|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1** | **Applicant Details** | | |
| Full Name: | Mr  Mrs  Miss  Ms  Other  (Please specify) | | |
| 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 *(cm)*: | Width:       Height:       Length: | | |
| Description of any advertising on the vehicle: |  | | |
| *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: | | |  |
| 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: | |  | |
| *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)* |  |
| Do you wish to provide furniture on the Highway?  If yes, you may require Pavement licence or Tables and Chairs permit from Havant Borough Council |  |

|  |  |  |
| --- | --- | --- |
| **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 insurance to the minimum value of £5 million | | | | | Yes |
| A scale map of at least 1:1250 scale, clearly identifying the proposed site location with the site boundary marked with a red line | | | | | Yes |
| Colour photographs or brochure images of the stall or vehicle that will be used for the street trading activity | | | | | Yes |
| Proof of the applicant’s right to work in the UK (i.e., copy of UK passport) | | | | | Yes |
| Evidence of registration with the relevant local authority as a food business *(if trading food)* | | | | | Yes |
| Evidence of a commercial waste removal contract *(including oil where relevant, such as for food trading)* Further information can be found at www.gov.uk/dispose-business-commercial-waste  If you do not have a commercial waste removal contract, please explain why - continuing on a separate sheet of paper if required: | | | | | Yes |
| **Declaration:**  **I declare that I am over 17 years of age.**  **I understand that my application will not be complete until all the above documents have been submitted and the application fee has been paid. Fees can be found at https://www.havant.gov.uk/budgets-and-spending/prices-council-services**  **Licensing will contact you with any outstanding requirements before taking telephone payment and confirm whether the application is complete.**  **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) | | | | | |