



East Cambridgeshire
District Council

Local Government (Miscellaneous Provisions) Act 1982

APPLICATION FOR STREET TRADING HOST PREMISES

- Please familiarise yourself with our terms and conditions before completing this application
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:
 1. A copy of a map clearly identifying the proposed trading location(s) and trading unit boundaries with a red line.
 2. Proof of third party and public liability insurance for street trading with a minimum of £2,000,000 liability cover is, or will be in place during the street trading activity.

Please Note

The Licensing Authority reserves the right to request a DBS criminal record certificate from all applicants stated on the application form. If such a check is required the Licensing Authority recognises the DBS "Update Service" scheme. For more information, please see our website www.eastcambs.gov.uk.

METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

CONSENT PERIOD

Street trading host premises consents will last 12 months, unless surrendered by the consent holder, or withdrawn by the Licensing Authority. Street trading consent fees can be found on www.eastcambs.gov.uk.

APPLICANT TYPE

Please indicate who will hold the Host Premises Consent (*this must be the same as the primary business user*):

- Sole trader (complete sections 1 to 8, and 24 onwards)
- Partnership (complete sections 1 to 16, and 24 onwards)
- Limited Liability Partnership (LLP) (complete sections 17 onwards)

Limited Company

(complete sections 17 onwards)

Charity/Committee/Association

(complete sections 17 onwards)

PROPRIETOR DETAILS

1. Surname:

2. Forename(s)

3. Current registered address:

Postcode:

4. Date of birth:

5. Telephone:

6. Mobile:

7. Email:

8(a). Are you permitted to work in the UK?: Yes No

8(b). Are there any restrictions?: Yes No (If yes, please detail them below)

ADDITIONAL PROPRIETOR DETAILS

9. Surname:

10. Forename(s)

11. Current registered address:

Postcode:

12. Date of birth:

13. Telephone:

14. Mobile:

15. Email:

16(a). Are you permitted to work in the UK?: Yes No

16(b). Are there any restrictions?: Yes No (If yes, please detail them below)

OTHER PROPRIETOR DETAILS

17. Ltd Company/LLP/Charity/Association/Committee name:

18. Current registered address:

Postcode:

19. Ltd Company/LLP registration number:

20. Mobile:

21. Telephone:

22. Email:

23. Director/ Partner/Company Secretary/ Treasurer/ Chair names:

(please indicate all persons registered with Companies House, or elected members in the order you would like us to contact you)

--

HOST PREMISES DETAILS

24. Trading name (if applicable):			
25. Address:			
26. Main business type:	Public House: <input type="checkbox"/> Social Club: <input type="checkbox"/> Community Centre: <input type="checkbox"/> Other: <input type="checkbox"/> Please specify:		
27. Annual consent trading days and times?	Day	Start time	Finish time ²
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

² Please note that the requested trading times must be within the permitted trading times of your main business, and the finish time for activities must match your main businesses permitted hours or 11pm where your main business is permitted to trade beyond 11pm. If hours are requested beyond these restrictions, the application will be treated as a static trading consent, and will be subject to a full consultation and the full static trading fee.

SUPPORTING DOCUMENTS CHECKLIST

1. A copy of a map clearly identifying the proposed trading location(s) and trading unit boundaries with a red line.	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
2. Proof of third party and public liability insurance for street trading with a minimum of £2,000,000 liability cover is, or will be in place during the street trading activity.	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
3. Fee (see www.eastcamb.gov.uk for fee level)	Please call 01353 665555 to make payment.

DECLARATION

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain street trading host premises consent. I am fully aware that the provision of a false statement, or information in order to obtain a street trading host premises consent is an offence under the above Act which may result in the refusal of this consent application and any subsequent consent applications for a period of one to three years. I am also aware that any consent granted as a result of breaching the above Act will be immediately withdrawn. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Street Trading Policy, and I undertake, in the event of a host premises consent being granted, to observe and comply with such conditions.

Signed by or on behalf of the applicant²

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

² If signing on behalf of a Ltd Company, LLP, Committee/Association/Charity only one responsible person needs to sign.

GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcambs.gov.uk)

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website www.eastcambs.gov.uk.