

SOUTH STAFFORDSHIRE DISTRICT COUNCIL

**APPLICATION FOR PERMISSION TO USE LAND
(STREET TRADING CONSENT)**

I wish to apply for a New / Renewal * Consent to trade at an agreed location in the area shown below within the South Staffordshire District Council area.
(* delete as appropriate. For Renewals complete Sections 1,2,3 & sign form)

1. Applicant to be Consent Holder

Full Name	Date of Birth (you must be over 17yrs of age)
Trading Name	
Address	Home Telephone:
	Mobile Number:
Post Code	Email Address:

2. Nominated assistants/employees

Name	Address	DOB

3. Site Location *(Please attach a plan including proposed layout, if appropriate)*

Address & description of land to be used

4. Details of Unit

- Please describe the unit from which you propose to trade (include photographs):

- Further details such as size, type, additions:

- Details of Registration Number or Numbers:
- Is a vehicle to form part of your stall?
- Where will the unit be kept outside trading hours? Please state address:

5. Proposed Hours of Trading

(If you propose to trade after 2300hrs or before 0500hrs, please provide details of your Premises Licence)

6. Date(s) for which permission is requested *(Total Number of Days)*

7. Nature of goods to be sold /purpose of street trading request
If food is to be sold, where will it be prepared and stored outside trading hours?
8. Details of any signage/advertising proposed

For **NEW** applications this form must be accompanied by:

- A copy of your Public Liability Insurance.
- The relevant payment fee. Amount £.....
- A Risk Assessment completed by a competent person (If required-normally for larger events only)
- Two recent passport size photograph of the applicant(s) and others assisting
- Photograph of vehicle

For **RENEWAL** applications this form must be accompanied by:

- A copy of your Public Liability Insurance.
- The relevant payment fee. Amount £.....
- A Risk Assessment completed by a competent person (If required-normally for larger events only)

I hereby make application for permission to use the land specified. If permission is granted, I hereby undertake

- (a) to indemnify South Staffordshire District Council against any claims, actions, losses or demands which may be made against the Council, or which may incur in respect of injury (including fatal injury) to persons or damage to property (including damage to Council property) arising out of the use of the land as specified above, providing that such injury or damage is not caused by the negligence of the Council, its servants or agents, and
- (b) to effect any necessary insurance to support the indemnity.

Signed	Date
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Please return the completed application form to:
 South Staffordshire District Council, Legal & Public Health Protection Services,
 Environmental Health & Licensing,
 Council Offices, Codsall, South Staffordshire, WV8 1PX.
 Tel. 01902 696000 Fax 01902 696222
 email Licensing@sstaffs.gov.uk

For Office use only	
Receipt reference:	Date consent issued

YOUR GUIDE TO DATA PROTECTION

The Data Protection Act 1998 gives you rights, as our customers, about how your personal information is obtained and used by South Staffordshire Council. The Act also places obligations on the Council.

This Guide informs you of your rights under the Data Protection Act and details how we handle your information.

WHAT INFORMATION DO WE HOLD AND HOW DO WE OBTAIN IT?

In addition to the information that you provide to us, we generally receive information about you from one or more of the following sources:

- The Police
- Local Government Departments
- Other Government Agencies

FOR WHAT PURPOSES DO WE HOLD THE INFORMATION?

We use your information for one or a number of purposes, which are outlined below:

- To process your Licensing application, enforcement and issue a Licence
- To maintain a public register when appropriate
- We Must protect the public funds that we handle, so we may use the information you have provided on this form for the prevention and detection of fraud and crime. We may also share this information for the same purpose with other organisations that handle public funds, and bodies involved in the investigation and detection of crime.

CARING FOR YOUR DATA

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security.

We further undertake that we will:

- Not hold information about you which is excessive in relation to the purpose for which it is processed
- Keep any information about you accurate and, where necessary, up to date. To help us do this, please keep us informed if any of your details change.
- Not keep data processed for any purpose or purposes longer than necessary
- Process your information in accordance with your rights under the Data Protection Act.

YOU HAVE CERTAIN RIGHTS UNDER THE DATA PROTECTION ACT IN RELATION TO THE INFORMATION THAT WE HOLD ABOUT YOU. IF YOU REQUIRE FURTHER INFORMATION ABOUT THESE RIGHTS, PLEASE WRITE TO:

The Director of Legal & Public Health Protection Services
South Staffordshire Council
Council Offices
Codsall
South Staffordshire WV8 1PX

IF YOU WOULD LIKE TO KNOW MORE ABOUT YOUR RIGHTS IN RESPECT OF THE PROTECTION OF PERSONAL DATA, WRITE TO THE:

Data Protection Commissioner's Office
Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF
Or telephone 01625 5645700 (Switchboard)

I understand that my application form will be accepted subject to the provision listed above and agree that my information may be used for these purposes.

Signed	Date
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