**DERBY CITY COUNCIL**



 **NEW APPLICATION/RENEWAL STREET TRADING**

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| **Licensing – Privacy Notice****How is your information used?** We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. **Who has access to your information?** We may share your information with: * Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.
* External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - [licensing@derby.gov.uk](file:///C%3A%5CUsers%5CWalkerA1%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CYSSYGQI5%5Clicensing%40derby.gov.uk) |
| Applicant’s Full Name |  |
| Applicant’s Date of Birth |  |
| Applicant’s Full Address  |  |
| Contact Telephone Number / Mobile |  |
| Full names of **all** workers including holiday/seasonal/casual/full-time/part-time staff etc |  |
| Business Name/Trading Name |  |
| Business Address (if different from applicant’s address) |  |
| Email details:  |  |

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| Please indicate what type of unit you will be trading from e.g. (delete those relevant) | VEHICLE  |   |
| BARROW  |  |
| STALL  |  |
| TRAILER |  |
| Please tick the relevant box above.  |
| Vehicle Registration  |  |

**Please note if your application is approved, it will ONLY cover the unit you are trading from and NO other associated vehicles**

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| Please indicate the location(s) you will be trading from (stationary and non-stationary if applicable). Where applicable please list each street or location you wish to trade on each particular day. |
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| Detail days and timings you intend to operate and any seasonal variations i.e Bank Holidays, football match days etc |
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| Detail **EXACTLY** what articles are to be sold, exposed or offered for sale: (Every item you sell must be listed). |
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Describe the steps you intend to take to promote the objectives of the Street Trading Policy you must complete all sections below.

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| **Public Safety** - you must state what measures you would put in place to control the risk to the public in terms of highway safety and obstruction but not limited to, such as sight lines for road users and access to pedestrian crossings. |
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| **Prevention of Crime and Disorder -** you must state what measures you would put in place to control the risk to public order for example security features on your vehicle/unit/trailer. |
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| **Prevention of Public Nuisance** - you must state what measures you would put in place to control the following to the public but not limited to - noise nuisance, refuse, vermin, fumes and odour. |
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| **Suitability and Product Type** – you must state what measures you would put in place to reduce the environmental impact of your proposed activity. This could include the use of recyclable products and energy efficient processes.  |
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**Please provide the following in support of your application:**

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| * Where the proposed activity will take place at a fixed position a map of at least 1:1250 scale should be submitted clearly identifying the proposed location by marking the site boundary with a red line.
* Three colour photographs of the trading unit illustrating different elevations of the unit.
* A photocopy of your Third-Party Public Liability Insurance Certificate (£5m minimum - £10m Public and Property Liability Insurance Certificate for applications in Derby Parks.
* Evidence of permission from the landowner.
* Basic Disclosure & Barring Service Certificate (must be less than 3-month-old).
* Food Hygiene Certificate (for food led traders).
* Catering vehicles will be required to show valid and current electrical and or a gas certificate.
* One passport sized photograph for each employee.
* Proof of Right to Work for applicant only.
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| * **The fee must accompany the new/renewal application or you can make payment on** [**https://www.derby.gov.uk/licensing/payments/**](https://www.derby.gov.uk/licensing/payments/) **If this method is used, proof of payment must accompany this form.**

**Please note the information in this renewal application is for the determination of street trading. You have a legal responsibility that you comply with any other primary legislation relevant to the business you intend to operate e.g. Food Safety, Health and Safety, Trading Standards, Fire Safety etc.**

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| Signature |  |
| Position in the Company (if applicable) |  |
| Date |  |

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| Please return this form to:Licensing Team, Communities and PlaceDerby City Council, Corporation Street, Derby DE1 2FSOr email to licensing@derby.gov.uk  |

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