

ANGUS COUNCIL

Civic Government (Scotland) Act 1982 **Street Trader's Licence – Fixed Pitch**

This form relates to applications for street trader's licences where the activity involves an element of operation from the same location for any period exceeding 30 minutes. If your business does not involve this you should obtain and complete the "Street Trader's Licence" form available from the Licensing Section.

The application form should be completed and returned to the Service Leader – Legal & Democratic, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN.

The lodging fee of £264.60 for a new grant or the lodging fee of £169.05 for a renewal should be submitted with the application form and please note that this fee is not refundable.

Cheques should be made payable to Angus Council.

In order that your badge type licence may be prepared, you must submit a recent standard passport size photograph of yourself which must be taken full face and without a hat. The photograph can be submitted either electronically or in hard copy, printed on normal photograph paper and be unmounted.

In order to verify the likeness of the photograph to yourself, in the instance of an electronically submitted photograph we must receive an email sent to LAWLicensing@angus.gov.uk from a countersignatory confirming sight of the photograph and likeness. The email must detail the applicant's name and should also confirm the countersignatory's full name and designation. In the instance of hard copy photograph there must be written on the back of the photograph by a countersignatory "I certify that this is a true likeness of [title and full name of applicant] accompanied by the date, the countersignatory's signature and the countersignatory's name in block capitals.

Your countersignatory must work in (or be retired from) a recognised profession and/or be a "person of good standing in their community". Your countersignatory cannot be closely-related to or be involved with you, for example, related by birth or marriage or be in a relationship with/live at the same address as you. Examples of recognised professions can be found on the GOV.UK website.

You should also provide details of the location(s) which you intend to trade from together with the days and times you propose to trade. A sketch plan showing the location(s) must also be provided. Please note that Angus Council has a policy in relation to hours on which Street Traders may operate, these are:

7a.m. to 12 midnight Monday to Friday
7a.m. to 11p.m. on Saturday
Sunday only between 12 noon to 11 p.m.

You must also display the enclosed "NOTICE FOR DISPLAY" at or near the premises to be licensed intimating that an application has been lodged with the council. This notice must be displayed for a period of 21 days commencing with the date on which the application is submitted to the Council. Only after the expiry of the statutory 21 day period should the enclosed "Certificate of Compliance" be completed and returned to this office.

On receipt of your application form a copy of the form will be forwarded to Police Scotland in order that they may carry out checks into your suitability to hold a licence and this will include a check on any convictions/offences. The Council will also consult with Revenues and Benefits Service to check whether you have any outstanding debts due to the Council and the Regulatory, Protective & Prevention Service. The Technical & Property Service and Planning & Place Service will be consulted in relation to the location(s) that you intend to operate from. You may wish to contact these departments in advance of submitting the application to ensure

that necessary consents e.g. Planning Permission etc. are in place. The consultation process will take a statutory minimum of four weeks.

Once the consultation process has been completed the application will require to be considered by the next available Civic Licensing Committee which generally meets on a six weekly cycle.