- Fee (cheques made payable to **West Suffolk Council**)

Sign:	
Print name:	
Date:	

Applications and fees can be returned to:

Licensing Department
West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds
IP33 3YU

Tel 01284 758050 email: licensing@westsuffolk.gov.uk