



STREET TRADING ACT (NI) 2001

STREET TRADING LICENCE APPLICATION FORM

Before completing this form please read the explanatory notes which explain the different types of trading and the current fees.

*Please complete the application form in **BLOCK LETTERS** using **BLACK INK***

1. Applicant details

Name:.....	Date of Birth:.....
	Telephone No:.....
	Mobile No:.....
	Email:
Home Address:.....	
.....Postcode:.....	
Business Address (if different from above):	
.....Postcode:	

2. Description of goods to be sold

.....
.....
.....

3. Description of vehicle/stall/receptacle

.....
.....
.....

4. Dimensions of vehicle/stall/receptacle (*Photographs of vehicle/receptacle/stall must be included with submitted application form*)

.....
.....
.....

5. Registration number of vehicle/receptacle

.....
.....

6. Ownership of vehicle/stall/receptacle

Do you own the vehicle/stall? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>Please tick</i>)
If not, give name and address of the owner:
.....
.....
.....Postcode:

7. Address where vehicle/stall/receptacle is to be kept when not in use

.....
.....Postcode:

8. Address where articles for sale will be stored

.....
.....Postcode:

9. Type of Application (Please tick)

- ☐ Grant
- ☐ Renewal
- ☐ Transfer (Please give details)

.....

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- ☐ Variation (Please give details)

.....

.....

10. Type of Licence (Please tick)

- ☐ Stationary Street Trading Licence
- ☐ Mobile Street Trading Licence
- ☐ Temporary Street Trading

STATIONARY OR TEMPORARY LICENCE

11. Exact position of site or location (naming street/road/town):

.....
.....

12. Stationary Applications - Details of Times of Trading for Each Day:

Days:	Hours	
	From:	To:
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

13. Temporary Applications: Name of special event and day(s), date(s) and times for temporary street trading:

.....
.....

MOBILE TRADER LICENCE

14. Please provide details of all times and areas within the Causeway Coast and Glens Borough Council Borough in which you wish to trade for each day.

Days:	Hours		Names of Streets and or Areas Where Trading is to be Carried Out
	From:	To:	
<input type="checkbox"/> Monday			
<input type="checkbox"/> Tuesday			
<input type="checkbox"/> Wednesday			
<input type="checkbox"/> Thursday			
<input type="checkbox"/> Friday			
<input type="checkbox"/> Saturday			
<input type="checkbox"/> Sunday			

15. Have you previously held a street trading licence? Please provide details:

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16. This section applies to those who will be selling food.

Are you registered as a food premises? ☐ **Yes** ☐ **No** *(Please tick)*

If yes, please provide details (i.e. name of Local Authority where registered, date of last inspection):

.....

.....

.....

Will bottle gas be used? ☐ **Yes** ☐ **No** *(Please tick)*

Will a generator be used for power? ☐ **Yes** ☐ **No** *(Please tick)*

Have you any Food Hygiene Training? ☐ **Yes** ☐ **No** *(Please tick)*

If yes, please provide details

In connection to this application for the grant, renewal or variation of a Statutory/Temporary/Mobile Street 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 £1000.

I certify that I have read and understood the above statement and that all of the above information contained in this application is correct to the best of my knowledge.

APPLICANT'S SIGNATURE:DATE:

PLEASE NOTE

- Separate applications are required for each Stationary/Mobile/Temporary trading type.
- The respective fee, for each trading type, as set out in the explanatory notes must be paid in full when submitting an application.
- A full face, coloured, passport ID photograph of the applicant and a photograph of the vehicle/stall/receptacle (including vehicle registration number where applicable) to be used for trading must be submitted with an application along with respective fee.
- Council recommends that all licensed street traders hold current public liability insurance cover for the protection of themselves and the public.

EXPLANATORY NOTES

1. The Street Trading Act (NI) 2001 came into force on 1st October 2001. It requires all traders to have a licence regardless of their method of trading. Therefore, whether a trader operates from a stationary position, or from a mobile stall or vehicle or as a temporary trader, they will need to hold a licence.
2. A licence will be required to trade in the supply or offer of supply of a service as well as in the sale or supply of goods.
3. A licence is issued to an applicant. In the case of a business please provide details of the person who will be holding the licence.
4. A stationary trader is regarded as a trader who trades on a regular basis (e.g. daily, or several times per week) from a stationary position in a street. Stationary licences can only be granted for streets or locations included within the Designating Resolution.
5. A mobile trader is regarded as a trader who trades from a moveable stall or vehicle, and who, during the course of that trading moves from place to place. A mobile trader who remains at the same location for longer than is reasonably necessary to deal with those customers frequenting their stall or vehicle will no longer be regarded as a mobile trader and may be considered to be a stationary trader.
6. A temporary trader is regarded as a trader who trades at a one-off event, e.g. festival, fair, etc. A temporary trading licence will be of short duration not exceeding 7 days. Not more than 5 temporary licences can be issued to one applicant in any period of 12 months.
7. A licence to trade as a stationary trader can only be granted for a street or part of a street that has been designated for street trading by Causeway Coast and Glens Borough Council. The following streets* have been designated by Council for the purposes of trading as a stationary trader.

* Contact Council who will advise if there are any available pitches

CASTLEROCK

- Area adjacent to public toilets on the promenade. (One pitch for ice cream/confectionery only).
- Bishops Gate lay-by on east side of A2 (Mussedden Road). (One pitch for ice cream, confectionery, minerals, tea/coffee and home baked sweet treats only).
- Lay-by (picnic area) opposite Bishops Gate on west side of A2 (Mussedden Road). (One pitch for ice cream, confectionery, minerals, tea/coffee and home baked sweet treats only).

COLERAINE

- Dunhill Road lay-by at Macosquin on South East side of A37. (One pitch for hot food only).
- Newbridge Road lay-by North East side of A26. (One pitch for hot food only).
- Harpurs Hill – lay-by at shops. (One pitch for hot food only).
- Car park at shops at Daneshill Road, Ballysally. (One pitch for hot food only).

LIMAVADY

- The North side of Main Street, Limavady between No. 10 and No. 16 Main Street.
- The South side of Catherine Street, Limavady between No. 28 and No. 38 Catherine Street.

DUNGIVEN

- The South side of Main Street, Dungiven opposite its junction between Garvagh Road between No. 127 and No. 135 Main Street.

8. Under the above legislation any person carrying out street trading activities without a valid licence or in breach of licence conditions shall be guilty of an offence and this will result in formal action being taken by Council.

Any person guilty of an offence shall be liable on summary conviction to a fine not exceeding £1,000.

Substantiated trading offences may also affect an applicant's ability to obtain a street trading licence.

9. Where a licence is granted to trade as a stationary/temporary trader, the Council may attach conditions limiting the overall size of the trading pitch to be taken up under the licence.
10. When applying for a licence to trade as a mobile trader the applicant should be as specific as possible with regard to the areas and locations at which they intend to trade.
11. A mobile/stationary street trading licence granted or renewed by Causeway Coast and Glens Borough Council shall remain in force, unless otherwise revoked or surrendered, for a period of 1 year from the grant of the licence or in the case of a renewed licence for a period of 1 year from the date on which the licence became due for renewal.
15. Current licence fees as determined by Causeway Coast and Glens Borough Council are as follows:

Licence Type	Fee
Stationary Street Trading Licence	£290
Mobile Street Trading Licence	£390
Temporary Street Trading	£100
Lammas Fair Stationary/Temporary Street Trading Licence	£175
Lammas Fair Mobile Street Trading Licence	£90
Variation of Street Trading Licence	£45

This application, plus relevant fee and other enclosures should be returned to:

**Environmental Services Department, Licensing Section, Riada House, 14 Charles Street,
Ballymoney, BT53 6DZ**

or sent by email to: environmentalhealth@causewaycoastandglens.gov.uk

**Fees can also be paid either by cheque/cash or by card to our Business Support Department on
Tel. 028 2766 0233**

If you require any assistance in completing your application, please contact the Licensing Section at the above offices.

PRIVACY NOTICE:

As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation. You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email environmentalhealth@causewaycoastandglens.gov.uk to obtain a copy. Council will only release information when required under law or with your consent. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.