

2. Are you intending to sell tobacco products from the vehicle?	YES/NO
3. State nature of goods/services in which it is proposed to trade eg Ice Cream, Hot Food	
4. Type of vehicle, eg Bedford, Trailer	
5. Registration No of vehicle	
6. Have you been convicted of any offences or have you been issued with any Fixed Penalty Notices from the Police, Fiscal or Council?	YES/NO If YES, give details below.
7. Have you been refused a similar licence in the last year?	YES/NO If YES, give dates

Details of Convictions and Fixed Penalty Notices

ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

Please read this declaration carefully before you sign and date it. We must protect the public funds we handle and so we will carry out checks against Dundee City Council's and the Department for Work and Pensions benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law.

Further to the above the information you provide and any expected income you may gain from operating as a street trader will be used to maximise the recovery of any debt that is owed to the Council.

We will not release information about you to anyone outside the Council unless the law allows us to do so.

I declare that the information I have given on this form is correct and complete, that I will advise you of any other changes to the above and that I agree to this information being used for benefit fraud checks as determined necessary to the Council.

Signature: _____

Name (In block capitals): _____

Date: _____

Applicant/Agent/Director/Partner
(delete as appropriate): _____

Signature: _____

Name (In block capitals): _____

Date: _____

Applicant/Agent/Director/Partner
(delete as appropriate): _____

NB Any person who in or in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable on summary conviction to a fine not exceeding £500.

NOTES

1. **Lodging of Application**

This application can be lodged at the Licensing Office, 18 City Square or Dundee House, North Lindsay Street, Dundee.

The Licensing Office cannot accept cash payments. Cheques and card payments are accepted.

Anyone lodging a form here and wishing to pay by cash will be issued with an invoice which will have to be paid at Dundee House.

All forms of payment can be accepted at Dundee House.

The fee is £75 which is non-refundable.

2. There are standard conditions applied to licences requiring vehicles to move every 15 minutes and not return to the original location for one hour.

If you intend to site the vehicle at a pitch you will need to apply to have that condition varied. This is done by writing to the Head of Democratic and Local Services, 21 City Square, Dundee DD1 3BY.

Planning Permission may be required. Advice is available from the City Development Department on 433812.

If the pitch is on Council land permission from City development is required. Telephone 434658 for information.

There are also standard conditions prohibiting street trading in certain areas as undernoted.

A trader dealing in street photography or face painting/balloon selling may trade throughout Dundee City.

Street traders apart from street photographers, face painters, balloon sellers and wheeled bin cleaners are not permitted to trade within that area of the city bounded by Allan Street, Dock Street, Marketgait, Lochee Road, Bell Street, Meadowside, Victoria Road, Victoria Street, Princes Street, King Street, Cowgate, East Port and Seagate.

Street traders apart from street photographers, face painters, balloon sellers and wheeled bin cleaners are not permitted to trade within that area of Broughty Ferry along Esplanade extending from Castle Green on the west to Barnhill Bridge on the east.

Street traders dealing in hot foods are not permitted to trade within that area of the city within a one mile radius of the General Post Office, Ward Road as detailed in the licence.

You may apply to vary these conditions by writing to the Head of Democratic and Legal Services, 21 City Square, Dundee DD1 3BY.

3. Street trader dealing in foodstuffs will require to produce a valid Food Hygiene Certificate issued by Dundee City Council's Environmental Health Officers for the vehicle/trailer/kiosk once the vehicle has been inspected by the Environmental Health Department.

4. Unique Tax Reference Number

Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference (UTR) Number that will remain with them for life. You will require to lodge original correspondence from HMRC which quotes your 10 digit UTR when lodging the application. If you do not have this your application will be processed but will not be considered competent until such time as correspondence from HMRC is produced. It takes HMRC no more than six weeks to issue the UTR. If after your background checks are back you have still to produce your UTR you will be given a temporary licence only. This will run for a maximum period of six weeks and will then expire. This will afford you a final chance to register with HMRC.

Thereafter if you have not produced the UTR your application will go before the next available Licensing Committee at which members will be asked to decide if your application is incompetent. If they decide that the application is not competent it will not be considered and will fall. If you still wished to proceed with your application you would need to apply again and pay the fee. There is no appeal to the Sheriff in these circumstances. You can register as self employed in person at the Tax Office at the Greenmarket, Dundee or by telephoning 0845 302 1484.

Anyone who works for another individual or company and who are not self employed ie they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue but will have to submit evidence to this effect i.e. a payslip or P60.

5. National Insurance Number

You can find this on payslips or letters from the Department for Works & Pensions or HM Revenue & Customs.

We may need to see proof of your identity and National Insurance Number.