

**Local Government (Miscellaneous Provisions) Act 1982  
 Schedule 4**

**Application for a New or Renewal Street Traders Consent**

*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 or administering public funds for these purposes. For further information, see [www.audit-commission.gov.uk](http://www.audit-commission.gov.uk).*

Details of the consent being applied for	
<b>Application Type</b>	<input type="checkbox"/> New <span style="margin-left: 150px;"><input type="checkbox"/> Renewal</span>
<b>Which consent are you applying for</b>	<input type="checkbox"/> 14 day consent <span style="margin-left: 100px;"><input type="checkbox"/> 12 month consent</span>
<b>If you are applying for a 14 day consent, is the application made on behalf of a community event</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right; padding-right: 20px;"><b>If yes, state the name of the community event:</b> _____</span>
<b>If you are applying for a 14 day consent, on which date do you want the consent to begin</b>	
<b>Is the application made for an ice cream vendor</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Details of person or limited company applying for consent as a street trader	
<b>Surname</b>	
<b>First names</b>	
<b>Company name</b>	
<b>National insurance number</b>	
<b>Date of birth</b>	
<b>Daytime telephone number</b>	
<b>Evening telephone number</b>	
<b>Mobile telephone number</b>	
<b>Address of person or company applying for registration (if limited company, this must be the registered address)</b>	
<b>Business Trading Name</b>	

**Details of the street and position in which you wish to trade**

<b>Street name and position</b> (attach a plan if necessary)	
---	--

**Details of the vehicle or stall to be used**

<b>Vehicle registration number</b>	
<b>Vehicle make and model</b>	
<b>Location where the vehicle is normally kept</b>	
<b>Details of the stall to be used</b>	

**Details of the proposed activities**

<b>Days and times requested</b> <i>(a 24 hour clock must be used)</i>	Monday	_____	to	_____	13:00 - 1pm 14:00 - 2pm 15:00 - 3pm 16:00 - 4pm 17:00 - 5pm 18:00 - 6pm 19:00 - 7pm 20:00 - 8pm 21:00 - 9pm 22:00 - 10pm
	Tuesday	_____	to	_____	
	Wednesday	_____	to	_____	
	Thursday	_____	to	_____	
	Friday	_____	to	_____	
	Saturday	_____	to	_____	
	Sunday	_____	to	_____	
<b>Details of proposed activities</b>					
<b>Details of the items which will be sold</b>					

**Details of all employees concerned with the street trading consent (continue on a separate sheet if necessary)**

<b>Full Name</b>	
<b>Address</b>	
<b>Date of birth</b>	
<b>National Insurance number</b>	

**Continuation - employees concerned with the street trading consent**

<b>Full Name</b>	
<b>Address</b>	
<b>Date of birth</b>	
<b>National Insurance number</b>	

**Right to Work**

<b>Do you have a right to work in the UK</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Evidence Type (insert document type – refer to note 1)</b>	

**Declaration**

The information you provide is confidential and subject to the requirements of the Data Protection Act 2018. This personal data will be held and processed by Rossendale Borough Council for the purpose(s) of licensing and enforcement and protection of public funds.

Any data may be used to prevent fraud or the misuse of resources. For further information of our privacy notice, please visit our website:

[https://www.rossendale.gov.uk/info/210157/your\\_council/10821/privacy\\_notice](https://www.rossendale.gov.uk/info/210157/your_council/10821/privacy_notice).

I understand that I am not entitled to be issued with a consent if I do not have an entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity).

I declare that the details contained in the application form and the attached documentation is correct to the best of my knowledge. It is an offence to make a false statement in or in connection with this application. Those who make a false statement may be committing fraud.

I confirm that the information given is true to the best of my knowledge and belief.

<b>Signature</b>	
<b>Dated</b>	

**The application for consent must be sent to:**

**↳ The Licensing & Enforcement Unit, Rossendale Borough Council, The Business Centre, Futures Park, Newchurch Road, Bacup, OL13 0BB**

---

---

## **Application Notes:**

Street trading is allowed between 0900 hours and 2200 hours (9am to 10pm). Street trading consents are issued for a period of either 14 days or 12 months.

A 14-day consent for a community event is exempt from the application fee of £95. A 14-day consent for a non-community event will cost £95. A 12-month consent incurs a total fee of £431, upon the Council's decision if your application is not granted you can claim a refund for the issue portion of the fee, which is £336.

A community event is defined as the following:

- A not for profit event that benefits local people by providing low cost or free events and activities to the community;
- An event organised by volunteers;
- An event organised by a not for profit organisation, including charities, constituted and non constituted groups and community interest companies (CICs)

Unless you are applying for a community event that fails within the above definition, then the full fee must accompany the application.

Full payment can be made by cheque which should be made payable to Rossendale Borough Council or alternatively you can make payment by credit/debit card by calling 01706 217777

### **THE COUNCIL DOES NOT ACCEPT CASH.**

Please note that tacit consent does not apply to this application and you are therefore not permitted to undertake street trading before your consent has been granted and issued.

## **What to expect once your application has been submitted:**

The Licensing Manager will decide upon the extent of consultation for each application. If your application is for a static consent (a consent where the location is fixed), the consultation will also be extended to the relevant Ward Councillors.

Once the consultation documents have been sent, we will send you an acknowledgement letter to confirm receipt of your application and list the bodies we have chosen to consult with.

If objections are received, the Licensing Manager will determine whether these are valid or not.

The Licensing Manager may refuse an application, in consultation with the Chairperson of the Licensing Committee, where a valid objection is deemed to have been received.

If you have applied for a 14-day consent, if no objections are received and the Licensing Manager decides to grant your consent, we will aim to issue within 10 working days.

If you have applied for a 12 month consent, if no objections are received and the Licensing Manager decides to grant your consent, we will aim to issue within 10 working days.

If your application is refused you will be issued a part refund which will not include the application fee which is non-refundable.

## List of acceptable documents for right to work checks

---

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on

of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to the licensing authority. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.