



# CASTLEREAGH BOROUGH COUNCIL ENVIRONMENTAL HEALTH SERVICE

## STREET TRADING ACT (NI) 2001

### FORM OF APPLICATION FOR GRANT/RENEWAL/VARIATION OF A STREET TRADING OR TEMPORARY TRADERS LICENCE

<b>Name of Applicant:</b>	<b>Mr/Mrs/Miss</b>
<b>Address of Applicant:</b>	
<b>Postcode:</b>	<b>D.O.B:</b>
<b>Telephone No:</b>	<b>Fax No:</b>

**Application Type:**

<input type="checkbox"/> Stationary Trader	<input type="checkbox"/> Mobile Trader (Please 3as appropriate)
<input type="checkbox"/> Variation of Licence	<input type="checkbox"/> Temporary Traders Licence

#### FOR STATIONARY TRADERS AND TEMPORARY TRADERS ONLY:

**Name of Street where you wish to trade:**

*Note: Stationary Traders may only trade in streets designated by the Council. See list of streets on Page 4)*


**Exact location at which you wish to have the street trading pitch:**

*Please Note – Map Required (See section on documents required with application on Page 4)*


**Please provide Details of Times of Trading for Each Day:**

<u>DAY</u>	<u>TIMES</u>
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

**FOR MOBILE TRADERS ONLY:**

**Name the streets or areas in which you wish to trade and the days and times of trading:**

<b>DAY</b>	<b>TIMES</b>	<b>LOCATION WHERE TRADING WILL TAKE PLACE</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**ALL TRADERS MUST COMPLETE:**

**Description of Articles or Things to be sold or services to be provided:**


**Description of Vehicle, Barrow, Stall etc, (including dimensions)**


**If Vehicle, state the Registration Number:**

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**If Trailer, state the Registration Number, Size and Weight: (Note: Registration Number of Trailer must comply with touring vehicle):**


**Detail Arrangements for storing goods, vehicle, barrow, stall, trailer etc when not trading:**


**THIS SECTION APPLIES TO THOSE WHO WILL BE SELLING FOOD**

Are you a registered Food Business?	YES / NO
If YES, please provide details of the name of the Local Authority where registered and the date of last inspection:	
Will bottled gas be used?	YES / NO
Will a generator be used?	YES / NO
Have you had food hygiene training?	YES / NO
Will you be the person carrying out the business of selling food?	YES / NO
If not, has that person had any food hygiene training?	YES / NO/ DON'T KNOW
Have you previously held a Street Trading Licence?	YES / NO

**APPLICATION FOR VARIATION OF LICENCE ONLY**

Please provide details of the variation you are seeking with respect to your existing Street Trading Licence.

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**Declaration**

*I declare that the information I have given in relation to this application is true to the best of my knowledge and belief and I realise that if I have stated anything which I know to be false, I maybe prosecuted for that offence and be liable on conviction of a fine of up to a maximum of £1000.*

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PREVIOUS CRIMINAL CONVICTIONS – FORM OF CONSENT (RELEASE OF INFORMATION)**

Regarding your application/renewal for a Street Trading Licence, it is necessary for me to enquire if the Police or any other relevant statutory body have any record of convictions of a trading nature against you. As such information can only be made available to me with the written consent of the person concerned, I would ask that you please complete and sign the Consent Form below and return it to me as part of your application.

**FORM OF CONSENT**

I, \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ D.O.B. \_\_\_\_\_

hereby authorise the Chief Constable of the Police Service of Northern Ireland or any other statutory body to make available to the Environmental Health Manager of Castlereagh Borough Council, Civic & Admin Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB details of any convictions of a trading nature made against me during the last ten years.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Documents required in support of this application are:**

- (a) Two recent colour full face passport size photographs of the applicant (not required for a **renewal** of licence);
- (b) All applications for the **grant** of a **stationary traders** licence must be accompanied by a site map (Scale 1:1250) indicating the exact location of the area to be licensed as your street trading pitch. Site maps can be obtained from:

Ordnance Survey of Northern Ireland, Colby House, Stranmillis Court, BELFAST. BT9 5BJ  
Telephone No: (028) 9025 7577

- (c) Public Liability Insurance Cover shall be held by the licensed trader throughout the period of licence, insuring him in respect of any legal liability which may be incurred by him in respect of the death of, or bodily injury to any person affected by the undertaking. **A copy of this policy must be included with the application.**
- (d) The required fees are currently £371.00 for a stationary trader, £225.00 for a mobile trader, £72.00 for a Temporary Traders Licence and £60.00 for a Variation of Licence. The fees should be made payable to Castlereagh Borough Council and forwarded together with the application form and other documents to:

**Environmental Health  
Castlereagh Borough Council  
Civic & Admin Offices  
Bradford Court  
Upper Galwally  
CASTLEREAGH  
BT8 6RB**

Should you require any further information or assistance please do not hesitate to contact Environmental Health at Tel: 028 9049 4640.

**STREETS DESIGNATED FOR STREET TRADING**

In the Borough of Castlereagh, the following streets have been designated as streets in which street trading pitches may be allocated to holders of Street Trading Licences.

- Hillmount Drive, Moneyreagh
- Greenway, Cregagh
- Drumadoon Drive (lay-by adjacent to Enler House), Dundonald
- Craigleith Drive, Dundonald
- Cedarhurst Road, Newtownbreda
- Drumart Square, Belvoir

<b><u>FOR OFFICE USE ONLY</u></b>			
<b>Date Application Received:</b>		<b>Receipt No:</b>	
<b>Date Public Liability Rec'd:</b>		<b>Fee Paid:</b>	
<b>Map Received</b>		<b>Photographs Rec'd</b>	
<b>Date To PSNI:</b>		<b>Date to DRD:</b>	
<b>Received From PSNI:</b>		<b>Received from DRD:</b>	
<b>Date To Council:</b>		<b>Date Licence Issued:</b>	