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| **Section 1** | **Applicant Details** |
| Full Name | Mr/Mrs/Miss/Ms |
| Date of birth |  | Place of birth |  |
| Full address of applicant |  |
| Mobile no. |  | Home no, |  |
| Email |  |
| What evidence have you provided of your right to work in the UK? See section 8 below |  |

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| **Section 2** | **Business details** |
| Trading Name |  | Limited Company Yes/No |
| Business address if different from Section 1 |  |
| Business registration no. (if relevant) |  | Business tel. no. |
| Business email |  |

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| **Section 3** | **Proposed location of pitch** |
| Address/co-ordinates of proposed pitch – provide evidence see section 8 |  |

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| **Section 4** | **Trading vehicle/trailer/stall** |
| **If trading from a vehicle:** |
| Vehicle registration no. |  | MOT expiry date |  |
| Make & Model |  |
| Dimensions of vehicle | Width: Height: Length: |
| Colour  |  | Insurance expiry date |  |
| Description of any advertising on the vehicle |  | Tax expiry date |  |
| Where is the vehicle stored when not in use? |  |
| If trading from more than one vehicle, please give details on an additional sheet of paper.TOTAL NUMBER OF VEHICLES |

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| **If trading from a trailer:** |
| Dimensions of trailer: | Width: Height: Length: |
| Description of any advertising on trailer: |  |
| Registration of vehicle towing trailer |  | MOT expiry date: |  |
| Tax expiry date: |  | Insurance expiry date: |  |
| Where is the trailer stored when not in use? |  |
| If trading from more than one trailer, please give details on an additional sheet of paperTOTAL NUMBER OF TRAILERS |

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| **If trading from a stall:** |
| Dimensions of stall: | Width: Height: Length: |
| Description of any advertising on the stall: |  |
| How is the stall transported? |  |
| If trading from more than one stall, please give details on an additional sheet of paperTOTAL NUMBER OF STALLS |

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| **SECTION 5** | **Goods for sale** |
| Type of goods for sale: |  |
| Where is your menu displayed? (only applicable to food businesses) |  |
| Name of local authority registered with as food business – provide evidence, see section 8: |  |

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| **SECTION 6** | **Disposal of Waste** |
| How do you dispose of commercial waste, including waste oil? Provide evidence, see section 8. |  |
| How many waste bins do you provide? |  |

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| **SECTION 7** | **OPENING HOURS/TRADING HOURS** |
|  | Start time | Finish time | Please specify period consent required for, for example, April to September.)   Date from ………………………………….    Date to …………………………………… |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |
|  |
| **SECTION 8** |
| **The following documents have been enclosed with this application:** |  |
| A map, graphical drawings and/or photographs of the proposed trading pitch |  |
| Evidence of registration of the food business with the appropriate local authority |  |
| Photographic ID and evidence of the right to work and reside in the UK of the applicant e g copy of passport, |  |
| Evidence of a commercial waste removal contract, including oil if relevant |  |
| Copy of the MOT certificate for trading vehicle(s) / towing vehicle(s) |  |
| Copy of the driving licence for proposed applicants/employees who may drive or tow the trading vehicle.  A printout from the DVLA website dated within the previous 14 days is preferred. See https://www.gov.uk/view-driving-licence |  |
| **Declaration:** **I declare that I am over 17 years of age.** **I HEREBY CERTIFY that to the best of my/our knowledge and belief the above particulars are true.****Signed:** **Date:****Please return this form and necessary documentation to** - licensing@havant.gov.uk |

**NB. Trading may only commence when a consent has been granted.**

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| **Additional Comments (please continue on a separate sheet of paper, if required)** |

**HOW WE COLLECT AND USE INFORMATION**

The personal information you provide will be used for the council’s legal obligations. It is necessary for you to provide this information to us so that we can process your application. The councils overarching privacy notice can be found herehttps://www.havant.gov.uk/service-privacy-noticesWe may share your information with other teams in the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so

We may share your information with the Police, Insurance Companies, HDC Legal Advisors, DBS, DVLA, Home Officer, Cabinet Office National Fraud Initiative and all responsible bodies under the Licensing Act 2003 for the purpose of carrying out our statutory duties and public safety.

We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud.

Your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy.

Havant Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 02392446019, via email https://www.havant.gov.uk/contact-us or by writing to us at Havant Borough Council, Civic Centre Road, Havant, PO92AX.