



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR THE GRANT OR RENEWAL OF A
STREET TRADERS LICENCE**

PLEASE READ [GUIDANCE NOTES](#) SUPPLIED BEFORE COMPLETING FORMS

A. PERSONAL DETAILS

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Are you Self-employed? YES / NO

If No, you must complete Section B

B. BUSINESS DETAILS

Full Name of Business

Address of Registered
or Principal Office

.....

.....

Post Code

Tel. No

Email

C. LICENCE DETAILS

Tick one box only

Grant

☐

Renewal

☐

If Renewal – Current Licence Number

If not a Renewal:

Have you previously been licensed to operate as a
Street Trader in this area or any other area in the UK? YES / NO

If Yes Area

Dates and duration of licence

Reason no longer licensed

If not a Renewal

Have you previously been refused a licence to operate as a
Street Trader in this area or any other area of the UK? YES / NO

If Yes Area

Reason for refusal(s)

Date(s) of Refusal

D. TRADING DETAILS

If you propose to trade from a particular location please state where.

Please detail all locations where trading is to be undertaken in excess of 1 hour

If the location is not on the carriageway of any street
are you the owner of the site(s)? YES / NO

If No, a letter of consent must accompany this application and any necessary planning approval must be obtained and produced.

State the nature of goods/services in which it is proposed to trade

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State the address of the premises at which the goods will be stored when not offered for sale

.....

.....Post Code.....

State all vehicles, makes, models & registration numbers to be used in connection with street trading Make.....

Model.....

Reg No.

If a kiosk, moveable stall or any other type of structure is to be used in connection with street trading describe & give such details as dimensions/ chassis number/manufacturer

.....

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If you are an existing street trader and have a current Certificate of Compliance under the Food Hygiene (Scotland) Regulations 2006, please include a copy with this application.

E. INSURANCE DETAILS

Specify the public liability insurance (at least £5 million) you have in force, giving details of the insurance company and the amount of cover

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Note: Please enclose, with the application, the insurance certificate and/or other proof of insurance cover.

F. CRIMINAL CONVICTIONS

Have you **ever** been convicted of **any** crime or offence? YES / NO

If YES, please give details

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.....

See [guidance note](#) for reference to “Spent Convictions”

G. RESIDENCE OUTSIDE THE UK

Since being born have you lived outside the UK for a continuous period of 12 months or more? YES / NO

If you have answered YES please provide details of all the countries in which you have lived. Please continue on a separate sheet if required.

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

Country of Residence.....FromTo.....

For each country you have lived in the last 10 years you are required to provide a Criminal Record Check. Please refer to the guidance for further details of the documentation you are required to provide.

APPLICANT CHECKLIST

Tick (✓)	Document Required
	Application Fee
	2 Forms of ID (See Guidance Notes) ○ Part A – Evidence obtained to verify Name ○ Part B – Evidence obtained to verify Address
	1 Digital Passport Style Photograph (for your ID Badge)
	Valid Public Liability Insurance Document(s) (Cover of at Least £5 million)
	Certificate of Compliance under the Food Hygiene (Scotland) Regulations 2006 (If applicable)
	Letter of Consent Planning Approval (If applicable – Section D)

ANY MISSING DOCUMENTATION WILL RESULT IN THIS APPLICATION BEING RETURNED AS INVALID AND NOT CONSIDERED BY MORAY COUNCIL

DECLARATION

I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant or renewal of the licence applied for.

Signature of applicantDate

or

Signature of Agent onDate
behalf of applicant

Agents Address
.....

NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with making of this application

Data Protection - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see www.moray.gov.uk/dataprotection .