

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

**APPLICATION FOR A LICENCE TO ACT
AS A STREET TRADER (NON FOOD)**

Please Tick

Grant

Renewal

For Office Use Only	
IDOX No	
Paid	
Granted/ Refused	

Please read the notes for guidance when completing this form; type or write legibly in block capitals in black ink and ensure that your answers are inside the boxes; use additional sheets, if necessary; keep a copy of the completed form for your records if you wish.

PERSONAL DETAILS										
PLEASE COMPLETE Questions 1 - 3 if you wish a licence to trade as an Individual										
1	Full Name	Forename(s)			Surname					
2	Any previous surnames (if applicable)									
3 (a)	Home Address									
(b)	Postcode									
(c)	Telephone Number									
(d)	Mobile Number									
(e)	Email Address									
(f)	National Insurance Number									
(g)	Age, Date & Place of Birth	Age		Date of Birth			Place of Birth			
(h)	Give name of person, company or firm, employing you to trade or state if self-employed.									

BUSINESS DETAILS**PLEASE COMPLETE Questions 4 and 5 if you wish a licence to trade as a Company or Partnership**

4 (a)	Full Name of Company or Partnership.								
(b)	Address of Principal Registered Office								
(c)	Names and Private addresses of directors, partners or other persons responsible for its management								
(d)	And dates and place of birth of 4(c) above	Date of Birth			Place of Birth				
(e)	National Insurance Number								

Please continue on a separate sheet if necessary

5	Employee or agent to carry on day-to-day management of the trade.								
(a)	Full Name								
(b)	Home Address								
(c)	Postcode								
(d)	Telephone Number								
(e)	Mobile Number								
(f)	Email Address								
(g)	National Insurance Number								
(h)	Age, Date & Place of Birth	Age		Date of Birth			Place of Birth		

NB All employees or agents acting as street traders require individually a Street Trader's Licence

6	State the period during which it is proposed to act as a Street Trader, and give details of type of goods for sale.	Monday	from		until		
		Tuesday	from		until		
		Wednesday	from		until		
		Thursday	from		until		
		Friday	from		until		
		Saturday	from		until		
Sunday	from		until				
7 (a)	State precisely locality by reference to street names or a sketch map if necessary in which it is proposed to act as a Street Trader (or if existing trader in which you currently act.						
(b)	Do you propose to trade from particular location(s)?	YES/NO					
	If YES and if the location is not on the carriageway of any street, are you the owner of the site(s)? If NO a letter of consent from the owner must accompany this application.	YES/NO					
(c)	State the address or addresses of the premises at which the goods will be stored when not being offered for sale.						
(d)	State nature of goods/services in which it is proposed to trade.						

(e)	State type and Registration Number of vehicle or describe and give dimensions of structure, kiosk, moveable stall or receptacle to be used in connection with Street Trading. <i>Note: If the proposed trading is wheelie bin cleaning, contact Scottish Water (Tel 0131 445 6391) and the Council's Resources Directorate (Tel 0131 561 5284) regarding waste disposal and inspection of vehicle</i>	Make and Description	
		Registration No/Towing Vehicle Registration No	
		Height	
		Width	
		Length	
8 (a)	Have you previously held or do you currently hold a licence or permit for street trading?	YES <i>(If so when)</i>	NO
(b)	When did/does it expire?		
(c)	Which Local Authority granted the licence/permit?		
(d)	Have you ever applied for and been refused a licence/permit for street trading?	YES <i>(If so when and by which Local Authority)</i>	NO

DECLARATION AND NOTES

Any person who in connection with the making of this application makes any statement which he/she knows to be false may be liable to prosecution.

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland) and applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer.

It should be understood that any Licence does not carry with it the necessary consent or approval to any proposed development which may be required under Planning or Building Control legislation or under any other Statutory enactments.

I certify that I am aware of my responsibilities in relation to the Fire (Scotland) Act 2005.

I have read the important notes above and declare that the particulars given by me on this form are correct and complete to the best of my knowledge and belief.

Please tick

I enclose:-

(a) Fee

(b) Plan

(c) TWO passport photographs

(one endorsed with "I certify that this is a true likeness of [name of applicant]" followed by the full name of the person endorsing the photograph).

Date Signature of Applicant or Agent

Agents Address

.....

The completed application form is to be lodged with Midlothian Council, Midlothian House, 40-46 Buccleuch Street, Dalkeith, EH22 1DN along with the appropriate fee.

The fees below are valid from **1 April 2024**.

Vehicle Inspection Required

Initial Application Fee £223.00
(for One Year licence)

	For One Year	For Two Years	For Three Years
*Renewal Fee	£177.00	£254.00	£361.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No Vehicle Inspection Required

Initial Application Fee £102.00
(for One Year licence)

	For One Year	For Two Years	For Three Years
*Renewal Fee	£68.00	£130.00	£186.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payable by cheque (payable to Midlothian Council) or credit/debit card (or by phone to 0131 270 7500) to Licensing

****IMPORTANT NOTE: Whilst the Council's practice has previously been to send out a reminder whenever possible in advance of the expiry of a licence, this practice has been discontinued and must no longer be relied upon. It is ultimately the responsibility of the licence holder to apply in good time (six weeks recommended) before the expiry date should he/she wish to renew the licence. It is strongly recommended therefore that the licence holder make a diary note as a reminder to do this.***

A Site Notice must be placed for a continuous period of 21 Days before the application can be considered. Please complete declaration **(A) or (B) as appropriate**. Where declaration (A) is made there must be produced in due course a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

***(A)** I/WE declare that I/we shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act, 1982

***(B)** I/WE declare that I am/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely:-

but have been unable to acquire those rights.

****Please delete as appropriate***

9

Before completing this section please read the following guidance.

This should be completed by all persons named in Questions 1, 4 and 5.

All convictions and Alternatives to Prosecutions (ATPs), except those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.

All Fixed Penalty offences either currently or previously shown on your driving licence, together with any you have accepted but which do not yet appear on your licence, must also be listed.

If you/or any of those named have none of these please complete the following declaration.

I/we have no relevant convictions, ATPs or Fixed Penalty Offences.

..... (signature)

Otherwise, please state below particulars of any conviction against you. (Continue on a separate sheet if necessary).

Name	Date	Court	Offence	Sentence

COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyarız.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (ناچینا افراد کے لیے ابھرے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk

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