

Street Trader's Licence – (Pedicab Operator)

Application Form – Guidance Notes

These guidance notes have been provided to help you completing the application form. Before lodging an application for a Street Trader licence please ensure that you have read the following guidance, along with the Council's policy and conditions for Pedicab Operators.

Please note that the application form cannot be accepted without all the required documents, a completed checklist, a completed application form and the required fee. Any form submitted without these will not be processed and returned

Part 1 - CHECKLIST – *please ensure all checklist items are completed*

The following documents must be submitted with your completed application form

- Public Liability Insurance - a copy of your current Public Liability Insurance Certificate (to the value of £5 million), must be submitted with your completed application form. You must also provide the expiry date on the checklist where indicated. The insurance policy you provide must clearly name you as the policyholder. Alternatively if you don't own the vehicle, you can provide a covering letter from the pedicab owner which confirms that you are insured as part of their insurance policy, along with a copy of their policy.
- Pedicab Inspection Compliance Certificate – Any pedicab you wish to use must have passed a safety inspection. Therefore a copy of a certified compliance certificate confirming that the pedicab you will be using has completed an inspection is required. Certificates submitted with a renewal application must demonstrate that there has been no break between their expiry dates. If any breaks in the inspection certificates are identified during the renewal process, the applicant could be referred to the Licensing Sub-Committee for suspension or revocation of their licence. If you do not own a pedicab and intend to hire one, you should discuss this with the person/company you are hiring from, in order to obtain a compliance certificate from them.
- Photographs - your photograph will be added to any licence document (which includes the pedicab plates) issued for identification purposes and as such you should submit your application in person where your photograph will be taken by Council staff. If you are unable to attend in person, you may submit your application by post. You must include 2 recent identical passport size photographs. The photographs must meet the current 'Rules for Passport Photographs' as set out on the [GOV.UK](https://www.gov.uk) website and must be countersigned to prove your identity.
- Location – Pedicabs operators can only operate within the area detailed in the map attached at appendix A of this form.

Part 2 – APPLICANT DETAILS - *Providing your email address will ensure that we are able to contact you quickly if there are any issues arising from your application*

Any maiden or previous name and place and date of birth must be provided. The Council is required to copy your application to the police who require this information to carry out appropriate vetting checks.

If you are self-employed i.e. you operate your own business, you must provide your 10 digit Unique Tax Reference Number

Part 3 – PREVIOUS CONVICTIONS

Subject to the Rehabilitation of Offenders Act 1974 if the applicant has been convicted of any crimes or offences in any court in the United Kingdom then unspent convictions must be detailed in this part of the form. If there are no convictions you must enter N/A in the relevant boxes

Part 4 – ACTIVITY

The following details must be provided:

- Whether the application is for a new licence, or the renewal of an existing licence. If renewing, your current licence number must be provided.
- The Street Trading Licence applies to the operator or driver of the pedicab and they will be the licensed operator – it is not a licence for the vehicle. However we will need to know some details about the pedicab vehicle(s) you will be operating. This will include who owns the pedicabs and the address at which the pedicab will be stored when not operating.
- The days and hours which you propose to operate.

Part 5 – APPLICANT DECLARATION

Before signing and dating the application form, please ensure that:

- The application form has been completed fully and all information provided is accurate and complete.
- You have read the Council's data protection statement. By signing and lodging this application form you are deemed to have given consent for your personal data to be held and processed for the stated purpose.
- That you have read the copy of the Council's Standard Licensing Conditions for Pedicabs provided with this application form and that that you understand that any Street Trader licence granted will be subject to these conditions.

Part 6 - CORRESPONDENCE

Please provide full contact details, including an email address and contact phone number, where all correspondence relating to the licence application should be sent.

STREET TRADER'S LICENCE

Application for Street Trader's Licence (Pedicab)

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

OFFICIAL USE ONLY Record of Application	
DATE	
RECEIPT NO.	
FEE	

- ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS
- PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM
- PLEASE ENTER 'N/A' OR 'NONE' IF A QUESTION IS NOT RELEVANT TO YOU.
- IF YOU HAVE EVER HAD A LICENCE OF ANY TYPE YOU MUST STATE THE REFERENCE NO.HERE

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Checklist

PART 1 - The checklist must be fully completed in order to submit your application.

I have enclosed the following - please tick ✓

completed application form		
copy of the current public liability insurance certificate		<i>valid to:</i>
2 x passport size photographs		<i>2 x recent passport size photographs. Alternatively, you can have a photo taken at the Customer Hub when submitting your application</i>
Pedicab Inspection Compliance Certificate		<i>valid to:</i> N.B. <i>certificates submitted with a renewal application must demonstrate that there has been no break between their expiry dates. See previous guidance for further advice</i>
the relevant application fee		

PART 2 – APPLICANT DETAILS - to be completed if the applicant is an individual

2.1	Full name			
2.2	Maiden/Previous name			
2.3	Date of Birth		Place of Birth	
2.4	Home address			
	Postcode			
2.5	Home phone no			
2.6	Mobile phone no			
2.7	contact email address			
Are you Self Employed		YES	<input type="checkbox"/>	<i>please provide your unique tax reference number at 2.7</i>
		NO	<input type="checkbox"/>	
2.8	Unique Tax Reference Number			

PART 3 - PREVIOUS CONVICTIONS

Subject to the Rehabilitation of Offenders Act 1974 if the applicant has been convicted of any crime or offence in any court in the United Kingdom, please provide details below.

If you have no convictions, please write "NONE"

Name	Date	Court	Offence	Sentence

**continue on a separate sheet if necessary*

PART 4 – ACTIVITY please tick ✓ where appropriate.

4.1	State whether application is for the grant of a new licence or the renewal of an existing licence: <i>If renewing, please state your current licence number</i>	<table border="1"> <tr> <td data-bbox="663 304 963 344">New</td> <td data-bbox="971 304 1257 344"></td> </tr> <tr> <td data-bbox="663 378 963 418">Renewal</td> <td data-bbox="971 378 1257 418"></td> </tr> </table> Current Licence Number:	New		Renewal	
New						
Renewal						
4.2	Do you own the pedicab(s) which you will be operating?	<table border="1"> <tr> <td data-bbox="663 577 963 618">Yes</td> <td data-bbox="971 577 1257 618"></td> </tr> <tr> <td data-bbox="663 618 963 658">No</td> <td data-bbox="971 618 1257 658"></td> </tr> </table>	Yes		No	
Yes						
No						

PART 4.3 – If you do not own the pedicab, please state the name, address, email and phone number of the person/company you have hired the vehicle from.

4.3.1	Name and address	
	Postcode	
4.3.2	Phone no	
4.3.3	contact email address	

PART 4.4 – State the address of the premises at which the pedicab will be stored when not offered for hire.

4.4.1	Address	
	Postcode	
4.5	Please state your proposed days and times of operation:	

PART 5 – APPLICANTS DECLARATION

I hereby make application for a Street Trader's Pedicab Licence in the above terms and certify that the information given is true and correct.

I confirm that I have read the Standard Conditions for Pedicabs attached by the Council for grants of this type of licence. I agree that any licence granted to me will incorporate these conditions.

I confirm that that in submitting this application I consent to the information supplied by me in making this application ("data") being held and processed by the City of Edinburgh Council ("the Council") for its purposes as licensing authority. I understand that data will be disclosed to the Police and other public bodies involved with licensing processing and enforcement or National Fraud Initiatives. I understand that the Council is required to enter the data on to its electronic Register of Applications which may be inspected by members of the public.

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 *(delete as appropriate)*

Date

Print Name:

PART 6 – CORRESPONDENCE DETAILS – *please provide details of where all correspondence relating to this application should be sent*

6.1	Correspondence name and address	
	Postcode	
6.2	Contact Phone No	
6.3	Email Address	

It is necessary for the Council to collect personal information to deliver services, in doing so we comply with GDPR and the Data Protection Act 2018. Applicants are encouraged to visit www.edinburgh.gov.uk/licensing and read our privacy policy

Appendix A - Map of Pedicab trading area

