|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1** | **Applicant Details** | | |
| Full Name: | Mr/Mrs/Miss/Ms | | |
| Full address of applicant: |  | | |
| Mobile no.: |  | Home phone no.: |  |
| Email: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  | | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 4** | **Trading vehicle/trailer/stall – complete the relevant section(s) a, b or c** | | | |
| 1. **If trading from a vehicle:** | | | | |
| Vehicle Registration no.: |  | | | |
| Make, model & colour: |  | | | |
| Dimensions of vehicle: | Width: Height: Length: | | | |
| Description of any advertising on the vehicle: |  | | | |
| 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: | | | | |
| 1. **If trading from a trailer:** | | | | |
| Dimensions of trailer: | | | | Width: Height: Length: |
| Description of any advertising on trailer: | | | |  |
| Registration of vehicle towing trailer: | | | |  |
| Where is the trailer stored when not in use? | | | |  |
| If trading from more than one trailer, please give details on an additional sheet of paper  TOTAL NUMBER OF TRAILERS: | | | | |
| 1. **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 paper  TOTAL NUMBER OF STALLS | | | | |

|  |  |  |
| --- | --- | --- |
| **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: | |  |

|  |  |  |
| --- | --- | --- |
| **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? | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:** | | | | |  |
| Evidence of public liability to the value of £5 million | | | | |  |
| A map, graphical drawings and/or photographs of the proposed trading pitch | | | | |  |
| Evidence of registration of the food business with the appropriate local authority | | | | |  |
| Evidence of a commercial waste removal contract, including oil if relevant | | | | |  |
| **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](mailto:licensing@havant.gov.uk) | | | | | |

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

|  |
| --- |
| **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 policy can be found at <https://www.havant.gov.uk/privacy-policy> and privacy notice can be found here at <https://www.havant.gov.uk/service-privacy-notices>

We 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 3rd parties such as the Police, Insurance Companies, DVLA, Home Office, Cabinet Office National Fraud Initiative 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.