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|  | **NEW - RENEWAL APPLICATION FOR A STREET TRADING CONSENT**  **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982** |

I hereby apply for the grant/renewal of a Street Trading Consent for:

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| --- | --- | --- | --- |
| Food (Sporting) | New ☐ | Renewal ☐ STC No. | |
| Other (Sporting) | New ☐ | Renewal ☐ STC No. | |
| Roadside Snack Bar | New ☐ | Renewal ☐ STC No. | |
| Mobile Food Vendor | New ☐ | Renewal ☐ STC No. | |
| Other | New ☐ | Renewal ☐ STC No. | |
| Variation | See Sec. 3 only ☐ | | STC No. |
| Transfer | See Sec.1,4,6,7 only ☐ | | STC No. |

# Personal Details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | | | | | | | | | | | | | | | |
| First Name(s): |  | | | | | | | | | | | | | | | | |
| Last Name(s): |  | | | | | | | | | | | | | | | | |
| Date of Birth | DD | |  | | | MM | | | |  | | | | YYYY | |  | |
| Place of Birth | City/Town | | |  | | | | | Country | | |  | | | | | |
| National Insurance No. |  |  | | |  |  | |  | | |  | | |  |  | |  |
| Address Street |  | | | | | | | | | | | | | | | | |
| Town/City |  | | | | | | | | | | | | | | | | |
| County |  | | | | | | Post Code | | | | | |  | | | | |
| Telephone Number |  | | | | | | | | | | | | | | | | |
| Email Address |  | | | | | | | | | | | | | | | | |
| Trading Name |  | | | | | | | | | | | | | | | | |

Do you have any unspent convictions? If so, you must provide details for each conviction. (Continue on a separate sheet if necessary). Alternatively, you can supply a “Basic Disclosure and Barring Service” certificate.

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| --- | --- | --- | --- |
| **Date of Offence** | **Offence Type** | **Court/Police** | **Penalty** |
|  |  |  |  |
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| Have you ever been refused or had a Street Traders Consent revoked by this or any other Authority |
| Yes ☐ No ☐ If Yes, please give details below: |

# Stall/Trailer Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Registration/Distinguishing  Number | | |  | | | |
| Height: | Length: | | | Hot and Cold Running Water | Yes ☐ | No ☐ |
| Width: | Colour: | | | Fire Extinguisher | Yes ☐ | No ☐ |
| Public Liability  Insurance | Yes ☐ | No ☐ | | First Aid Kit | Yes ☐ | No ☐ |
| How is it powered? |  | | | If powered by a generator what is the fuel? | Petrol ☐  LPG ☐  Diesel ☐ | |
| Make and Model Number of generator(s): | | | | | | |
| Have you a “Food Hygiene” rating of 3 or more?  YES/ NO If yes how many? | | | | | | |
| Which Authority granted your food hygiene certificate? | | | | | | |

# Location Details

You must obtain the permission of the landowner on who’s site you intend to trade.

Location(s) where you will be trading. State exact location marked on google map:

|  |  |  |
| --- | --- | --- |
| Trading Times | | |
| Day | From | To |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

# Staff Details

Please complete the “Name” column for all members of staff and the other two columns for any staff handling food.

|  |  |  |  |
| --- | --- | --- | --- |
| At least one member of staff must have attained, as a minimum, basic food hygiene training. Proof of food hygiene training must be available for examination when the unit is trading. | | | |
| Name | | Attended Food Hygiene Training | Proof available |
| 1. |  | ☐ Yes\_\_\_No ☐ | ☐ Yes\_\_\_ No ☐ |
| 2. |  | ☐ Yes\_ No ☐ | ☐Yes\_\_\_ No ☐ |
| 3. |  | ☐Yes\_\_\_ No ☐ | ☐Yes\_\_\_ No ☐ |
| 4. |  | ☐ Yes\_\_\_No ☐ | ☐ Yes\_\_\_ No ☐ |
| 5. |  | ☐Yes\_\_\_ No ☐ | ☐ Yes\_\_\_ No ☐ |
| 6. | . | ☐ Yes\_\_\_No ☐ | ☐ Yes\_\_\_ No ☐ |
| Are all staff over sixteen years of age? ☐ Yes\_\_\_ No ☐ | | | |
| If No, then please provide details: | | | |
| Are toilet facilities available? | | | |

# Food Traders Only

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| Is your Stall provided with the following? |
| Wash Hand Basin and Hot Water\_\_\_\_\_\_☐ ☐Yes\_\_\_ No☐ |
| Sink and Hot water\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_☐ ☒Yes\_\_\_ No☐ |
| Is your Stall provided with the following? |
| Suitable wastewater container\_\_\_\_\_\_\_\_ ☒Yes\_\_\_ No☐ |
| Rubbish bins\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☒Yes\_\_\_ No☐ |
| Fire blanket\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐Yes\_\_\_ No☐ |
| Fire Extinguisher (2kg dry powder) \_\_\_\_ ☒Yes\_\_\_ No☐ |

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| Please provide the address of the premises used for the overnight storage of the food and/or vehicle: |
|  |
| Please provide a copy of your Food Registration with the Local Authority (if this is not issued by Rushcliffe Borough Council). |

# Declaration of Applicants

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| --- |
| I declare that the information given in this application is true to the best of my knowledge and belief and I understand that any information given which is subsequently found to be incorrect may result in the revocation or refusal or any consent and may lead to prosecution. |
| Signature of Applicant/s |
| If Company/Partnership, please state your position: |
| Dated: |

# Check List

|  |  |
| --- | --- |
| Completed Application | Please tick box: ☐ |
| Application Fee  Please visit the Rushcliffe Borough Council [“Fees”](https://www.rushcliffe.gov.uk/aboutus/aboutthecouncil/informationthecouncilmustmakepublic/feesandcharges/) page for the current list of fees. | Please tick box: ☐ |
| Passport sized photograph the applicant | Please tick box: ☐ |
| Photograph of the vehicle, barrow, cart, van, portable stall etc. which will be used. | Please tick box: ☐ |
| Public Liability Insurance Certificate | Please tick box: ☐ |
| A copy of a map at least 1:100 scale, clearly marked in red to identify the proposed site boundary/position(s). | Please tick box: ☐ |
| Copy of current electrical installation certificate | Please tick box: ☐ |
| Copy of the Level 2 Food Safety Training Certificate (where appropriate). | Please tick box: ☐ |
| Risk assessment if you are selling flammable goods | Please tick box: ☐ |
| Copy of current LPG/Gas installation certificate and safety check | Please tick box: ☐ |
| Copy of food registration form | Please tick box: ☐ |
| Copy of waste disposal contract/agreement | Please tick box: ☐ |

**PLEASE ENSURE YOU HAVE ENCLOSED ALL DOCUMENTS & PAYMENT.**

Please email your completed application with scanned document to: licensing@rushcliffe.gov.uk

Or post to:

The Licensing Service. Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham. NG2 7YG

**Data Protection Privacy Notice**

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to: process your application, query or to provide a service that you are requesting **or** undertake a statutory function (also known as a ‘public task’) The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting. Your personal information will be included in a public register in accordance with our statutory responsibility.

Your personal data will be kept in accordance with the Council’s retention policy and schedule. Details of which can be found on the [Council’s document retention webpage](http://www.rushcliffe.gov.uk/retention_schedule). In accordance with GDPR you have a right to:

* Have a copy of the personal information that we hold about you. Details of how to obtain this are available at [Rushcliffe FOI webpage](http://www.rushcliffe.gov.uk/foi)
* Request that your personal data be corrected or completed.
* Complain to the [Information Commissioner](https://ico.org.uk/) if you feel that your information is not being handled appropriately

You may also have a right to:

* + Have your personal data transferred (data portability).
  + Prevent automated processing and profiling.
  + Erasure (also known as the right to be forgotten).
  + Restrict processing.
  + Object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see [Rushcliffe Privacy webpage](http://www.rushcliffe.gov.uk/privacy/)

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council’s Data Protection Officer:

* + By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
  + By email: [customerservices@rushcliffe.gov.uk](mailto:customerservices@rushcliffe.gov.uk)
  + By Telephone: 0115 981 9911