



APPLICATION FOR STREET TRADING LICENCE / CONSENT*

*Delete as applicable

This is an application under the **Local Government (Miscellaneous Provisions) Act 1982**

1. Full name of person applying:
(Mr. Mrs. Miss)

2. Date of Birth:.....

3. Company/Organisation (if applicable):.....

4. Full address:.....

.....

.....

Daytime telephone:

E-mail:.....

5. Description of type of article to be sold/activities to be carried out:

.....

.....

6. Please specify streets and provide a map/plan clearly showing the areas in which you wish to trade.

.....

.....

7. Description of stall/vehicle to be used for trading, including **Registration Number** (where applicable) and whether any awnings, tables, chairs etc will be used:

.....

.....

8. Please give size of vehicle/stall from which you will be trading.

Height

Width

Length

9. Address of premises where vehicle/stall is normally kept:

.....
.....

10. Description of any towing vehicle to be used:

.....

11. Proposed times and days of trading. For Licence applicants these must be specific, as every day specified will be charged for. (There is no daily charge for Consents). If the dates will vary from month to month, please list on a separate piece of paper.

Monday From: To:

Tuesday From: To:

Wednesday From: To:

Thursday From: To:

Friday From: To:

Saturday From: To:

Sunday From: To:

Any other specific days/times not listed eg Good Friday
.....

12. Are there any convictions against you? Yes No
If yes details of the date, court and sentence in respect of each offence must be provided on a separate sheet.

I am applying for a Street Trading Licence*/Consent*

I enclose my payment of £405. Cheques should be made payable to East Suffolk Council. You can make a card payment online on our website at [Make a payment to East Suffolk Council » East Suffolk Council](#) .

I confirm that the information given is correct and true to the best of my knowledge and belief.

Signature: Date:

*Delete as applicable

Note: The following enclosures **MUST** accompany your application, it will be rejected if anything is missing:

1. The appropriate fee, or a note of the receipt/reference number.
2. A location plan showing the location of the pitch, with any relevant entrances/exits on the highway clearly marked. (not required on renewal)
3. One photograph of the vehicle/stall (not required on renewal)
4. A copy of the current Certificate of Insurance for public liability (minimum £5 million)
5. A copy of the Planning Permission (if required) or confirmation from the Planning Department that Planning permission is not required. (not required on renewal)
6. If you intend to trade on private land, a copy of the permission of the landowner (not required on renewal).
7. A signed copy of the agreement of the relevant Town Council if required

Please return to:

Licensing Team
East Suffolk Council
Riverside, 4 Canning Road
LOWESTOFT
NR33 0EQ

PRIVACY STATEMENT

The information you have supplied is being collected in accordance with the Local Government (Miscellaneous Provisions) Act 1982 and will be used for processing your application for a licence under the Act.

Your information will not be used for any other purpose and will not be shared with any other third parties, unless permitted by law.

Your information will be retained until a period of 6 years after the expiry of the licence; this is in line with the Limitations Act 1980 (section 2).

Data will be processed and held securely and in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

Further information about data protection can be found on the East Suffolk Website: www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf