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| |  | | --- | | **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:** | | | |

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| ***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:** | …………………………………………………………………………………………………  ………………………………………………………………………………………………… | | | | | | | |  |  | |

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| ***C. TRADING DETAILS:*** | | | |
| **Trading Name:** | | |  | | | | | | |
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| **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 ago  Imprisonment for a term not exceeding 6 months over 7 years ago  A 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 ago  Dismissal from HM forces over 7 years ago | | | | | | | |

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| **(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. | |

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| **(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.**

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

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| ***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** | | | |  | | |