

Civic Government (Scotland) Act 1982

Guidance Notes - Street Trader Licence Application

- The application must be accompanied by the relevant fee. Application fees are non-refundable. If after receipt of the application form it is determined that the relevant fee has not been properly paid, e.g. cheque returned by the bank, the application will be rendered void and will be returned to you.
- One passport photograph signed on the reverse should accompany your application.
- The enclosed Certificate of Compliance requires to be completed and returned to the Licensing Section where the proposed trading involved food business using a vehicle, kiosk or moveable stall. A Certificate of Compliance must be obtained from the local authority where your business is based.
- Your attention is drawn to the standard conditions attached to this application which are as noted on the enclosed Schedule.
- The Licensing Committee may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.
- (If appropriate) Once we have received your Application, we will send a copy to Scotland Police. We will also consult with other Council Services, for example Environmental Health, Building Control, Roads, etc., depending on the nature of your application.
- (If appropriate) If we think any additional enquiries should be carried out, you will be notified and the results of these may be taken into account before we decide your application. We will also require to take account of any objections to your application, either from consultees or from members of the public. We may decide to hold a Hearing to decide whether to approve your application and, if so, you will be notified in advance of this to give you an opportunity to be heard.
- We can refuse your application if we consider that:
 - a) you are not a fit and proper person to hold a licence,
 - b) the premises are not suitable or convenient for the proposed activity and if
 - c) there is any other good reason to refuse your application.
- When an application is refused, you can ask for written reasons for the refusal and you have a right of appeal to the Sheriff.

Application for a Grant/Renewal of a Street Trader Licence

EACH QUESTION MUST BE ANSWERED

Applicant Details: Please tick to below confirm which applies to the licence holder			
Individual (Includes Sole Trader)	<input type="checkbox"/>	Limited Company	Partnership (either formal or informal)
Full Name of Licence Holder if an individual is applying (including any middle names):	First Name:		Last Name:
Full Name of Company/Partnership/Trading name of Sole Trader (If Applicable):			
Licence Holder Address:			
Telephone Number:			
Email Address:			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
Is the Licence Holder to carry out day-to-day management of the business? (tick one box only)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If NO, give full name, address, date of birth & phone number of employee or agent who will be involved in the management.			
(If Applicable) Name, Private Address, Dates of Birth of Directors, Partners or other Persons Responsible for its Management e.g. Office Bearer of a Committee			

Name (if any) and address of premises for which a licence is required (hereinafter called “the premises”)	
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To be completed by all Applicants

State precise locality (by reference to street names or a layout plan if necessary) in which it is proposed to act as a Street Trader				
Do you propose to trade from particular location(s)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, are you the owner of the site(s)? If NO a letter of consent from the owner must accompany this application.				
State (a) Days/hours during, and (b) The period during which it is proposed to act as a Street Trader	(a) (b)			
State nature of goods/services in which it is proposed to trade				
State the address of the premises at which the goods will be stored when not being offered for sale				
State type and registration number of vehicle to be used in connection with street trading.				
Or describe and give dimensions of structure, kiosk, moveable stall or receptacle to be used in connection with street trading.				
Have you previously held or do you currently hold a licence of permit for street trading?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, which Authority granted the licence and when does it expire?				
Have you ever applied for and been refused a licence/permit for street trading?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, which Authority refused you a licence and when were you refused?				

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.	<input type="checkbox"/>
Signature	
Print Name	
Date	

Completed forms can be submitted directly by:

- email to: licensing@clacks.gov.uk (as a singular signed PDF/word file)
- in person to the [Speirs Centre or Kilncraigs](#)
- by post to: Clackmannanshire Council, Licensing Team, Kilncraigs, Greenside St, Alloa, FK10 1EB

Each application must be accompanied by payment. This can be made at the [Speirs Centre, Kilncraigs](#) or **online via our Pay It page which can be found at:** <https://www.clacks.gov.uk/council/payit/>

If you require any further information please contact :
Licensing on tel: **01259 450000** or
by email at: licensing@clacks.gov.uk

IMPORTANT NOTICE

Any person who in or in connection with the making of this application makes any statement which they know to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence.

Data Protection Act 2018

The information which you provide on this form will be processed by Clackmannanshire Council, which is the 'data controller' for the purposes of the General Data Protection Regulation and the Data Protection Act (2018). For more information on how this application is handled, please see the Licensing Authorities data protection [policy](#) which can be found at www.clacks.gov.uk/regulation/dataprotectionpolicy/

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Application for Certificate of Compliance

Each question must be answered

1. To be completed if an individual is making the application

Full Name	Surname	First Name	
Home Address (Including Postcode)			
Telephone Number			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
Give name and address of person, company or firm employing you to trade or state if self-employed			
If not, give full name, address and date of birth of any employee or agent so engaged.			
Give business hours telephone number of application or agent			

2. To be completed if not a natural person (e.g. company or partnership)

Full Name	
Address (including Postcode) of Principal or Registered Office	
Full Name, Address and Date and Place of Birth of Employee or Agent to carry on day-to-day management of the activity	

To be completed by all Applicants

State nature of goods/services in which it is proposed to trade	
State the address of the premises at which the goods will be stored when not being offered for sale	

State type and registration number of vehicle to be used in connection with street trading.	
Or describe and give dimensions of structure, kiosk, moveable stall or receptacle to be used in connection with street trading.	

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.		<input type="checkbox"/>
Signature		
Print Name		
Date		

NOTE: Where the Director of Community & Regulatory Services is not satisfied for any reason with the premises at which the goods will be stored when not being offered for sale, he shall report accordingly and his report shall be considered by the Authority along with the application.

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