

**STREET TRADING APPLICATION FORM**

**Section One – About You**

- Surname .....
- Title (Mr/Mrs/Miss/Ms).....
- Address.....  
.....  
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- Date of Birth.....
- Are you VAT Registered? YES / NO
- Forenames.....
- Tel. Number :Home.....
- Mobile Number.....
- E-mail: .....
- Fax Number.....
- Name of Business/Trading as:  
.....
- VAT Registration No.....

Do You Have The Legal Right To Live and Work in the UK? YES / NO

**Section Two – Where Will You Be Located**

- Street/Area for which consent is required .....
- Precise location .....
- Articles to be sold or offered for sale .....
- (If available attach a copy of the menu or price list) .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....

### **Section Three – What Will Your Unit Look Like**

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- Please attach a photograph of mobile unit/stall and include exterior measurements:

*Height*.....                      *Width*.....                      *Length*.....

- Attach a photograph of the interior of the unit/stall to include internal measurements:

*Height*.....                      *Width* .....                      *Length*.....

*Fridge*.....                      *Work surface*.....                      *Cooker/grill*.....

*Seating area x h*..... *x w*.....                      *xl*.....                      *Sink*.....                      *Storage area*.....

## Section Four – Who Are Your Team

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Name(s) of staff	Date of Birth(s)
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*Should there be a change or addition to the above mentioned list it is the responsibility of the consent holder to keep this office informed.*

## Section Five – Additional Information

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- In support of your application we require a brief history (relevant to your application) of your experience and the reason why you wish to apply. (You may attach a copy of your Business Plan or Portfolio).

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*If there is insufficient space, please continue on a separate page.*

## Section Six – What Days And Times Do You Intend To Trade

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- Days and times of trading:

Monday	YES/NO	AM .....	PM.....
Tuesday	YES/NO	AM.....	PM.....
Wednesday	YES/NO	AM.....	PM.....
Thursday	YES/NO	AM.....	PM.....
Friday	YES/NO	AM.....	PM.....
Saturday	YES/NO	AM.....	PM.....
Sunday	YES/NO	AM.....	PM.....

## Section Seven – Fuel Usage

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- Do you intend to use LPG cylinders? (please see conditions)

YES/NO

(Please note we will ask to see evidence of gas safety certification before any consent is issued)

## Section Eight – Disclosure

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- If you have been convicted of any offence, you must disclose it unless it is 'spent' , under the Rehabilitation of Offenders Act, 1974. **N.B.** Non-disclosure will be a criminal offence under Schedule 4, Section 10 of the Local Government (Miscellaneous Provisions) Act 1982.

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## Section Nine – Acceptance

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I confirm that I am fully conversant with the Street Trading Consent conditions.

Signature..... Date.....

In support of this application, please attach the following:

- two passport photographs (proof of identification);
- and a copy of a recent utility bill (proof of address).

**WHEN COMPLETED PLEASE FORWARD THIS FORM TO:**

**LICENSING OFFICER - STREET TRADING  
HEREFORDSHIRE COUNCIL  
MARKETS, FAIRS AND STREET TRADING SECTION  
UNIT 38  
THREE ELMS TRADING ESTATE  
HEREFORD  
HR4 9PU**

Please be aware that when a trader vacates a pitch, any person purchasing a trading unit does NOT automatically have the right to take over that pitch. That person will need to apply for and obtain a Street Trading Consent in advance.

Note: Any person who, in connection with an application for Street Trading consent, makes a false statement which he/she knows to be false, in any material respect or which he/she does not believe to be true, shall be guilty of an offence. Any person guilty of an offence under this paragraph shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1000).

**DATA PROTECTION ACT:**

Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form in order to process your application.. The legal basis for processing this data is our legal obligations for regulating street trading. We will keep your data for up to 6 years or as long as the trading pitch exists. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>