



Application for Street Trading Licence
Mobile Street Trading Only
Local Government (Miscellaneous Provisions) Act 1982

This application is for a mobile street trading licence. The licence permits trading at multiple locations in licence streets* for up to one year.

*A street trading licence is required in the Borough of Rugby if trading at:

- Market Place, Town Centre
- Sheep Street, Town Centre
- High Street, Town Centre

The application must be submitted to the Licensing Authority at least 30 days before you wish to start trading. It is an offence to carry out street trading activities without a licence in place.

The application form must be fully completed and submitted with all the relevant supporting documents and fee.

Incomplete applications will not be validated or processed. The Licensing Authority will return any incomplete or invalid applications to the applicant if a period of 1 month has passed without the application being validated.

Current licence fee

Standard Licence	£709
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CHECKLIST

Please tick off each of the following required documents which you are submitting with this application form

	Application fee, paid by card by calling 01788 533533
	Colour photographs of front, side and back of vehicle
	V5C (logbook) of vehicle
	Valid MOT certificate for vehicle
	Valid vehicle insurance certificate
	Clear passport style photograph of the applicant; and of any employee working in vehicle (full name to be included on photos)
	Basic disclosure certificate (dated within the last 3 months) for the applicant (or each company officer as named on Companies House if a limited company)
	Two forms of ID for applicant, at least one photographic and one showing evidence of home address
	Evidence of right to reside and work in UK for applicant; and of any employee working in vehicle
	Public Liability certificate of insurance
	Valid food safety/hygiene certificates (food business only)
	Evidence of registration of the food business with the appropriate Local Authority and food hygiene rating (food business only)
	Authorisation under the Licensing Act 2003, if providing late night refreshment or selling alcohol

What type of licence is being applied for (please tick):



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- New
 Renewal

SECTION 1 – APPLICANT DETAILS

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other title	
Full name	
Date of birth	
Full address	
Telephone no.	
Mobile no.	
Email address	
Do you have permission to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a consent refused or revoked by any authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provided full details of dates and reasons – you may attach the notice of decision if easier.	
Name of trading business	
Registered address	
Registration no.	



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SECTION 2 – DETAILS OF PROPOSED TRADING

Proposed trading location(s) <i>Please give details by providing a list of all streets/areas in which you wish to trade</i>			
Proposed trading period <i>Specify the dates of start and end for the consent, please note this cannot exceed one year. E.g. 01/01/2022 to 31/12/2022</i>		to	
Proposed trading days <i>Specify the days of the week you will be trading. E.g. Monday to Friday, or Fridays, Saturdays and Sundays only.</i>			
Proposed trading times <i>Specify the exact times of trading in 24hr clock format. E.g. 11:00 – 19:00</i>			
Proposed articles to be sold <i>Please provide a list of all articles to be sold</i>			
Will you be selling food/drinks?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, which Local Authority is your business registered with? <i>Please provide your registration certificate</i>			
What is your current Food Hygiene Rating? <i>You must hold and maintain a minimum score of 3 out of 5. Please provide evidence.</i>			
Do you intend to sell hot food or hot drinks after 11pm and before 5am?	Yes <input type="checkbox"/> No <input type="checkbox"/>		



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<i>If YES you will need to also provide evidence of your authorisation under the Licensing Act 2003.</i>	
Do you intend to sell or supply alcohol? <i>If YES you will need to also provide evidence of your authorisation under the Licensing Act 2003.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vehicle registration number of vehicle you intend to trade from <i>Please supply a copy of the V5 and current MOT certificate</i>	

SECTION 3 - DECLARATION

Please ensure that you have completed the application form fully before submission, included all the required supporting documents as listed in the checklist, paid the relevant fee and that you have read and understood the Street Trading conditions.

I hereby make an application to Rugby Borough Council for the grant of a Street Trading licence, subject to any legislation, statutes, regulations, policies, byelaws and conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and, to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued revoked in accordance with Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

I declare that I have supplied all the appropriate supporting documentation listed in the above checklist, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.

I understand that I must undertake to comply with all relevant legislation, byelaws, policy and conditions of the licence as are now, or may hereafter be in force, for regulating street trading.

Signature:

Applicant name:

Dated: