



East Cambridgeshire  
District Council

## Local Government (Miscellaneous Provisions) Act 1982

### APPLICATION FOR A STREET TRADING EVENT PERMIT

- Please familiarise yourself with our terms and conditions before completing this application
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:
  1. Proof of right to work in the UK for each applicant<sup>1</sup>
  2. The location of the event shown on a map clearly identifying the proposed event's location with the boundaries of the event clearly marked.
  3. Proof of third party and public liability insurance for street trading with a minimum of £2,000,000 liability cover is, or will be in place during the event.

<sup>1</sup> Permits will not be issued to any person who does not have a right to work in the UK at the time of application. In order to confirm your right to work, all applicants must supply suitable documentation such as, a Passport, Biometric Residence Permit, birth certificate, or other approved home office documents. Organisers of non-commercial events applying on behalf of a charity, association or committee are not required to provide this proof.

#### **Please Note**

The Licensing Authority reserves the right to request a DBS criminal record certificate from all applicants stated on the application form. If such a check is required the Licensing Authority recognises the DBS "Update Service" scheme. For more information, please see our website [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk).

### **METHOD OF COMMUNICATION**

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3<sup>rd</sup> party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

### **CONSENT PERIOD**

Street trading consents will last for the duration of the event, unless surrendered by the consent holder, or withdrawn by the Licensing Authority. Street trading consent fees can be found on [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk).

## APPLICANT TYPE

Please indicate who will be the proprietor of the business:

- Sole trader  (complete sections 1 to 8, and 33 onwards)
- Partnership  (complete sections 1 to 16, and 33 onwards)
- Limited Liability Partnership (LLP)  (complete sections 17 to 23 and 33 onwards)
- Limited Company  (complete sections 17 to 23 and 33 onwards)
- Non-commercial Charity/Association/Committee  (complete sections 24 onwards)

## PROPRIETOR DETAILS

1. Surname:	2. Forename(s)
3. Current registered address:	
Postcode:	
4. Date of birth:	5. Telephone:
6. Mobile:	7. Email:
8(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
8(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

## ADDITIONAL PROPRIETOR DETAILS

9. Surname:	10. Forename(s)
11. Current registered address:	
Postcode:	
12. Date of birth:	13. Telephone:
14. Mobile:	15. Email:
16(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
16(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

## OTHER PROPRIETOR DETAILS

17. Ltd Company/LLP name:	
18. Current registered address of Ltd Company/LLP:	
Postcode:	
19. Ltd Company/LLP registration number:	
20. Mobile:	21. Telephone:
22. Email:	

23. Director/ Partner/Company Secretary names:

(please indicate all persons registered with Companies House, in the order you would like us to contact you)

### CHARITY/ASSOCIATION/COMMITTEE DETAILS

24. Charity/Association/Committee name:

25. Current registered address:

Postcode:

26. Charity registration number (if applicable):

27. Contact name:

28. Contact mobile:

29. Contact telephone:

30. Contact email:

31. Purposes for which the proceeds of the event will be used:

32. Chairman/Secretary/Treasurer names:

(please indicate all persons, in the order you would like us to contact you)

### PENDING PROSECUTIONS

33. Does any person named on this application form have any foreign or domestic prosecutions pending against them?: Yes  No

(If yes, please give details and continue on a separate sheet if needed)

Date of Court hearing	Offence	Court

### CRIMINAL CONVICTIONS, CAUTIONS, and/or WARNINGS

34. Has any person named on this application been convicted of any foreign or domestic offences, or received any Police cautions, or warnings?: Yes  No  (If yes, please give details and continue on a separate sheet if needed)

**NB: There is no need to declare any offences considered "spent" under the Rehabilitations of Offenders Act 1974.**

Date	Offence	Court	Sentence


**TRADING DETAILS**

35.Event name:	
36.Event location:	
37. Please indicate the number of stalls that will be selling goods at the event (do not include stalls offering services such as face painting or fairground rides):	
38. Please enter the dates and times (e.g. 4 <sup>th</sup> July – 9am to 7pm, or 4 <sup>th</sup> to 10 <sup>th</sup> July – 9am to 7pm) when the event will be held:	

**SUPPORTING DOCUMENTS CHECKLIST**

1. Proof of right to work in the UK for each applicant	Enclosed: <input type="checkbox"/>	To follow: <input type="checkbox"/>	N/A: <input type="checkbox"/>
2. A copy of a map clearly identifying the proposed event’s location.	Enclosed: <input type="checkbox"/>	To follow: <input type="checkbox"/>	
3. Proof of third party and public liability insurance for street trading with a minimum of £2,000,000 liability cover is, or will be in place during the street trading activity.	Enclosed: <input type="checkbox"/>	To follow: <input type="checkbox"/>	

**DECLARATION**

**Fraud Act 2006**

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain street trading consent. I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above Act which may result in the refusal of this consent application and any subsequent consent applications for a period of one to three years. I am also aware that any consent granted as a result of breaching the above Act will be immediately withdrawn. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Street Trading Policy, and I undertake, in the event of a consent being granted, to observe and comply with such conditions.

Signed by or on behalf of the applicant<sup>2</sup>

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

<sup>2</sup> If signing on behalf of a Ltd Company or LLP only one responsible person needs to sign.

## GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk))

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk).