



Northumberland  
County Council

Licensing Department – Processing  
Stakeford Depot, East View, Stakeford, NE62 5TR  
Web Address: [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

Dear Sir/Madam

**Re: Application for Grant or Renewal of Street Trading Permit**

**Submission of Applications**

Applications for grant of street trading permit may be made in the following ways:

- by post to the Licensing Team
- In person by appointment with the Licensing Team at Stakeford Depot, Choppington.

**Postal Applications**

The postal address for applications is: The Licensing Section, Stakeford Depot, East View, Stakeford Choppington, NE62 5TR

Where it is necessary to return documents to applicants, these will be sent by ordinary post. The Council accepts no responsibility for documents lost in the post.

Cash should not be enclosed with postal applications. Where payments are made by cheque these should be made payable to Northumberland County Council.

**Required Documentation – NEW Application**

Applicants will be required to provide the following items:

- a) Completed application form.
- b) Copy of certificate of insurance
- c) 1:25 Map of Location
- d) Colour photograph of van or cart
- e) Evidence of registration under Food Safety Act 1990
- f) Correct permit fee
- g) For any fixed site, written permission for the use of the private land from the landowner (Within the application process, the Highways Department will be consulted for their views on Northumberland County Council land)

**Required Documentation – Renewal Application**

Applicants will be required to provide the following items

- a) Completed application
- b) Copy of certificate of insurance
- c) Correct permit fee

**Please note that applications cannot be considered complete until all the required documents have been received. Incomplete applications may be returned to the applicant.**

Should you have any queries please contact us on 01670 623856

Yours Faithfully

**Licensing Officer**



4. (a) Do you hold a current Street Trading Consent? (b) If so, for which site? (c) When was the Consent granted? (d) When does the Consent expire?	(a) YES/NO (b) (c) (d)
5. What articles do you wish to trade in? (Please give full details)	

6. Full details of vehicle, stall or container to be used in connection with trading. Please include:- full description, dimensions and vehicle registration number.	
7. (a) Have you ever been refused a Street Trading Consent in this or any other area? (b) If yes, please give details.	(a) YES/NO (b)

I declare that I/we have checked the information given on this application form and to the best of my/our knowledge and belief it is correct.

I/We am/are aware of the Council's Standard Conditions applicable to all Street Trading Consents and agree to comply with them.

Signature of applicant(s) ..... Date .....

.....

**Please send your completed application form and self-declaration form to:**

**Licensing Office**  
**Northumberland County Council**  
**Business Compliance & Public Safety Unit**  
**Fire & Rescue Service**  
**Stakeford Depot**  
**East View**  
**Stakeford**  
**Northumberland**  
**NE62 5TR**





**Cautions for criminal offences (not convictions)**

Please provide details of all cautions for criminal offences, wherever and whenever the offence(s) were committed (use a separate sheet, if necessary).

<b>Date of offence</b>	<b>Place of offence</b>	<b>Offence committed</b>	<b>Date of caution</b>	<b>Police force or other authority that issued the caution</b>

**Cautions for motoring offences (not convictions)**

Please provide details of all cautions for motoring offences, wherever and whenever the offence(s) were committed (use a separate sheet, if necessary).

<b>Date of offence</b>	<b>Place of offence</b>	<b>Offence committed</b>	<b>Date of caution</b>	<b>Police force that issued the caution</b>

**Application, Authorisation, Declaration and Consent**

I apply for a Street Trading permit authorising me to conduct street trading within the district of Northumberland County Council (the Council).

I authorise any person or organisation to release to the Council such information that it may require to enable it to properly determine my suitability to obtain a street trading permit.

I declare that to the best of my knowledge and belief, the answers given in this application for a street trading permit are true and that the documents submitted in support of it are genuine and have not been altered.

I understand that if I have provided any information in this application or the supporting documents that I know to be false or do not believe to be true any permit issued to me may be suspended or revoked.

I consent to the information provided in this application and the supporting documents being used by Northumberland County Council for the purposes of undertaking its statutory licensing functions in relation to street trading and understand that it is obliged to include some information in a publicly available register and may disclose any information to any third party, as may be required or permitted by law.

In particular, this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form and in any supporting documents for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

**I understand that it is an offence to give a Licensing Authority information which is false or misleading and by doing so I understand that I shall be liable to prosecution and/or this could invalidate my application and result in the matter being referred to the Regulatory Committee who have the power to revoke my street trading consent.**

Signed:

Date:

**Equal opportunities**

All applicants will be treated equally, regardless of ethnic or national origin, gender, religion, age and sexual orientation.

## **Fees**

Street Trading Consents will normally be issued for one of the following periods:

All applications where a charge is payable shall be subject to £50 non-refundable application with the individual amount as specified below to be payable upon approval of the street trading consent

### **Street Trading**

#### **2016/17**

Static trader	6 months	400.00
	Annual licence	750.00
Mobile trader	6 months	550.00
	Annual licence	1000.00
Concessionary licence		Free