

STREET TRADER'S

Application for Street Trader's Licence (Stance / Mobile Shop)

This application must be accompanied by the appropriate fee and lodged with:

Licensing Section
City Of Edinburgh Council
249 High Street
Edinburgh, EH1 1YJ
☎ 0131 529 4208
☒ 0131 529 4207

OFFICIAL USE ONLY Record of Application	
DATE	
TILL NO.	
RECEIPT NO.	
INITIALS	
FEE	

- ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS
- PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM
- IF YOU HAVE EVER HAD A LICENCE OF ANY TYPE YOU MUST STATE THE REFERENCE NO. (ON ORIGINAL DOCUMENTATION) HERE

1	State whether application is for the grant of a new licence, renewal of an existing licence or a temporary licence, and whether for a Stance or a Mobile Shop.	New <input type="checkbox"/> Renewal <input type="checkbox"/> Temp <input type="checkbox"/>	Stance <input type="checkbox"/> Mobile <input type="checkbox"/>
2	Duration of licence – period applied for	1 year	or from / / to / /
3	To be completed if licence is to be held by the individual detailed below. If not ☞ 3		
	a Full Name		
	b Occupation		
	c Home Address		
		Postcode:	
	d Contact telephone numbers		
	e Age, Date & Place of Birth	Age:	DoB: Place:
	f Does the applicant carry out day-to-day management? If NO give full name, address and date of birth of any employee or agent so engaged	YES / NO Name: Address: Postcode DoB:	
4	To be completed if licence is to be held by the Company or Partnership below. If not ☞ 2		
	a Name of Company / Partnership		
	b Address of registered or principal office		
		Postcode:	
	d Full name / Private addresses and dates of birth of all directors or partners (continue on separate sheet if necessary)		
	e Full name, address and date of birth of employee or agent engaged in day-to-day management	Name: Address: Postcode DoB:	

c		Manager/Supervisor's telephone no.s				
5	State the detailed location of stance or area(s) where you propose to trade. You must provide a sketch map showing the exact location(s)					
6	State the exact nature of the goods which you propose to trade. <i>(Continue on a separate page if necessary)</i>					
7	State the address of the premises at which the goods will be stored when not offered for sale				Postcode:	
8	Proposed hours of trading					
9	a	State the type and registration of any vehicle(s) to be used <i>(mobile shops only)</i>				
	b	State the dimensions, fabric and style of any stall proposed				
	c	Number of employees or assistants to be included in licence <i>(See Note 11)</i>				
10	a	Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named above been convicted of any crime or offence in any Court in the United Kingdom?			YES / NO	
	b	If YES please specify any convictions. N.B. All unspent crimes and offences must be declared.	Date	Court	Offence	Sentence
						<i>Continue on separate sheet if necessary</i>

I/We hereby make application for a Street Trader's Licence in the above terms and certify that the information given is true and correct. When food is to be sold this application is to be treated as an application for a certificate in terms of Section 39(4) of the Civic Government (Scotland) Act 1982.

I/We acknowledge receipt of a copy of the Standard Conditions attached by the Council for grants of this type of licence. I/We agree that any licence granted to me/us should incorporate these conditions.

I/We confirm that I/we have completed and enclosed details of any employees or assistants whom I/we intend to use in My/our street trading business. I understand that if my/our application is granted by the Council, licences and identity cards will be issued to these employees or assistants and that my/our licence will contain a restriction on the employment of further staff without a variation of the licence.

Information supplied on this form may be held on computer and applicants are advised that in the processing of this application background enquiries will be made which may include reference to personal data held on computer.

Any applicant who in making application makes any statement which the applicant knows to be false or recklessly makes any statement which is false in material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £500.

Signature of Applicant / Agent <i>(delete as appropriate)</i>		Date
Address of Agent: <i>(If signed by Agent)</i>		

NOTES FOR GUIDANCE

Please consider the following points before applying for a licence:-

1. The ideal location for a Street Trader's stance is a point where the pavement is much wider than usual or there is a suitable recess.
2. The stance must not obstruct pedestrians in any way or cause problems with passing traffic. The size of stance to be approved by appropriate officials.
3. Applications in areas which already have a number of Street Traders or are too busy are less likely to succeed. These include the Grassmarket, Waverley Bridge, George IV Bridge, Lothian Road, King's Stables Road and all streets leading off Princes Street.
4. Licences will not normally be granted for Princes Street or the Lawnmarket.
5. The main football stadiums at Tynecastle and Easter Road and Murrayfield Rugby Stadium are already well served by existing Street Trader's licences.
6. Anyone applying for a stance on private property should note that they also have to obtain the owner's consent. Anyone applying for a stance on apparently public property must obtain the consent of adjoining owners. These consents must be submitted with the application. The grant of a licence does not imply that the owner has consented.
7. For the City Centre area special conditions will be attached to any licence. Please contact the Licensing Section for the relevant information.
8. The relevant fee must be submitted with your application form and is non-returnable.
9. Temporary licences last for a maximum of 28 days and following expiry a further application from a licence-holder will not be granted for a period of 1 month. However charitable organisations may obtain a licence for up to 6 months subject to the general terms of these guidelines. Although licences can be granted for one or three years, the City of Edinburgh Council normally grant only one year licences in the city centre.
10. To ensure timeous processing of your application please submit your application a minimum of 6 weeks before the required commencement date.
11. Full licences can allow named employees and assistants to trade on behalf of the principle street trader. Employees and assistants' details must be provided on the supplementary questionnaires and a separate questionnaire must be included on the principle licence. Additional employees and assistants can be brought in at a later date by way of a variation to the principle licence.
12. This application is to be lodged with the consent required in terms of Note 6, details of any employees or assistants, a sketch map showing location (where appropriate) and the correct fee.

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