



Application for Grant or Renewal of a Street Trading Consent

Local Government (Miscellaneous Provisions) Act 1982

Return to: Licensing, Community Services, St Albans City & District Council, St Peters Street, St Albans, Herts AL1 3JE

*/We **(delete as applicable)** apply under the provisions of the above Act for a street trading consent and submit the following particulars. I/We **(delete as applicable)** undertake to comply with the council's policy and conditions.*

<i>Name of Business:</i>	
<i>Full name of trader</i>	
<i>Contact address</i>	
<i>Date of birth (applicants must be over 17)</i>	
<i>Telephone number/s</i>	
<i>Business name and trading status (i.e. sole trader, partnership, limited company)</i>	
<i>Business address (if applicable)</i>	

- Full names, addresses, dates of birth of all business partners (if application is on behalf of a partnership) are required.
- Full names, addresses and dates of birth of all other people working on your stall are required
- All applicants and nominated assistants are to submit a passport size photograph
- Photographic proof of identification of all applicants (including nominated assistants) will be required, for example a passport or DVLA licence. You should arrange to bring your original documents to the Council office. An officer can then take a copy of the original and return it to you.

1 st person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided £7
2 nd person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided £7

3 rd person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided <input type="checkbox"/>
4 th person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided <input type="checkbox"/>
5 th person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided <input type="checkbox"/>

Proposed trading site/s (enclose plan/s of location/s with proposed trading site/s clearly marked)

If the proposed trading site is privately owned provide the name and address of the land owner.

If the land is privately owned enclosed written consent from them for you to trade. ☐

Details of any vehicles, stall, trolley, stand, etc. to be used in the course of trading (include registration/fleet number, height, width, length and colour, photograph, all power systems, gas safety certificates). State where it can be inspected prior to the grant/renewal of the consent.

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

Please provide details of how food will be stored:

<i>Trading times (not before 8am or after 11pm):</i>		
<i>Sunday</i>	<i>AM</i>	<i>PM</i>
<i>Monday</i>	<i>AM</i>	<i>PM</i>
<i>Tuesday</i>	<i>AM</i>	<i>PM</i>
<i>Wednesday</i>	<i>AM</i>	<i>PM</i>
<i>Thursday</i>	<i>AM</i>	<i>PM</i>
<i>Friday</i>	<i>AM</i>	<i>PM</i>
<i>Saturday</i>	<i>AM</i>	<i>PM</i>

<p><i>Is this a renewal application? yes / no</i></p> <p><i>If yes, how long have you been trading?</i></p>	
<p><i>Do you already trade in another local authority area? Please provide details:</i></p>	
<p><i>Are you food registered? yes / no</i></p> <p><i>With which authority:</i></p>	

Declaration by the Applicant

(a) I/we apply under the provisions of the Local Government (Miscellaneous Provisions) Act 1982 for grant/renewal of street trading consent.

(b) I confirm that the details in this application are correct.

(c) I, my employees or anyone else that will work with me are all at least 17 years old. I understand that if any other person is to work for me, I must notify the Council of their name and address and send a recent passport size photograph with photo ID for example passport or DVLA licence.

(f) I understand that if a consent is given, it will be granted only to those people named on the application form.

(g) I am aware that if I sell or transfer my business to any other person, the consent may not normally be transferred. My rights to a site will cease and the new owner must make a new application for consent. I understand that there are limited circumstances outlined in the Policy where we may permit a transfer.

(i) I am aware that my consent may be revoked or altered if:

- 1) local conditions change affecting the satisfactory continuation of my trading e.g. the introduction of parking restrictions or erection of buildings

2) complaints are received

3) I fail to comply with the relevant legislation or with any conditions as stated on my consent

- (j) I understand that the Council may contact any consultee as it considers relevant to this application and that I may be required to produce further information.
- (k) I understand that the Council reserves the right to temporarily suspend or alter consents during special events.
- (l) I have read the Privacy Notice information that tells me how you will process my personal data with regard to the pavement licence application:

Please tick which consent you are applying for.

Consent per annum	Grant	Renewal
Static	£670	£360
Mobile	£465	£245
St Peters Street (static)	£670 plus £100 for electricity	£360 plus £100 for electricity

- | | |
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| • <u>Daily Rates for Special Events (current traders only)</u> | £45 |
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Please make cheques payable to **St Albans City & District Council**

I enclose:

- (i) My application fee
- (ii) Map of proposed position of trading area
- (iii) A passport size photograph of me and any person working with me
- (iv) Photo ID for me and any person working with me
- (v) A photograph of the stall/van/barrow/cart
- (vi) My public liability insurance certificate
- (vii) Letter from the owner giving consent (if applicable)
- (viii) Food registration certificate (if applicable)

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 attached to this form.

Please read the privacy notice for more details -

Signed:

Dated:

RETURN THE FORM TO:

Licensing, Community Services, St Albans City & District Council, St Peters Street, St Albans, Herts AL1 3JE. Tel: 01727 819542. Fax: 01727 819433. Email Licensing@stalbans.gov.uk

FULL PRIVACY NOTICE – please read and retain:

Privacy Notice for Street trading applications

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 in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can consider your application for street trading consent.

How will we use the information about you?

We use the information to process your application for street trading consent and, if granted, to regulate your street trading. We may share the information with other departments at the Council to enable us to deal with your application but for no other purposes..

We will not share the personal information we hold with any external organisations except for consultees listed in the Street Trading Policy. We will share the details of the application but not your personal details with the objectors to your proposed trading as set out in the Policy.

We may be required to share your personal information with the Police, Internal Audit 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: <http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

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 <http://www.stalbans.gov.uk/about-this-site/legal-notices/cookies.aspx>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here: http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18_tcm15-63804.pdf 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.

