|  |  |
| --- | --- |
| Chichester District Council logo | **FORM: ST01**  **Case Reference Number:**  (office use only) |
| **LICENSING AUTHORITY**  Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY | |
| **Application for a Street Trading Consent** | |
| Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records. | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.Your personal details** | | | | | | | | | | | | | | | |
| **TITLE** **Please tick✓** | Mr |  | Mrs |  | | Miss |  | Ms |  | | Other (please state) | | |  | |
| Surname  Forename(s) |  | | | | | | | | | | | | | | |
| **I am 18 years old or over. Please tick ✓** | | | | | | | | | | Yes | |  | No | |  |
| **HOME ADDRESS (we will use this address to correspond with you unless you complete the separate correspondence box below)** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Post town | | | | | Post code | | | | | | | | | | |
| **TELEPHONE NUMBER(S)** | | | | | | | | | | | | | | | |
| Daytime |  | | | | | | | | | | | | | | |
| Evening |  | | | | | | | | | | | | | | |
| Mobile |  | | | | | | | | | | | | | | |
| **EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)** | | | | | | | | | | | | | | | |
| **Address for correspondence associated with this application (if different to the address above)** | | | | | | | | | | | | | | | |
| **Post town** | | | | | **Post code** | | | | | | | | | | |
| **TELEPHONE NUMBERS** | | | | | | | | | | | | | | | |
| Daytime |  | | | | | | | | | | | | | | |
| Evening |  | | | | | | | | | | | | | | |
| Mobile |  | | | | | | | | | | | | | | |
| **EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)** | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Company/Organisation details (if applying on behalf of)** | | | |
| **Name of company/organisation** | |  | |
| **Company/organisation address** | | | |
|  | | | |
| **Post town** | | | **Post code** |
| **TELEPHONE NUMBER(S)** | | | |
| Daytime |  | | |
| Evening |  | | |
| Mobile |  | | |
| **EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)** | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. Proposed Street Trading consent details (dates, days and numbers etc)** | | | | | | | | | | |
| Name/Nature of proposed market/event |  | | | | | | | | | |
| Name of street(s)/location(s) of proposed market/event |  | | | | | | | | | |
| Number of pitches/areas applied for |  | | | | | | | | | |
| Maximum number of traders which will be present |  | | | | | | | | | |
| Date(s) of proposed market/event |  | | | | | | | | | |
| Total number of days of proposed market/event (duration of event) |  | | | | | | | | | |
| Proposed days of trading (**Please tick✓)** | Mon | Tues | | Weds | Thurs | | Fri | Sat | | Sun |
| Proposed trading times on each day specified above | - | - | | - | - | | - | - | | - |
| Please indicate which week/s of the month you will be trading (please circle) | 1st | | 2nd | | | 3rd | | | 4th | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Additional information for proposed Street Trading consent (stalls, insurance, purpose etc)** | | | |
| Description of products/goods |  | | |
| Arrangements and times of setting up/dismantling/removal stalls |  | | |
| Is this Street Trading Consent being applied for Charitable purposes (**Please tick ✓ )** | Yes | No | If yes – registered charity name and number |
| Name of Insurance Company for Public Liability (min £5 million pound cover). **Copy of current certificate MUST be provided** |  | | |

|  |  |
| --- | --- |
| **5. Checklist** | |
| I have within this application **Please tick ✓ yes** | |
| * Enclosed a copy of the current Certificate(s) of Public Liability Insurance |  |
| * Enclosed a completed copy of the relevant risk assessment(s) |  |
| * Enclosed a plan depicting the number and layout of the traders/pitches/areas for the proposed market/event |  |
| * Enclosed a description of products/goods proposed to be sold |  |
| * Made or enclosed payment of the requisite fee for this Street Trading application |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. Declaration** | | | |
| I (the undersigned) apply for the grant/renewal of a Street Trading Consent on the terms set out above and declare that information contained in this form is correct to the best of my knowledge and belief. | | | |
| **Signature** |  | **Print name:** | **Date: -- / -- / --** |

**GUIDANCE NOTES**

1. It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a Street Trading Consent. A person is to be treated as making a false statement if he produces, furnishes, signs, or otherwise makes use of a document that contains a false statement. To do so a person could receive a fine of up to £1000.
2. It is also an offence to trade at a different place or at different times to those specified in the Street Trading Consent.
3. The fee for Street Trading Consent is as follows: £763.00 for application (one day event). Plus £763.00 for each additional day of the event thereafter. Please note if the event is for charitable purposes or managed by another service of Chichester District Council different fees apply. Please contact the Licensing Team.