



## Apply for a street trading consent

You will need to complete this form to apply for a new street trading consent.

Prior to making an application, you should gain permission of the owner of the land. Applications will not be processed unless you have included written evidence that you have the landowner's permission.

### Applicant details

Full name	
Home Address	
Town	
Postcode	
Date of birth	
Telephone number	
Email address	

### Trading details

Specify the street that you propose to trade from.

Street	
Town	
Postcode	

Specify the exact location giving as many details as possible (images should also be used to clearly show the location).

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Specify the days and hours that the consent will cover (e.g. Monday to Sunday, 11am until 9pm).

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Describe the unit, vehicle or stall you propose to trade from (include dimensions and as much relevant information as possible).

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List the articles you will be offering for sale.

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**Declaration**

It is a criminal offence to make a false statutory declaration in connection with an application.

I understand that, should consent be given, I will need to have permission to use the land from the landowner.

Signature of applicant	
Date of signature	

## **Application requirements**

An application for a new consent location must include:

- A plan of the proposed area you wish to trade from
- Photographs of the vehicle, stall, barrow or similar that you wish to trade from
- Evidence of landowner's permission

## **Submitting your application**

This application form must be fully completed and returned to the licensing team:

- by email to [LicensingAdmin@redcar-cleveland.gov.uk](mailto:LicensingAdmin@redcar-cleveland.gov.uk)
- or by post to Redcar & Cleveland Borough Council, Licensing Team, Seafield House, Kirkleatham Street, Redcar TS10 1SP

Once we have received your application, it will be sent to various responsible authorities who will be able to view the application and make comments if they choose to do so.

Once we have consulted with responsible authorities, if there are no objections to the application, we will contact you and request payment for the street trading consent. Once we have received payment, the consent will be granted.

If there are objections to your application, you will be given the option of applying for a different location or attending the council's licensing committee who will determine the application.

## **How to pay**

Payments can be made:

- online at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk) (select the 'Pay for it' option then follow the instructions until you see a list payment types, select 'Licensing' then enter your payment details),
- in person at Seafield House, Kirkleatham Street, Redcar, TS10 1RT,
- by telephone on 01642 774774 (select option 4 to speak to one of our Customer Service representatives)

When making a payment you will need to provide your licence reference.

## **How we collect and use information**

The information collected on this form and from supporting documentation will be used by the council to process your application. We may also share your information with other bodies for the purposes of assessing your application or continuing fitness to hold a licence.

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, to prevent and detect fraud, including data to be used as part of the National Fraud Initiative. For further information, please see

<https://www.gov.uk/government/collections/national-fraud-initiative>

We will not disclose information about you to anyone outside Redcar and Cleveland Borough Council nor use information about you for other purposes unless the law permits us to. Redcar & Cleveland Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can view our Fair Processing Notice on the council's website at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk).