

APPLICATION FORM FOR A STATIONARY STREET TRADING LICENCE

Please fully complete the application and ensure the required certificates are attached at the time of application as incomplete applications will not be considered valid.

Stationary Licences can only be granted for streets or locations that have been previously designated by the Council.

Minimum Standards for application

1. All relevant Certification accompanies application
All relevant certification has been provided along with the fully completed application form, and meets the required standards, namely;

- Proof of ownership of the vehicle and/or trailer
- Gas safety certificate for all gas appliances, connections, flues etc associated with the vehicle/trailer dated within the last year (where applicable)
- Public liability insurance (£5m)
- FHRS rating 3 or higher
- Electrical safety certificate - periodic inspection certificate within the last 3 years for all vehicles/trailers which have an electrical system/electrically powered appliances including generators
- Evidence that vehicle is in good repair and condition (ie submit photograph of Vehicle/trailer taken within the last year)

2. Access NI Basic Disclosure check for licence holder dated within the last year

3. Licence fee included with application

If this application is for the grant of a new licence or for a newly designated pitch then a further selection stage may take place as part of the application process if there are multiple applicants

Stage 2

Additional criteria	Score weighting
Food Hygiene Rating Scheme <ul style="list-style-type: none">• Score 5• Score 4	<ul style="list-style-type: none">• +2• +1
Applicant's residential address is within Mid and East Antrim Borough	+2
Any previous history of illegal trading or breach of any licence condition	-3
Substandard Vehicle appearance (cleanliness and repair of exterior not of the desired standard)	-2
Health related Added value Health related added value are those initiatives or activities which are consistent with the Council's Community Plan objective to "improve health, including the wider factors and causes of ill health"	+2

The applicant with the highest score will be awarded the pitch.

In the event of a tie in scores in stage 2 then a process of random selection will be used to choose successful applicant.

The application form should be completed and returned to the following address:

Environmental Health Department, Smiley Buildings, Victoria Road, Larne, BT40 1RU.

A cheque or postal order should also accompany the completed form for the appropriate application fee, made payable to 'Mid and East Antrim Borough Council'.

Cash should not be sent in the post

APPEALS

A person aggrieved by a decision of the Council-

- (a) with respect to any condition specified in a street trading licence;
- (b) to refuse, other than on any of the grounds specified in Section 8, an application for a street trading licence;
- (c) to grant an application for a street trading licence subject to any condition of a kind mentioned in sub-section (2) of section 9;
- (d) to revoke a street trading licence under section 10;
- (e) to vary under sub-section (1) (b) of section 11 the conditions specified in a street trading licence; or
- (f) to refuse to vary under sub-section (1) (a) of that section the conditions specified in a street trading licence

may, at any time before the expiration of the period of 21 days from the date on which notice of the decision is given, appeal to a court of summary jurisdiction by notice under Part VII of the Magistrates' Courts (Northern Ireland) Order 1981.

NOTES

1. Any person who, in connection with an application for the grant renewal or variation of a street trading licence, makes a statement which he knows to be false shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 3 on the standard scale.
2. Licences granted by the Council confer no right of trading in any place whatsoever which the licence holder does not enjoy in law and the council shall not be held liable by the Licensee or anyone claiming through or under him or her, if such Licensee is prevented or impeded from trading in the prescribed place, at the prescribed place, at the prescribed time, as set out in the Licence.

I HEREBY APPLY TO MID AND EAST ANTRIM BOROUGH COUNCIL FOR THE GRANT/RENEWAL/VARIATION* OF A STATIONARY STREET TRADING LICENCE.

*Please delete as appropriate.

- The application form must be completed in **BLOCK LETTERS**

TITLE: *Mr/Mrs/Miss/Ms* _____ DATE OF BIRTH: _____

FULL NAME: _____

HOME ADDRESS: _____

POST CODE: _____ TEL. NO.: _____

BUSINESS NAME: _____

BUSINESS ADDRESS (if different from above) _____

POST CODE: _____ TEL. NO.: _____

DESCRIPTION OF ARTICLE TO BE SOLD: _____

DIMENSIONS/TYPE OF VEHICLE OR STALL: _____

(Photographs or drawings of stall/vehicle can be attached to application form)

REGISTRATION NUMBER OF VEHICLE: _____

DO YOU OWN THE VEHICLE OR STALL? YES/NO

IF NOT, GIVE NAME AND ADDRESS OF THE OWNER: _____

ADDRESS AT WHICH VEHICLE OR STALL IS TO BE KEPT WHEN NOT IN USE:

PLEASE PROVIDE DETAILS OF ANY STREET TRADING LICENCES YOU HAVE PREVIOUSLY HELD:

STATIONARY LICENCE

Exact position of SITE OR LOCATION (naming street, road or public place)

Please provide details of times of trading for each day

DAY	TIME
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

Evidence of Public Liability Insurance provided Yes No

Have you ever been convicted of offence under Street Trading Act 2001 Yes No
If yes please provide details _____

Are you registered as a food business with a Local Authority? Yes No
If **yes**, please provide details (i.e. name of Local Authority where registered,

If you are registered as a food business please provide details of your most recent FHRS score and date of last inspection

Will bottled (LPG) gas be used? Yes No

If **yes**, please attach a copy of a Gas Safe Register Certificate dated in the last year

Will a generator be used for power? Yes No

What type? Petrol Diesel Gas

If **yes**, please attach a copy of your periodic inspection report by a NICIEC contractor for your electrical installation. (Must be dated within last 3 years)

Photographs or drawings of stall/vehicle attached to application Yes No

Access NI Basic disclosure certificate attached Yes No

Proof of ownership of any vehicle used attached Yes No

Note: We will accept documents by email sent to licensing@midandeantrim.gov.uk

In connection with this application for the grant, renewal or variation of a Stationary Street Trading Licence, if you provide information which you know to be false, you will be prosecuted for that offence. On conviction you are liable to a maximum fine of £1,000.

Mid and East Antrim Borough Council is collecting and processing your personal information to fulfil our legal obligations in relation to street trading licencing under the Street Trading Act (NI) 2001

We will keep your information secure, accurate and for no longer than is necessary in accordance with data protection laws.

Your information may be shared with PSNI and TransportNI and other statutory bodies for the purpose above.

If you wish to find out more about how we control and process personal data and protect your privacy please see www.midandeantrim.gov.uk/privacy-notice

I certify that I have read and understand the above statement and that all of the above information contained in this application is correct to the best of my knowledge.

Applicant's Signature: _____

Date: _____

FOR OFFICE USE

Date application received: _____

Receipt Number: _____

ENCLOSURES

Map

Photo/Sketch

Application Fee

Certificates