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| STREET TRADING ACT (NORTHERN IRELAND) 2001**APPLICATION FOR GRANT/RENEWAL/VARIATION OF A STREET TRADING LICENCE**Completed Application to be sent to one of the offices below: |
| **Oifig Dhún Padraig****Downpatrick Office**Licensing SectionEnterprise, Regeneration and Tourism DepartmentDownshire Civic CentreDownshire EstateArdglass RoadDownpatrickBT30 6GQ | **Oifig an Iúir****Newry Office**Licensing SectionEnterprise, Regeneration and Tourism DepartmentO’Hagan HouseMonaghan RowNewry BT35 8DJ |
| For further details contact: - |
| Telephone: 0330 137 4030 Email: licensing@nmandd.org Website: [www.newrymournedown.org](http://www.newrymournedown.org) |

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| **APPLICATION FOR A STREET TRADING LICENCE** |
| *Please select relevant check box* |
| [ ]  | **Application for Grant of a Stationary Street Trading Licence** |
| [ ]  | **Application for Grant of a Mobile Street Trading Licence** |
| [ ]  | **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 (first/subsequent) Trading Licence** |
| **See Fees Sheet - Please note the application processing fee is non-refundable.** |
| 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 Number: |  |
| Email:  |  |
| Business Name and Address (if different from above):  |  |
|  |
| Description of articles to be sold:  |  |
| Description of stall or vehicle:  |  |
| Dimension of stall or vehicle: |  | (to include tow bar, projections e.g. canopy etc.) |
| - Maximum dimension of stall/vehicle allowed is 5m x 2m | *Photographs of stall/vehicle to be included with application.* |
| Registration number of vehicle:  |  |
| 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: |  |
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#### **Stationary or Temporary Street Trading Licence**

Detail exact location of **pitch**:

Please provide details of the times of trading for each day: -

|  |  |  |
| --- | --- | --- |
| DAY | TIME FROM | TIME TO |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

**OR**

#### **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.

|  |  |  |  |
| --- | --- | --- | --- |
| DAY | **TIME FROM** | **TIME TO** | **NAMES OF STREET OR AREAS WHERE TRADING IS TAKING PLACE** |
| Monday |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Tuesday** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Wednesday** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Thursday** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Friday** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Saturday** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sunday** |  |  |  |
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**Traders Selling Food**

1. Are you registered with your local Environmental Health Department under the Food Safety Order Northern Ireland 1991: **YES / NO**
2. Please provide name of Local Authority where registered and date of last inspection: -

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1. Please provide the date of your Level 2 Food Hygiene Certificate (valid for three years):

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It is a legal requirement that businesses display their Food Hygiene Rating in a prominent place e.g. a window/front door (otherwise may be fined £200.00).

**Please ensure your Food Hygiene Rating is clearly displayed.**

1. Will bottled gas be used: **YES / NO**
2. Will a generator be used for power: **YES / NO**

 **- Please note traders must use eco-friendly packaging -**

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| **Declaration and Signature** * Regarding 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.
* Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
* The Council to which you are submitting this application form, collects data for the purposes of the management and application of the Street Trading Act. The data may also be passed onto other related Government Agencies and to other Council Departments, to facilitate Statutory Requirements, Service Level Agreement of or similar purposes.
* Newry, Mourne and Down District Council collects the Data on this Form for the purpose of administering Street Trading under the Street Trading NI Act 2001. The Data Collected on this Form will be shared with the relevant Council Departments, the Police Service under the Data Protection Act 2018.

The Council’s Privacy Notice can be accessed via our website [www.newrymournedown.org/privacy-policy](file:///%5C%5Cnmd.local%5Cdepartments%5CBuilding%20Control%20and%20Regulation%5CLicensing%20Section%5CSTREET%20TRADING%5CSTREET%20TRADING%5CApplication%20FORM%5Cwww.newrymournedown.org%5Cprivacy-policy).[ ]  Ticking this box indicates that you have read and understood the above declaration. |
| I enclose herewith fee in amount of: £ | **Official Use Only** |
| Print Full Name:  | Date Received |  |
| Signature:  | Receipt Number |  |
| Date:  | £ |  |

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| **FORM OF CONSENT FOR CRIMINAL CONVICTIONS** |
| Dear ApplicantRegarding 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** |
|  |
| 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, O’Hagan House, Monaghan Row, Newry, BT35 8DJ, or, 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: |  |  |

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| **Checklist for Applicants**  |
| **STREET TRADING LICENCE** **- I confirm I have enclosed the following:** |
|  | ***Tick*** |
| 1. | Completed **Application Form** and **Form of Consent** for Criminal Convictions. | [ ]  |
| 2. | Current valid **Public Liability Insurance** cover.To include name, address and expiry date.  | [ ]  |
| 3. | **Identification** of person proposing to trade (e.g. copy of driver’s licence/passport).  | [ ]  |
| 4. | One passport size **photograph of person** proposing to trade. | [ ]  |
| 5. | Photograph of **generator**. | [ ]  |
| 6. | Photograph of the **trading stall or unit** when fully set-up. | [ ]  |
| 7. | All traders must provide the **exact** **dimensions** of receptacle, including any trailer and tow-bar, when erected. **All dimensions must be accurate.** | [ ]  |
| 8. | **Fee** for application of licence. Payment to be made in full or by Direct Debit. Failure to pay Direct Debit will result in your licence being revoked. Cheques to be made payable to: ‘Newry, Mourne and Down District Council’. Payment may also be made by credit/debit card. | [ ]  |
| 9 | FOOD TRADERS: Copy certificate of registration with Environmental Health Department under Food Safety Order Northern Ireland 1991. | [ ]  |
| 10. | FOOD TRADERS: Copy of Level 2 Food Hygiene Certificate. | [ ]  |
| * **Use of generators is restricted. Please note a Council Officer may refuse the use of any generator if deemed unsatisfactory.**

**Generator** –* + 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
	+ Co2 fire extinguisher to be provided
	+ Must be kept within the confines of the allocated street trading pitch
* **Banned goods** - the following items 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, snap bangers and similar items - Offensive articles e.g. t-shirts etc. - Vapers |
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**All documentation may be emailed as one application to:** **licensing@nmandd.org** **(attached as PDF or MS Word format)**. **We may ask for the original of any scanned or emailed document.**



 **Newry, Mourne and Down District Council**

## **Fees – Street Trading**

**Effective from 1st April 2023**

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| **TYPE OF LICENCE** | **APPLICATION FEE****(Non-refundable)****£** | **LICENCE FEE****(Including Application Fee)****£** |
| Stationary Licence | £88 | £1015 (April to March)  |
| Mobile Licence | £88 | £338 (April to March) |
| Temporary Licence | £88 | £88 for first application (single pitch)£55 for each subsequent application per calendar year (maximum of four). £142 for double pitch (maximum allocation)*Standard pitch size is 5m x 2m* |
| Variation | £60 | n/a  |