

## **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.

### Stage 1

#### **Minimum Standards for application**

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

- 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)

Licence fee included with application £300

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"> <li>• Score 5</li> <li>• Score 4</li> </ul>	+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.

Street trading fees can be paid in following ways:-

1. Sending a cheque to (payable to Mid & East Antrim Borough Council) at Smiley Buildings, Victoria Road, Larne BT40 1RU, or
2. contacting the Cashdesk at Smiley Buildings at 028 28 262350 to pay by card, or
3. by BACS transfer to Danske Bank, Sort Code 95 07 97, Account 00025828 (please add 'street trading' and name as reference). If paying by BACs please email [licensing@midandeantrim.gov.uk](mailto:licensing@midandeantrim.gov.uk) to advise of transaction.

**PLEASE COMPLETE THIS FORM ELECTRONICALLY OR IN BLOCK CAPITALS**

IF COMPLETING ONLINE PLEASE USE FILL AND SIGN PDF TOOLS TO COMPLETE THIS FORM AND EMAIL TO [licensing@midandeantrim.gov.uk](mailto:licensing@midandeantrim.gov.uk)

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

TITLE: Mr  Mrs  Miss  Ms

FULL NAME			
HOME ADDRESS			
TELEPHONE		DoB	
EMAIL			

BUSINESS NAME			
BUSINESS ADDRESS (if different from above)			
TELEPHONE			

DESCRIPTION OF ARTICLE TO BE SOLD:

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DIMENSIONS/TYPE OF VEHICLE OR STALL:

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

REGISTRATION NUMBER OF VEHICLE: \_\_\_\_\_

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

**STATIONARY LICENCE**

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

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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

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

**Note: We will accept documents by email sent to [licensing@midandeantrim.gov.uk](mailto:licensing@midandeantrim.gov.uk)**

Or send by post to the following address -

Licensing Section, Public Protection Health & Wellbeing Department  
Smiley Buildings  
Victoria Road  
Larne  
BT40 1RU

***I declare that I have not been previously convicted of any breaches under the Street Trading Act (Northern Ireland) 2001 -***

Signature \_\_\_\_\_ Date \_\_\_\_\_

***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](http://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: \_\_\_\_\_