

Application for street trading consent

Local Government Miscellaneous Provisions Act 1982

Please note:

- You must read the council's [Street Trading Policy](#) before completing this application
- The application will not be accepted unless all sections have been completed and all supporting documents supplied

1. What are you applying for? (tick as appropriate)							
First Grant							
Renewal		Licence number					
		Expiry date					
2. Consent duration? (tick as appropriate)							
6 months							
12 months							
3. Full details of applicant (tick as appropriate)							
Mr		Mrs		Miss		Ms	
Forenames							
Surname							
Home address							
Post Code				Telephone Number			
Mobile Number				Email			
4. Trading details							
Business Name							
Address at which unit is kept (if different to the above)							
						Post Code	
5. Consent type (please complete either class A or class B)							
Class A - static (tick as appropriate)							
Yes				No			
If yes, please state days and times of trading							
Day		From			To		
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Exact trading location (map required, see enclosures)							
Address:							
Post code:							

Class B - mobile (tick as appropriate)		
Yes		No
If yes, please provide general locations of trading		
6. Items to be sold (please list below)		
7. Type of trading vehicle (tick as appropriate. Photo required, please see enclosures)		
Handcart	Size	Not applicable
Stall	Size	Not applicable
Trailer	Size	Not applicable
Mobile unit	Size	Not applicable
Vehicle	Size	Not applicable
8. Vehicle details		
Make of vehicle		
Model of vehicle		
Registration number of vehicle		
9. Supporting Documents (please tick to indicate agreement)		
I enclose my proof of address (for example, utility bill less than 3 months old)		
I enclose proof of public liability insurance		
I enclose proof of public vehicle insurance		
I enclose a photograph of the unit/vehicle (first grant only or new unit)		
I enclose proof of landowners' permission (where applicable)		
I enclose a current gas appliance certificate less than 12 months old (where applicable)		
I enclose a copy of the food establishment registration form or similar proof of food registration		
I enclose a map of exact trading location (class A static only)		
I enclose a map of general trading areas (class B mobile only)		
10. Payment (please tick to indicate agreement)		
I understand there will be an associated fee for this application and that the consultation will not begin until the fee is paid (a licensing officer will confirm the fee and send you a link to pay on receipt of a complete and valid application, including all required supporting documents)		

11. Declarations (please tick to indicate agreement)	
I declare that to the best of my knowledge and belief the statements herein are correct. I understand that if, for the purposes of obtaining a consent, I make a false statement, I may be liable to prosecution.	
I have and read the West Suffolk Council policy and conditions relating to street trading consents. If I sell alcohol at any time, and or hot refreshments between 2300-0500, I also need to obtain a Premises Licence (Licensing Act 2003).	
I am not under 17 years of age.	
Sign	
Print name	
Date	

Applications and supporting documents should be submitted via email to: licensing@westsuffolk.gov.uk

Privacy Statement

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Phone: 01284 763233. The Data Protection Officer can be contacted at the same address.

We are collecting your personal information in order to process your application under the Local Government (Miscellaneous Provisions) Act 1982.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry or surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk