

RENEWAL APPLICATION FOR A STREET TRADING CONSENT



| | |
|-------------------------------|-----|
| Trading Site | |
| Business Name | |
| Current Licence Number | LN/ |

| | | |
|------------------------------|-----------------|---|
| Surname | | Mr/Mrs/Miss (delete as applicable) |
| First names (in full) | | |
| Date of birth | | National Insurance Number |
| Full home address | | |
| | Postcode | |
| Telephone number | | Mobile number |
| Email address | | |

| | |
|--|---------|
| Have you or do you intend to change the vehicle or stall from which you are trading? | Yes/ No |
| If YES to the above please provide full details of the new vehicle (including registration number) | |
| Have you or do you intend to change the days and times during which you trade? | Yes/ No |
| If YES to the above please provide proposed new trading times below, otherwise leave blank | |

| Proposed New Trading Times | | |
|-----------------------------------|-------------------|-----------------|
| Day of week | Start time | End time |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |

GUIDANCE NOTES

Local Government (Miscellaneous Provisions) Act 1982

The application form must be completed in full. Incomplete applications will not be processed.

Failure to submit a complete application for renewal before the expiry of your street trading consent will mean that you will be unable to trade once your consent has expired. **It is an offence to trade without a consent and if you are caught trading without a consent you may face prosecution, which on summary conviction may lead to a fine of up to £1000 (level 3).** You will **NOT** be able to trade until a new consent has been issued.

Also, if you allow your street trading consent to lapse, the trading site may be offered to a new applicant.

If your application is refused, you have the right of appeal. Should you wish to lodge an appeal then you must do so within 7 days from the date of the decision. Appeals must be made in writing to Robert Sexton, Head of Trading Standards and Licensing, Bracknell Forest Borough Council, Time Square, Market Street, Bracknell, RG12 1JD.

Fees for 2011/2012

| Period of Consent | £ |
|--------------------------------------|---------|
| One Week (including 1 assistant) | 107.00 |
| One Month (including 1 assistant) | 297.00 |
| Three Months (including 1 assistant) | 679.00 |
| Six Months | 1115.00 |
| Other Applicable Fees | |
| Additional Assistants | 37.00 |
| Ice Cream Vans | |
| One Month | 143.50 |
| Six Months | 538.50 |

Payment can be made in the following ways:

- By cash or cheque (made payable to Bracknell Forest Borough Council) at Time Square, Market Street, Bracknell, RG12 1JD. Please allow 28 days for the cheque to clear.
- By credit or debit card at Time Square or over the phone on 01344 352000.

Please tick to confirm you have enclosed the following with your application:

| | |
|--------------------------|---|
| <input type="checkbox"/> | A cheque for payment of the fee, or receipt confirmation that the fee has been paid |
| <input type="checkbox"/> | Current Public Liability Insurance |
| <input type="checkbox"/> | Up to date list of assistants working on the vehicle/stall |

The completed form, fees and any enclosures should be handed into the Customer Service Centre at Time Square, Market Street, Bracknell, RG12 1JD.

If the application is withdrawn before determination, up to 50% of the fee may be refundable. If the application is determined fees will only be refunded in exceptional circumstances.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will be disclosed to other agencies such as the Police where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds for these purposes. For further information, see www.bracknell-forest.gov.uk/nfi or contact Internal Audit on 01344 352322.

Declaration:

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions placed on the consent should it be granted.

Signature.....

Print Name.....

Date signed.....