

PROPERTY SERVICES (ESTATES TEAM)

# APPLICATION FORM FOR TRADING CONCESSION

# (INCLUDING CATERING CONCESSION)

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***AN INVOICE FOR THE NON-REFUNDABLE APPLICATION FEE OF £150 WILL BE EMAILED TO YOU FOLLOWING RECEIPT OF THE COMPLETED APPLICATION FORM. THE APPLICATION WILL BE PROCESSED ONCE PAYMENT HAS BEEN RECEIVED.***

(Application forms that are incomplete or lack the necessary plan/map will NOT be processed)

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| **SITE APPLIED FOR:** |
| **APPLICANTS INFORMATION** |
| Name of applicant: |
| Applicant’s address: |
| Home address (if different): |
| Telephone number: |
| Mobile phone number: |
| Email address: |
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| **SITE DETAILS** |
| PLEASE MARK CLEARLY ON AN ORDNANCE SURVEY PLAN (OR SIMILAR MAP) TO A SCALE OF 1:1250 THE LOCATION AND EXTENT OF, AND ACCESS TO, THE PROPOSED SITE. PLEASE ALSO SHOW ACCESS TO AND FROM THE SITE.  FORMS SUBMITTED WITHOUT A LOCATION PLAN WILL NOT BE ACCEPTED. |
| Site dimension (m x m) |
| Proposed access from public highway: |
| Proposed use:  Hot and Cold Food Cold Food and Snacks  Ice Cream Only Other (please specify) |
| Proposed operating hours and days (e.g. Monday to Friday, 0800 – 1700) |
| Vehicle type, registration and dimension:  Please include a photograph of your vehicle. |
| Will the vehicle remain on site out with trading hours? |
| Will you be mobile within the site? |
| Have you discussed the site with planning?  Yes/No (delete as applicable)  If yes, please provide the name of the person spoken to:  (To check please contact Planning on 03451 55 11 22 option 2 or development.central@fife.gov.uk) |
| Does the site need planning permission?  Yes/No (delete as applicable) |
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| **LICENCES AND INSURANCE** |
| You must obtain A STREET TRADERS LICENCE, A PAT ELECTRICAL SAFETY CERTIFICATE AND Public Liability Insurance cover to the value of £3 million PRIOR TO TRADING.  You must also indemnify Fife Council from any third party claims arising from the event. |
| Do you currently hold a street trader’s licence? |
| Please confirm that all the electrical equipment which you will use in connection with the business you propose to operate will have passed a PAT (portable appliance testing) electrical safety equipment test before you commence your business at the site to which this application relates and that it will continue to be the subject of regular and frequent tests, a record of which will be kept and made available free of charge to Fife Council on request.  Yes/No (delete as applicable) |
| Please provide details (if available) of:   |  |  | | --- | --- | | Street Traders Licence No: |  | | Date of issue: |  | | Date of expiry |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Insurance Company: | | | | | | Dates of Cover: | FROM |  | TO |  | | Policy Number: | | | | |   NOTE – Evidence of Street Traders Licence, Insurance Cover and PAT Testing must be submitted.  Failure to provide these may result in the lease being terminated |
| Please use this space for any additional information you wish to supply in support of your application: |

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| DECLARATION | |
| I declare that to the best of my knowledge and belief, the information given in this application is correct and no material particulars have been omitted. I agree to comply with all the conditions and requirements detailed in this form. | |
| Signature |  |
| Print Name |  |
| Date |  |

Checklist

Have you enclosed your:

OS location plan or similar map Copy of public liability insurance

Copy of street trader’s licence Copy of PAT electrical safety certificate

Photograph of vehicle proposed for site