



APPLICATION / RENEWAL OF A STREET TRADING LICENCE

*****PLEASE READ THE FOLLOWING IMPORTANT INFORMATION *****

Please find enclosed for your information:-

1. A Street Trading Licence application form,
2. A copy of the Designating Resolution. This contains a list of Designated streets and locations where street trading licences may be granted,
3. A form of consent to obtain details of any trading convictions.
4. A Statement of Licence Fees.

As a condition of all Street Trading Licences granted by Lisburn City Council, you will be required to have current Public Liability Insurance which covers you in relation to public liability for those street trading activities as hereby applied for. This is not required at this application stage but should your application be successful then an insurance certificate will be required prior to trading.

Separate applications are required for each STATIONARY / TEMPORARY trading site.

Stationary licences can only be granted for streets or locations included within the Designating Resolution.

The application form must be completed in **BLOCK LETTERS** using **BLACK INK**.

Two colour, full face passport photographs of the applicant are required.

Stationary & Temporary Licences require a map of the site. (*please use attached sheet*)

The map must show the exact position of the trading site. This map requires street furniture i.e. Lamp posts, Bins and manholes to be included. Also the names of any nearby streets or buildings and measurements, showing the distance from junctions, roadage and buildings..

Mobile Licence applications require a list of specific streets and or areas to be traded in for each day.

The completed application form should be completed and returned to the:

Environmental Health Section, Lisburn City Council, Island Civic Centre, The Island, Lisburn, BT27 4RL with the appropriate application fee.

Cheques or postal orders should be made payable to Lisburn City Council

Cash should not be sent in the post.

If you require any assistance in completing your application, the Environmental Health Section, Lisburn City Council, Island Civic Centre, The Island, Lisburn , BT27 4RL will be only too pleased to assist you (please telephone 028 9250 9250).

DATA PROTECTION ACT 1998

Lisburn City Council collects the data on this form for the purposes of The Street Trading (NI) Act

This data is not used for any other purpose or is not disclosed to any other organisation.

If you wish for these details to be forwarded to any event organizer then please tick this box

	APPLICATION / RENEWAL / VARIATION OF A MOBILE STREET TRADING LICENCE
	APPLICATION FOR A TEMPORARY STREET TRADING LICENCE

The application form must be completed in **BLOCK LETTERS using **BLACK INK**

TITLE : *MR/MRS/MISS/MS* _____ DATE OF BIRTH: _____

FULL NAME: _____

HOME ADDRESS: _____

POSTCODE: _____ Tel No: _____ Mobile No _____

BUSINESS ADDRESS (if different from above) : _____

POSTCODE: _____ TEL NO: _____

DESCRIPTION OF ARTICLES TO BE SOLD: _____

DESCRIPTION OF VEHICLE OR STALL: _____

DIMENSIONS OF VEHICLE OR STALL: _____

(Photographs or drawings of stall / vehicle can be attached to application form)

REGISTRATION NUMBER OF VEHICLE OR STALL: _____

DO YOU OWN THE VEHICLE OR STALL: **YES / NO**

IF NOT, GIVE NAME & ADDRESS OF THE OWNER:

ADDRESS AT WHICH VEHICLE OR STALL IS TO BE KEPT WHEN NOT IN USE:

ADDRESS AT WHICH ARTICLES FOR SALE WILL BE STORED:

STATIONARY OR TEMPORARY LICENCE

EXACT POSITION OF (naming street) SITE OR LOCATION:

Please provide details of times of trading for each day.

DAY	TIME
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

For **Temporary Licence Application** please state proposed date (s) of trading
_____ and/or event _____

MOBILE TRADER LICENCE

Please provide details of times and areas of trading for each day. This is to include details of streets or housing estates where you will be trading that day.

DAY	TIMES	NAMES OF STREETS AND OR AREAS WHERE TRADING IS TO BE CARRIED ON.
MON		
TUE		
WED		
THUR		
FRI		
SAT		
SUN		

Please use a Continuation Sheet

THIS SECTION APPLIES TO THOSE WHO WILL BE SELLING FOOD

ARE YOU REGISTERED AS A FOOD BUSINESS: **YES / NO**

IF YES, PLEASE PROVIDE DETAILS (i.e. name of Local Authority where registered, date of last inspection)

HAVE YOU HAD ANY FOOD HYGIENE TRAINING: **YES / NO**

Please give details and dates of training _____

WILL BOTTLED GAS BE USED: **YES / NO**

WILL A GENERATOR BE USED FOR POWER: **YES / NO**

PREVIOUS TRADING HISTORY

HAVE YOU PREVIOUSLY HELD A STREET TRADING LICENCE (in Lisburn City/Borough Council Area)? **YES / NO**

HAVE YOU PREVIOUSLY HELD A STREET TRADING LICENCE (Outside Lisburn City/Borough Council Area)? **YES / NO**

HAVE YOU BEEN TRADING AT THIS LOCATION IN THE PAST 12 MONTHS?

YES / NO

IF THE PREVIOUS ANSWER IS YES THEN ON HOW MANY DAYS PER WEEK? _____

In connection to this application for the grant, renewal or variation of a Permanent / Temporary / Mobile Street Trading Licence, if you provide information which you know to be false, you will be prosecuted for that offence. On conviction you are liable to a maximum fine of £1000.

I certify that I have read and understand the above statement and that all of the above information contained in this application is correct to the best of my knowledge.

APPLICANT'S SIGNATURE: _____

DATE: _____

FOR OFFICE USE

DATE APPLICATION RECEIVED: _____

RECEIPT NO. : _____

Public Liability Insurance details;	Date received _____
	Policy No. _____
	Expiry Date _____

ENCLOSURES	
MAP	<input type="checkbox"/>
PHOTOGRAPHS /SKETCH OF STALL	<input type="checkbox"/>
PHOTOGRAPHS OF APPLICANT	<input type="checkbox"/>



LISBURN
CITY COUNCIL

FORM OF CONSENT FOR CRIMINAL CONVICTIONS

Regarding your application / renewal for a Street Trading Licence it is necessary for me to inquire if the Police have any record of convictions of a trading nature against you. As such information can only be made available to me with the written consent of the person concerned, I would ask you to please to complete and sign the form of consent below and return it to me with your application.

This office is covered under the Data Protection Act to hold and request this information.

PLEASE COMPLETE IN BLOCK CAPITALS

1. APPLICANT DETAILS:

Mr / Mrs / Miss / Ms *(Delete as appropriate)*

Date of Birth: _____

Surname: _____

Place of Birth: _____

Full Forename: _____

National Insurance No: _____

Previous Surname: _____

Previous Address *(within the last 5 years):*

Address: _____

Do you possess any unspent criminal convictions / cautions.

Yes

No

3. DECLARATION

I understand that any information about my criminal record will be treated in the strictest confidence and will be taken into account only in relation to this application. I also understand that spent convictions will not be taken into account when assessing my suitability as a street trader.

I hereby authorise the Chief Constable of the Police Service of Northern Ireland to make available to the Assistant Director of Env. Services (Env. Health), Lisburn City Council, details of any convictions of a trading nature against me.

N.B. The fact that a person has a criminal conviction will not automatically debar them from employment as a street trader.

Signature: _____

Date: _____

If you require any further information or assistance in completing this form please contact
Mrs Betty McCullough, Tel:028 9250 9250



STREET TRADING ACT (NI) 2001

DESIGNATION OF STREET TRADING AREAS

Lisburn City Council, having carried out a review of Street Trading locations, gives Notice that after having consulted with the Department of Regional Development Roads Service and the Police Service for Northern Ireland and having considered representation made to them, has now passed the following Resolutions that the following locations within the City Council be Designated Streets or part thereof from which Stationary Traders may sell or supply goods or services viz.

LOCATION OF PITCH	COMMODITY
Enterprise Crescent, Ballinderry Road, Lisburn (close to MOT Centre)	Hot Food
Altona Road Industrial Estate	Hot Food
Lissue Industrial Estate West beyond Rathdown Walk junction	Hot Food
Lay-by at Lisburn Road, Moira – 1/5 miles from roundabout	Hot Food
Rathvarna Drive, Lisburn	Hot Food
Dunmurry Ind Estate, The Cutts, Derriaghy	Hot Food
Lay-by in front of car park at shops Rowan Drive, Seymour Hill	Hot Food
Sales Corner, Castlerobin, Lisburn	Hot Food
Lay-by at McKees Dam, Hillsborough	Hot Food
Lay-by Lisburn Street, Hillsborough	Hot Food
Lay-by outside Anahilt Primary school	Hot Food

The date on which this Designating Resolution for the above mentioned locations came into effect on 1st June 2006.

STREET TRADING LICENCE FEES

In accordance with Section 15 of the above Act, the Council have set the following scale of fees for Street Trading Licence:

TYPE OF LICENCE	APPLICATION FEE (Non Refundable)	TOTAL LICENCE FEE (Inclusive of Application Fee)
STATIONARY LICENCE	£70.00	£400.00
MOBILE LICENCE	£90.00	£275.00
TEMPORARY LICENCE First application	£85.00	£120.00
Each subsequent application (maximum of four)	£45.00	£45.00 Each subsequent application (maximum of four)
VARIATION OF LICENCE	£45.00	N/A

Norman Davidson
Chief Executive

www.lisburncity.gov.uk

TEMPORARY STREET TRADING LICENCE FOR.....

