


# Licensing & Enforcement


01992 531503

[www.eastherts.gov.uk](http://www.eastherts.gov.uk)

East Herts Council, Wallfields, Pegs Lane, Hertford, SG13 8EQ

 EastHertsDC

 EastHert

 easthertscouncil



## ENHANCED STREET TRADING APPLICATION

East Herts Council Operated Markets

In accordance with the Data Protection Act 2018 the information you supply the Council as part of your application will be used for the purposes of dealing with your request and retained as per our published data protection policy. From time to time this information may be shared with other Council departments and/or outside partners such as the Police and HMRC for the purposes of the prevention and detection of crime.

If you have any concerns regarding any data provided or data sharing please contact the Council's Information Officer on 01279 655261. All non-personal information is also subject to disclosure under the Freedom of Information Act 2000.

**I understand that I will commit an offence if I knowingly or recklessly make a false statement or omit any material fact on this application.**

All questions must be answered, and failure to do so may delay the application. Please write in **BLOCK CAPITALS**.

APPLICANT DETAILS	
Forename(s):	Surname:
Date of birth: DD/MM/YYYY	House No/Name:
Tel:	Street:
Mob:	Town:
E-mail:	County:
NI Number:	Postcode:

If renewing please provide:

Current consent number:	Expiry date:
-------------------------	--------------

What type of enhanced street trading consent are you applying for? <i>(delete as applicable)</i>	<ul style="list-style-type: none"> <li>• <b>Annual</b></li> <li>• <b>Occasional (up to one month)</b></li> </ul>
Which Market do you wish to trade at? <i>(delete as applicable)</i>	<ul style="list-style-type: none"> <li>• <b>Hertford commercial market</b></li> <li>• <b>Herford farmers market</b></li> <li>• <b>Ware commercial market</b></li> <li>• <b>Hertford &amp; Ware commercial markets</b></li> </ul>
Business name	
Description of articles to be sold	
Use this text box to give a description of the vehicle or stall, its dimensions and the vehicle registration <i>(if applicable)</i>	
Do you need access to an electrical supply? <i>(delete as applicable)</i>	<b>YES / NO</b>

### Preferred pitch location

We will do our best to accommodate requests for particular pitches so if you have a particular pitch that you would like then please detail the number/s below.

Market	Preferred pitch number
Hertford commercial market	
Herford farmers market	
Ware commercial market	

If you have ever held a street trading consent, enhanced street trading consent issued by East Herts Council or traded in an East Herts operated market then please provide the details below: *(continue on a separate sheet if necessary)*.

**Type of licence:**

**Location of trading:**

**Date granted:**

**Date expired:**

### Checklists

In all cases the following documents must be provided with your application:

<b>Documents required to accompany application</b>	<b>Please tick if provided</b>	<b>Provided &amp; valid (office use only)</b>
UK passport		<b>YES / NO</b>
One passport photograph of the applicant		<b>YES / NO</b>
Current utility bill (under 3 months old)		<b>YES / NO</b>
Official document showing your NI number		<b>YES / NO</b>
Certificate of Public Liability insurance		<b>YES / NO</b>

Please also provide the following documents if applicable:

<b>Documents required to accompany application (where applicable)</b>	<b>Please tick if provided</b>	<b>Provided &amp; valid (office use only)</b>
Gas Safety Certificate (required if using gas appliances for the purpose of cooking)		<b>YES / NO</b>
Food hygiene training certificate and current food hygiene rating (if required)		<b>YES / NO</b>
PAT test (required if you use any mains powered equipment)		<b>YES / NO</b>
If you wish to trade from a vehicle please enclose photographs of the front, sides and back of the vehicle		<b>YES / NO</b>

## Declarations

Initial each box to confirm that you have read and agree with the declarations

Declaration	initial
<b>I DECLARE</b> that the information contained in and accompanying my application is correct to the best of my knowledge and belief. I consent to the Council and the Police making enquiries into this application to ascertain its truthfulness. I accept that I am responsible for ensuring that East Herts Council is made aware of changes to the above.	
<b>I DECLARE</b> that I have read and agree to abide by the Market rules and regulations (Street Trading Consent Policy and ESTC & Farmers Market Info Pack). The Street trading Consent Policy and the ESTC & Farmers Market Info Pack can be found here: <a href="#">Market Traders webpage</a>	
<b>I DECLARE</b> that I have a right to work in the UK and that East Herts Council may make such reasonable enquiries as it sees fit to confirm my right to work status. I understand that I can be prosecuted if I make an application and I am not entitled to work in the United Kingdom.	
<b>I DECLARE</b> that I agree to indemnify the Council against all claims, liabilities, actions, demands, and expenses whatsoever in respect of, or in any way arising out of any consent to trade granted to me by the Council.	
<b>I DECLARE</b> that I consent to East Herts Council using my business name, details of the traded goods, business website or social media when advertising the market.	
<b>I DECLARE</b> that I am aware of my responsibilities in relation to any commercial waste generated as a result of my trading and undertake to dispose of it lawfully.	
<b>I DECLARE</b> that I understand that I may not trade until consent has been issued.	

Following receipt of your application and supporting documents you will be contacted by a member of the Licensing Team who will arrange to take the appropriate payment for your application.

**Date application submitted:**

**Usual Signature of applicant:**

FORM CHECKED AS COMPLETE (office use only)

Officer's signature:

Date:

Tel: 01992 531503 Fax: 01992 531638

Email: [markets.service@eastherts.gov.uk](mailto:markets.service@eastherts.gov.uk)

### **Data Protection Notice**

East Herts District Council is a Data Controller and can be contacted at: Wallfields, Pegs Lane, Hertford, SG13 8EQ.

The Council has an appointed Data Protection Officer who can be contacted at the same address.

We are collecting your personal data in order to process your application under Licensing Legislation as we are the Licensing Authority.

Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share such data under other legislation.

Your data will be kept for 7 years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information.

Any concerns or complaints regarding your personal data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

Please note that if you do not provide the information required on the form, then we will not be able to process your application for a licence.

This Privacy Notice should be read with the Council's general Privacy policy which may be found on our website [Data Protection - East Herts District Council](#). If you do not have access to a computer, please let us know if you would like a copy of this.