



**STREET TRADING CONSENT
APPLICATION FOR GRANT OR RENEWAL**

Local Government (Miscellaneous Provisions) Act 1982

Community Services, St Albans City and District Council, Civic Centre,
St Peters Street, St Albans, Hertfordshire, AL1 3JE

APPLICATION TYPE (please tick the relevant box)	
Grant of a Static Street Trading Consent	
Grant of a Mobile Street Trading Consent	
Grant of a Commercial Street Trading Consent	
Renewal of a Static Street Trading Consent	
Renewal of a Mobile Street Trading Consent	
Renewal of a Commercial Street Trading Consent	
Transfer of a Street Trading Consent	

Please tick the appropriate box above

Answer all the questions in ink using CAPITAL letters, either ticking ✓, or writing “None” where appropriate. Please answer all questions below, failure to do so will invalidate your application.

APPLICANT DETAILS

Individual Applicant
Title: Surname:
Forenames:
Date of Birth:
Full Home Address:
Postcode:
Telephone :
Mobile :
Email :
<i>By providing an email address, you agree to us communicating with you by email, including sending reminder letters and licences. For further details of your personal data rights see: http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx</i>

Company applicant (commercial street trading consent only)	
Company:	
Company number:	
Registered Company Address:	
Postcode:	
Telephone :	
Mobile :	
Email :	
<p><i>By providing an email address, you agree to us communicating with you by email, including sending reminder letters and licences. For further details of your personal data rights see: http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx</i></p>	

Details of persons working on the stall	
1 st person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided:
2 nd person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided:
3 rd person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided:

Details of applicant	
How long have you been trading:	
Do you trade in another authority (please list authority) :	
Are you food registered (please list authority):	

Details of vehicle		
Vehicle registration:		
Make of vehicle:		
Model:		
Registration date:		
Please detail the address where the vehicle is to be kept when not in use:		
Does your vehicle engine need to remain on when stationary	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an electric vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Details of Trade
Proposed Trading Site (static trader only):
Details of any stall, trolley, stand (include, height, width, length and colour, all power systems, gas safety certificates):

Full description of goods to be sold. Specify types of food to be sold. e.g. burgers, kebabs, fruit and vegetables, ice cream:

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Please provide details of how food will be stored:

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Proposed Trading times: (please read the policy 3.1.3)

Sunday	AM	PM
Monday	AM	PM
Tuesday	AM	PM
Wednesday	AM	PM
Thursday	AM	PM
Friday	AM	PM
Saturday	AM	PM

Offences and civil immigration penalties

Have you been convicted of any offence or foreign offence or been required to pay a civil immigration penalty?	Yes	No
If you have been convicted of any offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:		
If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:		
If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:		

I enclose the following:	
A completed and signed Street Trading Consent Application Form.	
The full application fee as appropriate.	
A passport size photograph of me and any person working with me	
Where the proposed street activity is from a fixed position, a copy of a map of at least 1:1250 scale. The map should clearly identify the proposed site position by marking the site boundary with a red line.	
Colour photographs of the stall, van, barrow, cart etc. that will be used for the street trading activity.	
If the pitch is on private land evidence of right to occupy. If an application for a commercial pitch evidence of land ownership.	
A certificate of Public Liability Insurance that covers the street trading activity for third party and public liability risks. The minimum insurance cover shall be £5,000,000.	
A Level 2 Award in Food Safety in catering certificate for all food handlers.	
Commercial waste removal contract, including oil if relevant.	
Evidence of registration of the food business with the appropriate Local Authority. Once obtained evidence of a food hygiene rating.	
Proof of the applicant's and any prospective employee's right to work in the UK.	
Gas safety certificate for the vehicle or stall if applicable.	
Copy of driving licence for proposed applicants/employees who may drive or tow the trading vehicle. A print out from the DVLA website dated within the previous 14 days is preferred. See https://www.gov.uk/view-driving-licence .	
Basic disclosure for applicant and any prospective employee's (due on any new application and then every 3 years thereafter). Basic disclosure can be obtained from Disclosure & Barring Service (DBS).	
If applying for a commercial pitch renewal, document(s) showing previous years sublets.	

Fees		
Consent type	Grant	Renewal
Static	£670	£360
Mobile	£465	£245
Commercial pitch	£670	£360
St Peters Street (static)	£670	£360
St Peters Street (electricity)	£100	£100
Transfer fee	£30	£30
Electrical vehicle fee reduction	£60	£60

DECLARATION & PRIVACY NOTICE

IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THIS INFORMATION UNDER THIS SECTION, THAT PERSON WILL BE GUILTY OF AN OFFENCE.

I the undersigned, hereby apply for a **Street Trading Consent** in the District of St Albans and I declare that my answers and statements to the questions in this application are true, to the best of my/our knowledge and belief, and acknowledge that, if there are any omissions, false or incorrect statements of a serious nature, this may result in the application being refused without further consideration or, if a licence has been issued, it may be liable to suspension or revocation. I also confirm that I have read and understood and agree to abide by all relevant legislation and St Albans Street Trading Policy in regard to being a consent holder within the St Albans District.

I understand that in making this application, I am consenting to St Albans City and District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to St Albans making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to me and my application in order to determine my suitability to hold a licence.

PRIVACY NOTICE

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form. Please read and retain the privacy notice for more details.

CONSENT

By completing this form you are giving consent for us to process your criminal conviction information, for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing licensing@stalbans.gov.uk or calling the Council on 01727 296164. If you withdraw consent we will not be able to process your application.

I agree to give consent for you to use my personal information as set out above

Signed: _____ Dated: _____

PRINT NAME: _____

Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided for public task (Art. 6(1)(e) of General Data Protection Regulation). This means we collect your personal information from you so that we can carry out a function we have chosen to carry out. In this case we are collecting personal information for the purposes of street trading consents.

If you're providing us with criminal conviction personal information we will be processing this under Art.10 GDPR.

How will we use the information about you?

We use the information to process and manage your street trading consent application. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this application and manage your street trading consent.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Local Authorities, your Insurance company or other statutory authorities, such as Her Majesty's Revenue and Customs (HMRC), Hertfordshire County Council Highways, Immigration, DVLA, Police or similar agency, where sharing your data is necessary to deal with your matter. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk. You can find out more about [your rights](#) on our website.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit our [cookies page](#).

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found [here](#) on our website.

We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.