



Comhairle Ceantair  
**an Iúir, Mhúrn  
agus an Dúin**  
**Newry, Mourne  
and Down**  
District Council

## **STREET TRADING ACT (NORTHERN IRELAND) 2001**

### **APPLICATION FOR GRANT/RENEWAL/VARIATION OF A STREET TRADING LICENCE**

Completed Applications to be sent to:

**Oifig an Iúir  
Newry Office**  
Licensing Section  
Regulatory and Technical Services  
Department  
O'Hagan House  
Monaghan Row  
Newry  
BT35 8DJ

**Oifig Dhún Padraig  
Downpatrick Office**  
Licensing Section  
Regulatory and Technical Services  
Department  
Downshire Civic Centre  
Downshire Estate  
Ardglass Road  
Downpatrick  
BT30 6GQ

For further details contact:

Tel: 0300 013 2233

Email: [council@nmandd.org](mailto:council@nmandd.org)

[www.newrymournedown.org](http://www.newrymournedown.org)

**Application for the Granting/Renewal/Variation of a Street Trading Licence**

Please Tick appropriate box

- Application for Renewal/Variation of a Stationary Street Trading Licence**
- Application for Renewal/Variation of a Mobile Street Trading Licence**
- Application for a Temporary Street Trading Licence**

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

Title: **MR/MRS/MISS** \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Business Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Description of articles to be sold: \_\_\_\_\_

Description of vehicle or stall: \_\_\_\_\_

Dimension of vehicle or stall: \_\_\_\_\_

(Photographs or drawings of stall/vehicles can be attached to application form)

Registration number of vehicle or stall: \_\_\_\_\_

Do you own the vehicle or stall: **YES/NO**

If not, give the name and address of the owner:

\_\_\_\_\_

\_\_\_\_\_

Address at which the vehicle or stall is to be kept when not in use:

\_\_\_\_\_

\_\_\_\_\_

Address at which articles for sale will be stored:

\_\_\_\_\_

\_\_\_\_\_

## **Stationary or Temporary Street Trading Licence**

Detail exact location of pitch:

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Please provide details of times of trading for each day:

<b>DAY</b>	<b>TIME</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

## **Mobile Street Trading Licence**

Please provide details of 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.

<b>DAY</b>	<b>TIMES</b>	<b>NAMES OF STREET OR AREAS WHERE TRADING IS TO BE CARRIED ON</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

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

Are you registered as a food premises: **YES / NO**

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

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Will bottled gas be used: **YES / NO**

Will a generator be used for power: **YES / NO**

Have you had any food hygiene training: **YES / NO**

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Have you previously held a Street Trading licence? Please provide details:

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In connection to this application for the grant, renewal or variation of a Stationary/Temporary/  
Mobile 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 £1,000.

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

I enclose herewith fee in the amount of £ \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note: Newry, Mourne and Down District Council will consult with HMRC  
when processing all applications.**

<b>FOR OFFICE USE</b>	
Date Application Received:	
Receipt No:	



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## FORM OF CONSENT FOR CRIMINAL CONVICTIONS

Dear Applicant

Regarding your application/renewal/variation for a Street Trading Licence it is necessary for me to inquire if the Police have any record of convictions of a trading nature against you. As such information can only be made available to me with the written consent of the person concerned, I would ask you to please complete and sign the form of consent below and return it to me with your application.

This office is covered under the Data Protection Act 1984 to hold and request this information.

Registration Number: **ZA057622**

Yours faithfully

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### FORM OF CONSENT

I, \_\_\_\_\_ of \_\_\_\_\_

Date of Birth \_\_\_\_\_

Hereby authorise the Chief Constable of the Police Service for Northern Ireland to make available to the Licensing Section, Newry, Mourne and Down District Council, Newry Office, O'Hagan House, Monaghan Row, Newry, BT35 8DJ or Downpatrick Office, Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick, BT30 6GQ details of any convictions of a trading nature against me during the last TEN YEARS.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

### CHARGES - STREET TRADING

EFFECTIVE FROM 1<sup>ST</sup> APRIL 2015

<b><u>TYPE OF LICENCE</u></b>	<b><u>APPLICATION FEE (Non-refundable)</u></b> <b><u>£</u></b>	<b><u>LICENCE FEE (Including Application Fee)</u></b> <b><u>£</u></b>
Stationary Licence	£75.00	£875
Mobile Licence	£75.00	£300
Temporary Licence	£75.00	£75 for first application  £45 for each subsequent application (maximum of four)  Increase the fee for a double pitch to £120 standard pitch size is 5m x 2m
Variation	£50.00	n/a

## **Newry, Mourne and Down District Council - STREET TRADING**

List of requirements when making application for a street trading licence: -

- Completed Application Form
- Fee for application of Licence. If submitting a cheque, make it payable to 'Newry, Mourne and Down District Council'.
- Hot Food, Ice Cream and any type of food traders confirm they are registered with Environmental Health Department under Food Safety Order Northern Ireland 1991
- All traders show confirmation of public liability insurance (games stall traders to ensure current public liability insurance cover)
- Identification of person proposing to trade (e.g. copy of driver's licence/passport etc)
- 2 passport type photographs of person proposing to trade
- Photograph of the trading stall or unit when fully erected
- All traders must provide the **exact** size of pitch with trailer or stall when erected, including tow bar must be given - **All dimensions must be accurate.**
- **Use of generators are restricted. Please indicate if you require the use of a generator. Please note an Officer of the Council may refuse the use of any generator if deemed unsatisfactory.**

Generators –

- ✓ Must have correct guard around generator (traders that do not have correct protective guard around generator will be refused permission to trade on the day of trading)
  - ✓ Must have noise limiter
  - ✓ Must not emit fumes
  - ✓ Fuel must be kept in proper container in safe place
  - ✓ Co<sup>2</sup> fire extinguisher to be provided
  - ✓ Generators must be kept within the confines of the allocated street trading pitch
  - ✓ Photograph of Generator must be supplied
- Banned goods – the following are not permitted
    - Any type of pellet guns
    - Any type of knives
    - Laser lights
    - Spray string and similar items
    - Spray paint and similar items
    - Stink bombs and similar items
    - Offensive articles, e.g. t-shirts etc