

OFFICE USE ONLY:
DATE REC'D:
APPLIC'N NO:

Licensing Unit  
 Bolton Council  
 1<sup>st</sup> 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 trailer attached:	front view 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: -

<b>A SENTENCE OF:</b>	<b>WHICH WAS:</b>
(i) Imprisonment for a term exceeding 6 months but not exceeding 30 months	over 10 years ago
(ii) Imprisonment for a term not exceeding 6 months	over 7 years ago
(iii) 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) Cashing, discharge with ignominy, dismissal with disgrace from HM forces	over 10 years ago
(vii) Dismissal from HM forces	over 7 years ago

Period of sentence unless longer period set out above

- (viii) Disqualification, disability, prohibition
  - (c) Formal cautions must be declared for a period of 5 years.
  - (d) 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**

<b>Consent Fee</b>	<b>Fee Paid</b>	<b>Receipt No</b>	<b>Receipt Date</b>
<b>Food Registration Form received:</b>			
<b>Applicant documents-DVLA Licence, NINO &amp; proof of address</b>			
<b>Applicant photograph received: x 1</b>			
<b>Street view photograph of proposed pitch</b>			
<b>Aerial map of proposed pitch</b>			
<b>Vehicle documents and photographs received: front &amp; side view</b>			
<b>Employee Application Form/s received:</b>			<b>Number of Employee Forms:</b>
<b>Employee ID documents- NINO &amp; proof of address</b>			
<b>Employee photographs received: X 1 for each employee</b>			