



Falkirk Council
Licensing Unit
Municipal Buildings
Falkirk
FK1 5RS
Telephone: 01324 501575
E- mail:licensing@falkirk.gov.uk

Application No -----

Civic Government (Scotland) Act 1982

Application for the grant of a Temporary Street Trader Licence – Special Events

1. All relevant questions must be answered in block letters or typescript. If you are providing an e-mail address this should be done in the required format for sending an e-mail.
2. Failure to fully and accurately complete any section (in particular question 2) of the application form and failure to submit the necessary supporting documentation may render it void.
3. The application must be accompanied by the fee of £58 which will be granted for a maximum of six weeks.

SECTION 1

1.	Details of applicant.			
	(a) Full name of applicant.			
	(b) Private Address (including postcode).			
	(c) Date and place of birth	Date	Town	Country
	(d) E-mail address.			
	(e) Mobile telephone number.			
	(f) Home telephone number.			
	(g) Works telephone number.			
2.	Do you have any current convictions, conditional offers and or fixed penalties within our outwith the UK recorded against yourself?			YES/NO*
	If yes disclose all such unspent convictions, conditional offers and or fixed penalties. Failure to disclose all convictions etc. will result in the application being returned to the applicant. (Continue on a separate sheet if necessary). Section (a) Convictions			
	Date	Offence	Court or Country (outwith the UK)	Sentence/Penalty

Section (b) – Conditional Offers and Fixed Penalties			
Date	Offence	Court or Country (outwith the UK)	Sentence/Penalty

3.	Have you lived outwith the United Kingdom for a period of six months or more within the last 10 years?	YES/NO*
	If yes you are required to provide a Criminal Record Check/ verification from the Embassy of the country you resided in. Information on how to obtain this is contained within the guidance notes.	
4.	(a) Have you previously held or currently hold a Street Trader Licence issued by this or any other authority?	YES/NO*
	(b) If yes which authority granted the licence?	
	(c) When was it granted?	
	(d) When does it expire?	
5.	(a) Have you ever applied for and been refused a Street Trader Licence by this or any other authority?	YES/NO*
	(b) If yes which authority refused the licence?	
	(c) When was it refused?	
	If an application for Street Trader licence was refused by this authority within the last year a further application will only be accepted if there has been a material change in circumstances. This information must be provided with the application.	

SECTION 2

6.	Details of operation	
	(a) State which special event in which you intend to act as a Street Trader.	
	(b) State where the Special Event is taking place.	
	(c) State nature of goods/services in which it is proposed to trade. Where the proposed trading involves food business, a Certificate of Compliance requires to be submitted.	
	(e) State the type and registration number of the vehicle(s) or describe the structure, kiosk, moveable stall.	
	(f) State dimensions of structure to be used if appropriate.	
	(g) For Food business only Is it intended to use a portable or fixed heat producing appliance?	*YES/NO (delete as appropriate)

7.	(a) Hours and days the licence is required.	Date	Day	From (time)	To (time)
			Monday		
			Tuesday		
			Wednesday		
			Thursday		
			Friday		
			Saturday		
			Sunday		
8.	State the address of the premises at which the goods will be stored when not being offered for sale.				

SECTION 3

9. CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION	
The following relevant documentation must be submitted with the application otherwise the application will not be accepted.	
I confirm that I have enclosed the following	Submitted
Application Fee	
Criminal Record Check/ Verification from Embassy	
Proof of address.	
Current copy of Certificate of Compliance issued by your home authority.	
Letter of consent from the organiser of the event.	
Completed appendix 1 form if required.	
Two passport size photographs signed on the reverse of the applicant and each individual named in appendix 1.	

SECTION 4

<p>INDIVIDUAL PERSON</p> <p>I declare that the particulars given by me on this form are true and I hereby make application to Falkirk Council for the grant of a Temporary Street Trader Licence Special Event.</p> <p>Date: _____ Signature of applicant: _____ or agent</p> <p>Agents address _____ _____</p>
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This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

N.B. Any person who in, or in connection with, the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material matter shall be guilty of an offence and liable, on summary conviction, to a fine.

Your privacy is important to us. You can find out how we deal with your personal information here <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>

OFFICE USE ONLY					
DATE RECEIVED	ACCEPTED/ REFUSED AND REASON	DATE PASSED TO	DATE RESPONSE RECEIVED	DATE OF DECISION	DECISION
		Police Food & Safety Trading Standards			
Proof of Address		Checked by – Destroyed by -			