**Application for (GRANT) (RENEWAL) OF Street Trading Consent  
Local Government (Miscellaneous Provisions) Act 1982**

Please complete all relevant sections of the form and ensure you sign and date it.

Submit the form to: Operations, East Herts Council, Pegs Lane, Hertford SG13 8EQ

Email: [markets@eastherts.gov.uk](mailto:markets@eastherts.gov.uk)

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| I HEREBY MAKE APPLICATION for the (Grant)(Renewal) of a Street Trading Consent in accordance with Section 3 of, and schedule to, the Local Government (Miscellaneous Provisions) Act 1982. I submit the following particulars:- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Forename(s)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | **Surname** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Date of birth** | | | | | | | | | D | | | | D | | | M | | | M | | | | | | Y | | | | | Y | | | | | | Y | | | | | | Y  Y | | | |  | | **House No/Name** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Tel. No** | | | |  | |  | |  | | | |  | | |  | |  | | |  | | | | | | | |  | | | | |  | | | |  | | | | | |  | | |  | | **Street** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Ref. No of previous consent granted** (if any) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | **Town** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L | N |  |  | |  | |  | | |  | | | |  | |  | |  | | | | | |  | | | | |  | | | | | |  | | |  | | | | | |  | | **County** | | | | | | | | | **Postcode** | | | | | | |  | |  | | |  | |  | | |  | |  | | |  |
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| **Email Address** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please indicate what licences and certificates your business has and enclose copies   |  |  |  | | --- | --- | --- | | **Licences/Certificates** | **Tick as appropriate** | **Expiry date** | | UK passport |  |  | | Current utility bill showing proof of address |  |  | | Official document showing National Insurance Number |  |  | | Public liability insurance |  |  | | Gas Safety Certificate (required if using gas appliances for the purpose of cooking) |  |  | | Food hygiene training certificate (if required) and current food hygiene rating |  |  | | PAT test (required if you use any mains powered equipment) |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Street or area in which consent is required** (please state exact location of proposed pitch or area or trading route and for new applications enclose a plan) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Hours of trading** | | | | | | | | | | | MON | | | | | | | | | | | | TUE | | | | | | | | | | | | | | | | | WED | | | | | | | | | | THU | | | | | | FRI | | | | | | SAT | | | | | | | | | | SUN | | | | | | | |
| fo | | | | | to | | | | | | | from | | | | | | | | to | | | | | | | | | from | | | | | | | to | | | from | | to | | | | from | | | | to | | frm | | | | | | to | | | | from | | | | | to | | |
| **Description of articles to be sold** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Description of vehicle/stall** | | | | | | | | | | | | | | | | | | | | |  | | | | | VEHICLE/STALL 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | VEHICLE/STALL 2 | | | | | | | | | | | | | | | | | | | | | |
| **Dimension of vehicle/stall** | | | | | | | | | | | | | | | | | | | | |  | | | | | LENGTH | | | | | | | | | | | | | | | WIDTH | | | | | | | | | HEIGHT | | | |  | | | | LENGTH | | | | | | | WIDTH | | | | | | | | HEIGHT | | | | | | |
| **Vehicle Registration**  **(if trading from vehicle)** | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | |  | | | | |  | | | | | |  | | | |  | |  | |  | |  | | | |  | |  | |  | | | |  | | |  | | | | |  | | |  | |
| **Address of premises used for storage** (if different to above) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Please **indicate what licences and certificates your business has and enclose copies**

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| --- | --- | --- |
| **Licences/Certificates** | **Tick as appropriate** | **Expiry date** |
| UK passport |  |  |
| Current utility bill showing proof of address |  |  |
| Official document showing National Insurance Number |  |  |
| Public liability insurance |  |  |
| Gas Safety Certificate (required if using gas appliances for the purpose of cooking) |  |  |
| Food hygiene training certificate (if required) and current food hygiene rating |  |  |
| PAT test (required if you use any mains powered equipment) |  |  |

**DECLARATION**

|  |  |
| --- | --- |
| I hereby declare that: | Please tick |
| I am applying for consent to trade at East Herts Market and, if awarded, I accept the contract terms below |  |
| The information above is correct to the best of my knowledge and belief. I consent to the Council and the Police making enquiries into this application to ascertain its truthfulness. I accept that I am responsible for ensuring that East Herts Council is made aware of changes to the above. |  |
| I agree to pay the fee of £ \_\_\_\_\_\_\_\_\_\_, in the method specified in the tariff or as otherwise agreed in writing with the Council. |  |
| I have read and agree to abide by the Market rules and regulations and understand that they may change from time to time on giving not less than four weeks’ notice. The Market regulations can be downloaded here: [www.eastherts.gov.uk/markets](http://www.eastherts.gov.uk/markets) or a hard copy can be requested from the Council. |  |
| I understand that I may not trade until permission has been issued. |  |
| I confirm that I have a right to work in the UK and that East Herts Council may make such reasonable enquiries as it sees fit to confirm my right to work status. |  |
| I consent to East Herts Council using my business name, details of the traded goods, business website or social media when advertising the market. |  |
| I declare that I am not under the age of 17 years. (Two photographs, passport size of myself accompany this application). |  |
| I agree to indemnify the Council against all claims, liabilities, actions, demands, and expenses whatsoever in respect of, or in any way arising out of any Consent to Trade granted to me by the Council. |  |
| I agree to pay the street trading fee of £…………………… to the Council |  |

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| --- | --- |
| **Signed** |  |
| **Full Name (Capitals)** |  |
| **Date** |  |

**Data Protection Notice**

East Herts District Council is a Data Controller and can be contacted at: Wallfields, Pegs Lane, Hertford, SG13 8EQ. The Council has an appointed Data Protection Officer who can be contacted at the same address. We are collecting your personal data in order to process your application under for street trading as the licensing authority.

Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share such data under other legislation.

Your data will be kept for 2 years, after the expiry date of the licence in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information.

Any concerns or complaints regarding your personal data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

Please note that if you do not provide the information required on the form, then we will not be able to process your application for consent.

This Privacy Notice should be read with the Council’s general Privacy policy which may be found on our website [Data Protection - East Herts District Council](https://www.eastherts.gov.uk/dataprotection). If you do not have access to a computer, please let us know if you would like a copy of this.