

# Application for a Street Trading Licence for Lower High Street (East of North Street) Ashford Town Centre



**ASHFORD**  
BOROUGH COUNCIL

Applications must be accompanied by the following:

- Fee
- Public Liability Insurance (at least £2,000,000)
- 2 Passport photos (new applicants only)

|   |   |
|---|---|
| <b>Please tick as appropriate</b>       |   |
| Annual Licence <input type="checkbox"/> | Casual Licence <input type="checkbox"/> |
| Renewal <input type="checkbox"/>        |   |

|                         |                                      |
|-------------------------|--------------------------------------|
| Surname: _____          | Title: Mr / Mrs / Miss / Ms / Other* |
| Forenames: _____        | Tel No: _____                        |
| Address: _____<br>_____ | D.O.B: _____                         |
| Postcode: _____         | Email: _____                         |

If you have a vehicle you wish to take into the pedestrianised area of Ashford Town Centre please give details in order that a permit may be issued.

Make and Model of Vehicle: \_\_\_\_\_

Colour of Vehicle: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Please tick which of the following is to be used in connection with your proposed street trading:

Barrow/Cart       Portable Stall       Trailer

Give details of the size of the vehicle/stall: \_\_\_\_\_

|  |  |
|--|--|
| <p>1. In which articles do you wish to trade?</p> <p><b><i>Please list every item</i></b></p> <p><b><i>(See Information Sheet)</i></b></p>               |  |
| <p>2. Proposed day(s) of trading</p> <p><b><i>The days you select will form part of your Licence and you will be expected to trade each day.</i></b></p> | <p>Please tick as</p> <p>Tuesday</p> <p>Friday</p> <p>Saturday</p> |

|   |   |
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| <p>3. Please state where your articles will be stored when not being offered for sale</p>   |   |
| <p>4. Have you ever been refused a Street Trading Licence or Consent, or had a Licence or Consent revoked or suspended?</p> <p>If YES, which licensing authority refused/revoked/suspended the licence or consent and when?</p> <p>If any Licence or Consent had been refused or revoked give details of the local authority and a brief outline of the circumstances</p>   | <p>Yes/No</p>   |
| <p>5. Have you ever been convicted for any offence, including but not limited to:</p> <ul style="list-style-type: none"> <li>a. Violence</li> <li>b. Dishonesty/theft/handling/burglary</li> <li>c. Consumer protection or fair trading</li> <li>d. Public Health of food hygiene contraventions</li> <li>e. Prohibited from running a food business</li> </ul> <p>If YES please give details including date and place of offence, nature of the offence and the penalty imposed.</p> <p>Include details of <b>unspent convictions only</b>, see Note overleaf.</p> | <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> |
| <p>6. Have you sought the advice of the Environmental Health Service in respect of food hygiene and health and safety matters?</p> <p>If Yes please give details:</p>   | <p>Yes/No</p>   |
| <p>7. Are you registered with an Environmental Health Service as a food business?*</p> <p>If Yes please give details:</p>   | <p>Yes/No</p>   |

\*Registration of food business establishments, including mobile businesses such as market stalls, delivery vehicles and other moveable structures, is required by law.

The establishment is the location or site of your food business. If it is a mobile food business, you must register the location where it is normally stored overnight.

If you have not already registered your food business, you can do so here:  
<https://www.gov.uk/food-business-registration>.

|   |  |
|---|--|
| 8. Please state where trade refuse will be deposited. (Under the 1990 Environment Protection Act you are under a duty to care to dispose of any refuse in a correct manner for which a charge can be levied). |  |
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|   |        |
|---|--------|
| 9. Do you have the right to work in the UK? | Yes/No |
|---|--------|

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| 10. I enclose the application fee for an Annual or Casual Consent which I understand is non refundable in the event that my application is refused, withdrawn or abandoned. |
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|--|
| 11. I hereby apply under Schedule 4 of the above Act for a Street Trading Licence in respect of Lower High Street (East of North Street) Ashford Town Centre, for trading in a position to be allocated by the Council. If a licence is granted I undertake to comply with the terms and conditions of the licence and acts and regulations relating to street trading, and I understand that failure to do so by me or any assistant employed (with or without payment) by me will render both me and such assistant liable to prosecution and may also result in the revocation of the licence. I hereby declare that the information given in this application is correct to the best of my knowledge and belief. |
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| <p>12. Data protection, sharing and retention:</p> <p>Ashford Borough Council is the data controller for any personal information collected in this application. Your information will be used to administrate the licence, processing is being conducted relying upon a contractual legal basis. Your data may be shared with other departments within the council for the purpose of improving services, keeping records up-to-date and for the protection of the public fund. It may also share your data with other bodies responsible for auditing public funds for these purposes.</p> <p>Your information will be retained as long as you hold the licence + 12 years. For more information about your data protection rights please see our data protection pages which can be found at <a href="http://www.ashford.gov.uk">www.ashford.gov.uk</a> or contact the Data Protection Officer, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL.</p> |
|---|

|                           |                                    |
|---------------------------|------------------------------------|
| Dated: ____ / ____ / ____ | Signed: _____<br>Print Name: _____ |
|---------------------------|------------------------------------|

**Please check you have completed and enclosed the following before submitting your application to the address below:**

- Application form**
- Fee**
- Public Liability Insurance (at least £2,000,000)**
- 2 Passport photos (new applicants only)**

Licensing, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL

## Street Trading Licence Application – Note Regarding Offences

All unspent convictions must be disclosed. Spent convictions are defined in the Rehabilitation of Offenders Act 1974, a note of which follows. If you are in any doubt as to whether a conviction is spent, you should either consult a solicitor or declare it on the application form.

### Explanatory Notes on The Rehabilitation Of Offenders Act 1974

This Act provides that after a certain lapse of time convictions for criminal offences are to be regarded as “spent”.

An applicant need not disclose spent convictions and the Council may not take them into account when deciding upon an applicant. Sentences of imprisonment exceeding 30 months duration can never be treated as spent and must be disclosed however long ago they were imposed. Certain periods of time that must elapse in other cases before the conviction becomes spent are set out below.

| Sentence  | Rehabilitation Period  |
|---|--|
| 1. Over 6 months imprisonment but under 30 months                                 | 10 years   |
| 2. Under 6 months imprisonment  | 7 years  |
| 3. A Fine   | 5 years  |
| 4. Conditional discharge, bound over, probation                                   | 1 year period of discharge, bind over or probation whichever is the longer.                                  |
| 5. Absolute discharge   | 6 months   |
| 6. Cashiering, discharge with ignominy or dismissal with disgrace from HM Service | 10 years   |
| 7. Dismissal from HM Service  | 7 years  |
| 8. Disqualification, disability or prohibition                                    | Period of disqualification, disability or prohibition unless a longer period as set out in 1-7 above applies |

The periods of time which must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances. The commission of a further offence during the rehabilitation period may, for example, extend the rehabilitation period.

Please note that some sentences may be reduced by half if the offender, at the time of sentencing was under 18 years of age.

Further guidance on this subject may be obtained from the Home Office publication “A Guide to the Rehabilitation of Offenders Act 1974”.