



Guidance notes for Temporary Street Trading application for The Christmas switch-on event, Thursday 20 November 2025, Hill Street, Newry

Applicants **must** read the following information before completing the Application Form.

How to apply for a Temporary Street Trading License

- Application packs are available to download from our website: www.newrymouredown.org/street-trading
- Scan the QR Code to apply on-line
- If you need an application emailed or posted out, please contact us on licensing@nmandd.org



Documentations required to be submitted with the application for a Temporary Street Trading License

Please note failure to provide any of the information listed below prior to the closing date will result in your application being deemed as incomplete and your application will not be considered for allocation of a street trading site.

- Completed application form in full along with the form of consent for criminal convictions.
- Application fee
- A copy of your current valid **Public Liability Insurance** cover. To include name, address and expiry date.
- One form of identification of the person proposing to trade e.g. copy of driver's license/passport
- One passport type photograph of person proposing to trade
- Photograph of generator being used for trading
- Photograph of the trading stall or when fully set-up
- All traders must provide exact dimensions of trading stall, including any trailer and towbar when erected. All dimensions must be accurate.
- Food traders must provide a copy certificate of registration with Environmental Health Department under Food Safety Order Northern Ireland 1991 and a copy of Level 2 Food

Hygiene Certificate.

- Completed applications can be posted to **Newry, Mourne and Down District Council, Licensing Section, Downpatrick Office**, Downshire Civic Centre, Downshire Estate, Ardglass Road, BT30 6GQ or emailed to licensing@nmandd.org

Application Fees and Payment options

- The fee for a single pitch i.e. 5 m x 2m is £88.00
- The fee for a double pitch i.e. 10 m x 2 m is £142

Cheques/Postal Order Payment

Cheques to be made payable to: 'Newry, Mourne and Down District Council' and posted to **Newry, Mourne and Down District Council, Licensing Section, Downpatrick Office**, Downshire Civic Centre, Downshire Estate, Ardglass Road, BT30 6GQ

Card Payment

If you wish to make a card payment, please ensure you provide your contact details on the application form, and we will contact you to take card payment.

Cash Payment

For cash payments you will be required to arrange an appointment with staff in Downpatrick or Newry Office to take payment. Appointments can be arranged by emailing licensing@nmandd.org

Generators

If you are intending to use a generator, you must ensure the following:

- 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**)
- Noise limiter
- Generator must not emit fumes
- Fuel must be kept in a proper container in a safe place and safe re-fueling procedures should be in place.
- Co² fire extinguisher to be provided
- Generators must be kept within the confines of the allocated street trading pitch and must not obstruct footways

There will be no Electrical Power supply provided for traders.

Banned Goods

The following items **are not** permitted for sale/display: -

- 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

Selection Process – Criteria

Persons fitting into the first criteria (1) will be **awarded** a Street Trading License subject to the number of pitches being available. If no applicants meet the first criteria, then the District Council shall continue down the following list (in order) until an applicant meets one of the criteria: -

- (1) Applicant who currently holds a Street Trading License for the Council area and has no relevant convictions in relation to that trading or breaches under the 2001 Street Trading Act.
- (2) Applicant who has previously traded within the Council area and has no relevant convictions in relation to that trading or breaches under the 2001 Street Trading Act.
- (3) A new Applicant with or without trading history either inside or outside of the District and has no history of relevant trading convictions or breaches under the 2001 Street Trading Act.

In the situation of two or more Applicants meeting any of the above criteria then the following scores will be awarded to their application and the highest score will be awarded the License.		
• 2 or more verbal or written warnings	- minus	5 Points
• Fixed Penalty in previous 12 months (each)	- minus	5 Points
• Breaches under Section 9 of the Street Trading Act 2001 (b-g inclusive) (each)	- minus	5 Points
• Appearance and Appropriateness of stall/vehicle by assessment of the following subject matters: <i>Consumer Protection, Food Hygiene, Health & Safety, Odour, Compatibility of Commodity, Litter control and/or Noise</i>	+ plus	0-8 Points

Schedule for assessment of applications and notification of outcome

Closing date and time: 4pm on Friday 17 October 2025

Application Assessment date: Monday 20 October 2025

We aim to advise applicants via email of the outcome of their application by **Monday 27 October 2025**.

This schedule above may change for operational reasons.