|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **OFFICE USE ONLY:** |
|  |
| DATE REC’D: |
| APPLIC’N NO: |

 | Bolton Council Mono RGB 300dpi for templates**Licensing Unit****Bolton Council** **1st Floor, Town Hall****Victoria Square****Bolton** **BL1 1RU****Tel: (01204) 336584**STREET TRADING APPLICATION FORM |
| ***A. APPLICANT’S PERSONAL DETAILS:*** |  |  |
| **Title:****(Mr/Mrs/Miss)** |  | **Surname:** **First Name:** |
| **Address:** |  |
| **DOB:** |  | **Tel No:**  |
| **N.I. Number:** |  | **Driver Licence****Number:** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***B. VEHICLE DETAILS:*** |  |  |  |
| **Renewal/First Grant/Expired Plate/ Vehicle Change/ Trailer Change** |  |  |  |
| **Vehicle Registration** **Number:** | **Trading** |  **Towing**  | **Consent Plate No:** |
| **Make:** |  | **Model:** |  |
| **Colour:** |  | **Photographs of** **trading vehicle attached:** | Frontview side view YES/NO |
| **Vehicle owner if different from above:** |  |  |  |
| **Address at which vehicle will normally be kept:** | ………………………………………………………………………………………………..……………………………………………………………………………………………….. |  |  |
| ***Trailers (if applicable):*** |  |  |  |
| **Make:** |  | Model: |  |
| **Colour:** |  |  **Photographs of front view** **trailer attached: side view** | YES/NO |
| **Vehicle owner if different from above:** |  |  |  |
| **Address at which trailer will normally be kept:** | …………………………………………………………………………………………………………………………………………………………………………………………………… |  |  |

|  |
| --- |
| ***C. TRADING DETAILS:*** |
| **Trading Name:** |  |
|  |  |
| **Type of goods traded:** |  |
|  |  |
| **Address or location at which trading will take place** |  |
| **(specific sites/ streets required):** |  |
|  |  |
| **Days of week and times****of trading:** |  |
|  |  |
| **Do you wish to have an** |  |
| **exclusive right to a pitch? (Note 25% premium)** | **YES/ NO** |
| **Are you registered with any****other Authority ?** | **YES/ NO** |
| ***D. ICE CREAM TRADERS ONLY*** |
| **Name of Supplier:** |  |
| **Address of Supplier:** | …………………………………………………………………………………………….……………………………………………………………………………………………. |
| **Telephone No. of Supplier:** |  |
| **Contact name at Supplier Company:** |  |
| **Signature*:******F. DECLARATION OF CONVICTIONS, FIXED PENALTIES & FORMAL CAUTIONS:*** |
| **1.** | **Have you ever been refused a Street Trading Consent or Street Trading** **Licence or had such a Consent or Licence suspended or revoked?** **(please write YES or NO in the space provided, as appropriate)** |
| **2.** | **If yes, give full details including the Local Authority and date:**……………………………………………………………………………………………………………………………………………………………………………………………………… |
| **3.(a)** | You must disclose **ALL** convictions for offences (including traffic offences) in the spaces on the page opposite, unless that conviction is regarded as `spent' by the Rehabilitation of Offenders Act 1974. `Spent' convictions need not be disclosed to the Council. |
|  **(b)** | As a general guide **ALL** convictions must be disclosed (including traffic offences) **unless** the conviction falls into one of the following categories: - |
|  | **A** **SENTENCE OF: WHICH WAS:** |
| **(i)****(ii)****(iii)** | Imprisonment for a term exceeding 6 months but not exceeding 30 months over 10 years agoImprisonment for a term not exceeding 6 months over 7 years agoA fine (includes most traffic offences), probation, community service over 5 years ago |
| **(iv)** | Conditional discharge, bound over, supervision order over 1 year ago, or period of sentence whichever is longer |
| **(v)** | Absolute discharge over 6 months ago |
| **(vi)****(vii)** | Cashiering, discharge with ignominy, dismissal with disgrace from HM forces over 10 years agoDismissal from HM forces over 7 years ago |

|  |  |  |
| --- | --- | --- |
| **(viii)** | Disqualification, disability, prohibition |  Period of sentence unless longer period set out above |
| **(c)****(d)** | Formal cautions must be declared for a period of 5 years.Generally TRAFFIC OFFENCES are declarable for a period of **five years** (because fines are normally imposed) and has nothing to do with removal of endorsements from licences etc. |

|  |  |
| --- | --- |
| **(e)** | FIXED PENALTIES which resulted in an endorsement on your U.K. Driving Licence must be declared for FIVE YEARS from the date of endorsement. |
| **(f)** | If you are in any doubt, or your particular sentence is not listed above then ask the advice of the Licensing staff or consult a solicitor. |
| **(g)** | A sentence exceeding 30 months imprisonment must always be declared. |
| **(h)** | All the requested details must be declared for each offence. Any gaps or vagueness may result in delay to the application. |
| **(i)** | The coding system for driving licence endorsements may be used if you wish. |
| **(j)** | All calculations as to whether or not a conviction is `spent' are made with reference to the conviction date **not** the date of the offence. |
| **(k)** | The rehabilitation period may be automatically extended by the commission of a further offence during the rehabilitation period in respect of indictable offences. |
| **(l)** | **One final word of warning,** do not be tempted to omit an offence because you are not sure if it has to be declared or not. Ask the Licensing staff. It will be considered a very serious matter and may result in the suspension or revocation of your consent. |
|  | NOW LIST BELOW ALL OFFENCES FOR WHICH YOU HAVE BEEN CONVICTED BY A |
|  | **COURT AND ALL RELEVANT FIXED PENALTIES AND ANY FORMAL CAUTIONS. MATTERS WHICH DO NOT HAVE TO BE DECLARED ARE SUMMARISED ABOVE.**  |

**IF YOU HAVE NOTHING TO DECLARE WRITE NONE AND SIGN BELOW.**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURT (OR** **POLICE FORCE)** | DATE OF CONVICTION OR FIXED PENALTY OR FORMAL CAUTION | **OFFENCE(S)** | **SENTENCE OR** **ORDER OF COURT** |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Are you or have you ever been subject to the notification requirements of Section 1 of the Sex Offenders Act 1997? (please write YES or NO in the space provided, as appropriate)** |  |
| **Your attention is drawn to Schedule 4 Paragraph 10 (3) of the Local Government (Miscellaneous** **Provisions) Act 1982 in that:** |
| **Any person who, in connection with an application for a street trading licence or for a street trading consent, makes a false statement which he knows to be false in any material respect, or which he does not believe to be true, shall be guilty of an offence.** |
|   | **DECLARATION**I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ANSWERS GIVEN**ABOVE ARE TRUE. IF A CONSENT IS GRANTED I UNDERTAKE TO COMPLY WITH THE** **CONDITIONS ATTACHED TO THE CONSENT.** |
|  | **I LIST ABOVE ALL OFFENCES FOR WHICH I HAVE BEEN CONVICTED WHICH NEED TO BE DECLARED, AND ALL FIXED PENALTIES AND FORMAL CAUTIONS WHICH NEED TO BE DECLARED.** |
|  |  |
|  | **Usual Signature ……………………………………….** | **Date: ………………………………….** |
|  | **SEE OVERLEAF FOR DOCUMENTS REQUIRED BY THE LICENSING UNIT** |

|  |  |
| --- | --- |
| ***G. MAKING AN APPLICATION*****Call 01204336584 to book an appointment to attend the One Stop Shop, Town Hall, Bolton.** |  |
| **PLEASE BRING TO THE APPOINTMENT: -*** **DVLA licence – both counterpart and photo-card where applicable**
* **Employee registration forms**
* **Proof of National Insurance Number for applicant and employees**
* **Proof of address for applicant & employees-utility bill or bank statement dated within 3 months**
* **V5 log book and MOT certificate for trading/towing vehicle**
* **Valid vehicle insurance for trading/towing vehicle**
* **2 passport style photographs of the applicant and any employees you are applying for as Assistants**
* **Fully completed Food Business Registration Form**
* **Two photographs of the trading vehicle – front and side view**
* **For ice-cream van- map of streets the van will trade on and a list of all streets**
* **For trailers-location map showing where the trailer will be trading from and photos of the area trailer will be situated at and the surrounding area**
* **The Licensing Team may require further information if needed once the application has been checked at appointment**
* **Your fee is determined by how long you want your trading consent to last**
 |  |
|  |  |
|  | **FOR OFFICIAL USE ONLY** |
| **Consent Fee** | **Fee Paid** | **Receipt No** | **Receipt Date** |
| **Food Registration Form received:** |  |
| **Applicant documents-DVLA Licence, NINO & proof of address** |  |
| **Applicant photograph received: x 1** |  |
| **Street view photograph of proposed pitch** |  |
| **Aerial map of proposed pitch**  |  |
| **Vehicle documents and photographs received: front & side view** |  |
| **Employee Application Form/s received:**  | **Number of** **Employee Forms:** |
| **Employee ID documents- NINO & proof of address** |  |
| **Employee photographs received: X 1 for each employee** |  |