



Local Government (Miscellaneous Provisions) Act 1982
Application for a new Street Trading Licence or Consent or to renew an existing Street Trading Licence or Consent

- Please complete all sections of the form.
- All applicants must sign and date the form.
- Submit the application to the Licensing Business Unit at the above address.
- If you are applying to renew an existing licence or consent but want to change the location, the trading hours or the type of goods being sold, you may need to make a new application – please contact the Licensing Business Unit for advice before submitting the application.

SECTION A

Please indicate the type of application you want to make by ticking the appropriate box below -	
I want to apply for a new street trading licence:	<input type="checkbox"/>
I want to apply for a new street trading consent:	<input type="checkbox"/>
I want to renew an existing street trading licence:	<input type="checkbox"/>
I want to renew an existing street trading consent:	<input type="checkbox"/>
Current licence/consent number:	

SECTION B - PERSONAL DETAILS – 1st Applicant

Surname			
First Name(s)			
Home Address			
		Postcode	
Date of Birth		National Insurance No.	
Home Telephone No.		Mobile Telephone No.	
Email address			
Has the above applicant ever been refused a Street Trading Licence or Consent by this or any other local authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, give dates and details below

SECTION C - PERSONAL DETAILS – 2nd Applicant (if applicable)

Surname			
First Name(s)			
Home Address			
		Postcode	
Date of Birth		National Insurance No.	
Home Telephone No.		Mobile Telephone No.	
Email address			
Has the above applicant ever been refused a Street Trading Licence or Consent by this or any other local authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give dates and details below		

If there are more than 2 applicants please use a separate sheet.

SECTION D - TRADING DETAILS

Trading Name (if applicable):	
Street name and <u>precise</u> location on the street where trading will take place (fixed location trading): Please describe exactly where on the street the trading unit is located; e.g. 'on the corner of...', 'next door to...', 'adjacent to...' etc. You may want to include a map to illustrate the location.	
Streets where trading will take place (mobile trading): Please list all streets where you wish to trade. Use a separate sheet if necessary. If renewing a licence or consent, and the streets in which you trade have not changed, just state 'same as last year', and add any additional streets. Use a separate sheet if necessary.	
Do you wish to trade all year round?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'No', please state what times of year you wish to trade (e.g. Christmas or over Bank Holiday weekends etc):	

SECTION E - TRADING DAYS & TIMES (state the times you wish to trade each day)

Day	Times			
	AM		PM	
	Start	Finish	Start	Finish
Example:				
Monday	0800	1200	1300	1500
			1900	2100
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

SECTION F- GOODS TO BE SOLD (Please give details of all items to be sold)

Example: Confectionary	sweets, crisps, chocolate
Ice Cream	
Confectionary	
Fresh Fruit/Vegetables	
Flowers	
Hot Drinks	
Cold Drinks	
Wet and Dry Fish	
Seafood	
Cold Food	
Hot Food	Tick all boxes that apply Baked Potatoes <input type="checkbox"/> Fish/Chips <input type="checkbox"/> Kebabs <input type="checkbox"/> Curry <input type="checkbox"/> Burgers <input type="checkbox"/> Hot Dogs <input type="checkbox"/> Kebabs <input type="checkbox"/> Fried Chicken <input type="checkbox"/> Crepes/Pancakes/Doughnuts etc <input type="checkbox"/> Sausages/bacon/eggs etc <input type="checkbox"/> Other (please state below) <input type="checkbox"/>
Other – please specify	

SECTION G - DETAILS OF FOOD BUSINESS REGISTRATION

Please Note: To store, prepare, distribute or sell food on any premises the business should be registered with the local authority where the trading unit is usually kept.	
Do you intend to trade in any food items?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details of the local authority where the business is registered:	
Local Authority Name:	
Local Authority Address:	
Registration Reference:	
Date first Registered:	

SECTION H - TRADING UNIT DETAILS – please submit 3 x photographs with your application showing the front, rear and side views of the trading unit. *Note for existing traders: photographs are not required if you are renewing a licence or consent and the appearance of the trading unit has not changed in any way.*

Type of trading unit:	Mobile Catering Unit <input type="checkbox"/> Ice Cream Van <input type="checkbox"/> Stall <input type="checkbox"/> Barrow <input type="checkbox"/> Cart <input type="checkbox"/> Other (please state) <input type="checkbox"/>
Vehicle Registration (if applicable):	
Colour(s) of trading unit:	
Trading unit measurements:	Height: _____ mtrs _____ cms Width: _____ mtrs _____ cms Length: _____ mtrs _____ cms

SECTION I – ASSISTANT DETAILS (all assistants must wear a badge issued by the Licensing Premises Team; there is an additional charge of £11 per badge and the applicant must include a passport-sized photograph of each assistant with this application)

Important note for existing traders – if assistants already have a badge issued by the Licensing Premises Team there is no need to apply for a new one when renewing the licence or consent. Please complete the details below and indicate whether a badge is required or not.	
Do you intend to engage assistants?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state how many:	

This section continued over the page

Please supply full details of all assistants:			
Full Name: Address: Post Code: Date of Birth: Badge Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Name: Address: Post Code: Date of Birth: Badge Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Name: Address: Post Code: Date of Birth: Badge Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Name: Address: Post Code: Date of Birth: Badge Required: Yes <input type="checkbox"/> No <input type="checkbox"/>

If there are more than 4 assistants please use a separate sheet.

SECTION J - PUBLIC LIABILITY INSURANCE

Do you have public liability insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of the policy:	
Insurance company:	
Policy number:	
Period of cover:	
Amount of cover (£m):	

Important note: a street trading licence or consent will not be granted unless the operator has adequate public liability insurance.

Please ensure you have read and understood the guidance notes. Before you submit your application, tick the following boxes to ensure you have all the necessary documents. Any omissions will result in the return and delay of your application.

	Please tick
A completed and signed application form:	<input type="checkbox"/>
The relevant application fee (£720 for a street trading licence or £420 for a street trading consent):	<input type="checkbox"/>
An additional fee of £11 for each assistant named in the application (where a badge is required):	<input type="checkbox"/>
A statutory declaration from each applicant in relation to any unspent criminal convictions:	<input type="checkbox"/>

A full list of every street in which you intend to trade (for ice cream or other mobile trading applications):	<input type="checkbox"/>
A passport-sized photograph of each applicant for the licence and of each assistant named in the application (where a badge is required):	<input type="checkbox"/>
Three colour photographs of the trading unit illustrating the front, rear and side views of the unit:	<input type="checkbox"/>
Written permission from the landowner (only applicable where the location is private land):	<input type="checkbox"/>
Written details of the proposed arrangements for the storage, collection, removal and disposal of refuse:	<input type="checkbox"/>
<p>The following documents do not need to be submitted with an application for a new licence or consent but must be submitted and verified prior to the licence or consent being granted.</p> <p>These items <u>must</u> be submitted with an application to <u>renew</u> an existing licence or consent:</p>	
A copy of the certificate of insurance covering third party and public liability risks:	<input type="checkbox"/>
Written permissions/certificates relating to advertisements, power source or generator (where applicable):	<input type="checkbox"/>
A copy of the food business registration certificate, where applicable. Please note; registration is with the local authority where the trading unit is usually kept:	<input type="checkbox"/>

Please ensure you have read and understood the guidance notes particularly with regard to prohibited streets - applications for licences and consents in prohibited streets cannot be accepted.

Declaration and signature(s):

Please note, it is a criminal offence, for which you may be prosecuted, if you knowingly make a false statement or omit any information from this application.

I declare that to the best of my knowledge and belief, the answers given herein are true. I understand that if I knowingly or recklessly make a false statement or omit any material particular, I shall be guilty of an offence, which is punishable by a fine.

The information I have provided will be held by the Council on computerised and manual files (some data will be made available on a public register as required by relevant legislation). The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. Manchester City Council is a registered Data Controller in accordance with the Data Protection Act 1998.

Signature of 1st applicant:

Full Name: **Date:**

Signature of 2nd applicant:

Full Name: **Date:**

Signature of 3rd applicant:

Full Name: **Date:**

Notes

1. A licence or consent can be held by more than one person providing that person has a business interest and authority to manage the street trading site. Joint licence or consent holders shall be equally responsible for any breach of terms of conditions of a Street Trading Licence or Consent.
2. Applicants must be over the age of 17 years.