

APPLICATION TO LOCAL AUTHORITY FOR A STREET TRADING LICENCE

***** PLEASE READ THE FOLLOWING IMPORTANT INFORMATION *****

Please find enclosed for your information:-

1. A Street Trading Licence application form
2. A copy of the Designating Resolution. This contains a list of designated streets and locations where street trading licences can be granted.
3. A statement of licence fees.

As a condition of **ALL** Street Trading Licences granted by Causeway Coast and Glens Borough Council, you will be required to have a current Public Liability Insurance Certificate which covers you in relation to public liability for those street trading activities applied for. This is not required at this application stage but should your application be successful then an insurance certificate will be required prior to trading.

Separate applications are required for each **STATIONARY/MOBILE/TEMPORARY** trading site.

Stationary licences can only be granted for streets or locations included within the Designating Resolution.

The application form must be completed in **BLOCK LETTERS** using **BLACK INK**.

Applications must be received by Causeway Coast and Glens Borough Council not less than 28 days before the date of the first day of the proposed special event/trading date.

Two colour, full face passport photographs of the applicant are required.

A photograph of the vehicle/stall to be used for trading.

Applicants must produce results of a Criminal Records Check carried out by AccessNI will be valid for 1 year.

Stationary and Temporary Licences require a map of the site (please use attached sheet).

The map must show the exact position of the trading site. This map requires street furniture i.e. lamp posts, bins and man holes to be included. Also the names of any nearby streets or buildings and measurements, showing the distance from junctions, roadage and buildings.

Mobile Licence applicants require a list of the specific streets and or areas to be traded in for each day.

This complete set of application forms, plus relevant fee and other enclosures, must be returned to the Causeway Coast and Glens Borough Council at any of the following addresses:

**“Cloonavin”, 66 Portstewart Road, Coleraine, BT52 1EY
“Riada House”, 14 Charles Street, Ballymoney, BT53 6DZ
“Sheskburn House”, 7 Mary Street, Ballycastle, BT54 6QH
7 Connell Street, Limavady, BT49 0HA**

If you require any assistance in completing your application the Environmental Services Department will be only pleased to assist you, please telephone 028 2766 0233.



APPLICATION TO LOCAL AUTHORITY FOR A STREET TRADING LICENCE

1. Applicant Details

Name:.....	Date of Birth:..... Telephone No:..... Mobile No:..... Email:
Home Address:..... Post Code:..... Business Address (if different from above): Post Code:	

2. Description of Goods to be Sold

.....

3. Description of Vehicle/Stall

.....

4. Dimensions of Vehicle/Stall (*Photographs of vehicle/stall **MUST be attached to application form*)**

.....

5. Registration Number of Vehicle/Stall

.....

6. **Ownership of Vehicle/Stall**

Do you own the vehicle/stall? ☐ **Yes** ☐ **No** *(Please tick)*

If not, give name and address of the owner:

.....
.....
.....Postcode:

7. **Address Where Vehicle/Stall is to be Kept When Not in Use**

.....
.....Postcode:

8. **Address Where Articles for Sale Will be Stored**

.....
.....Postcode:

9. **Type of Application** *(Please tick)*

- ☐ Grant
☐ Renewal
☐ Transfer *(Please give details)*

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.....

- ☐ Variation *(Please give details)*

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.....

10. **Type of Licence** *(Please tick)*

- ☐ Stationary Street Trading Licence
☐ Mobile Street Trading Licence
☐ Temporary Street Trading

STATIONARY OR TEMPORARY LICENCE

11. **Exact position of site or location (naming street):**

.....
.....

12. **Details of Times of Trading for Each Day:**

Days:	Hours	
	From:	To:
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

MOBILE TRADER LICENCE

13. **Please provide details of all times and areas of trading for each day. This is to include details of streets or housing estates where you will be trading that day.**

Days:	Hours		Names of Streets and or Areas Where Trading is to be Carried Out
	From:	To:	
<input type="checkbox"/> Monday			
<input type="checkbox"/> Tuesday			
<input type="checkbox"/> Wednesday			
<input type="checkbox"/> Thursday			
<input type="checkbox"/> Friday			
<input type="checkbox"/> Saturday			
<input type="checkbox"/> Sunday			

14. **Temporary Street Trading Licence for:**

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

Are you registered as a food premises? ☐ **Yes** ☐ **No** *(Please tick)*

If yes, please provide details (i.e. name of Local Authority where registered, date of last inspection):

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.....

.....

Will bottle gas be used? ☐ **Yes** ☐ **No** *(Please tick)*

Will a generator be used for power? ☐ **Yes** ☐ **No** *(Please tick)*

Have you any Food Hygiene Training? ☐ **Yes** ☐ **No** *(Please tick)*

16. **Have you Previously Held a Street Trading Licence? Please Provide Details:**

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17. **Details of Any Other Current Employment?**

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In connection to this application for the grant, renewal or variation of a Statutory/Temporary/Mobile Street Trading Licence, if you provide information which you know to be false, you will be prosecuted for that offence. On conviction you are liable to a maximum fine of £1000.

I certify that I have read and understood the above statement and that all of the above information contained in this application is correct to the best of my knowledge.

APPLICANT'S SIGNATURE:

DATE:

Note

Table of Fees shown overleaf

Causeway Coast and Glens Borough Council's Street Trading Fees

Table of Fees

Licence Type	Application Fee (non-refundable)	Enforcement Fee	Total Licence Fee
Stationary Street Trading Licence	£100	£190	£290
Mobile Street Trading Licence	£90	£300	£390
Temporary Street Trading	£60	£40	£100
Variation of Street Trading Licence	£45	N/A	£45

Licence Type	Total Licence Fee
Lammas Fair Stationary/Temporary Street Trading Licence	£175
Lammas Fair Mobile Street Trading Licence	£90

Designated Areas

There are three designated areas for Stationary Trading in the Limavady area:

- The North side of Main Street, Limavady between No. 10 and No. 16 Main Street.
- The South side of Catherine Street, Limavady between No. 28 and No. 38 Catherine Street.
- The South side of Main Street, Dungiven opposite its junction between Garvagh Road between No. 127 and No. 135 Main Street.

Privacy Notice

As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation. You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email environmentalhealth@causewaycoastandglens.gov.uk to obtain a copy. Council will only release information when required under law or with your consent. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.