



**Civic Government (Scotland) Act 1982  
APPLICATION FOR GRANT/RENEWAL OF A  
STREET TRADER EMPLOYEE/ASSISTANT LICENCE**

*Please read the attached guidance notes before completing this form*

**All questions must be answered - please use block capitals**

<b>Full name</b>	<b>Surname</b>	
	<b>Forenames</b>	
<b>If you have a previous name, please provide this name</b>		
<b>Home Address Post Code</b>		
<b>Tel Number Email Address</b>		
<b>Age, date and place of birth</b>	<b>Age</b>	<b>Date of Birth</b>
	<b>Place of Birth</b>	
<b>Name, address and licence number of employing street trader</b>		
<b>Expiry date on employer's licence</b>		

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named above been convicted of any crime or offence? **YES / NO** If YES give details below

Date	Court	Offence	Sentence

Continue on a separate page if necessary

**I hereby make application to carry on street trading as an employee or assistant of the street trader referred to above and certify that the information given is true and correct and I confirm that in the event of my receiving a licence I intend to carry on street trading along with the above named as employee or assistant.**

I declare that the particulars given on this form are correct to the best of my knowledge and belief. I understand that the information supplied by me/us as detailed in this form may be stored on a computer system by this authority for the purpose of licensing and that information may be disclosed to the police and other relevant parties for vetting and background enquiries whilst processing this application. I understand that this authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

**Signature of employing street trader**

**Date:**

**Signature of employee/assistant**

**Date:**

**Any person who in, or in connection with the making of this application makes any statement which they know to be false, or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine.**

Date received	Fee paid	Date to Police LSO Roads	Reply/objection	Grant/refuse
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**CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
STREET TRADER EMPLOYEE/ASSISTANT LICENCE**

**NOTES FOR APPLICANTS**

1. Please complete the form in typescript or black ink for ease of photocopying.
2. Each application should be accompanied by the fee payable of £85 together with 4 passport sized photographs showing a true likeness of the applicant.
3. An applicant for a street trader employee/assistant licence must provide details of the employing street trader. Any licence issued will only allow the applicant to trade alongside the employing street trader at any of the specific event(s)/locations permitted by, and for the duration of, the existing licence held by the employing street trader.
4. Applications from persons aged under 17 will only be considered in cases where the applicant:
  - (a) is to be employed in street trading by their parents; and
  - (b) in that event, the employing street trader will be bound to ensure that all relevant legislation and local bye-laws relating to the employment of children are complied with.
5. If it is intended to use a public park or open space, consent will be required from the local authority ([PLACEBookings@scotborders.gov.uk](mailto:PLACEBookings@scotborders.gov.uk)), as well as compliance with the terms and conditions of use
6. Please send the completed form, application fee and other documents to:

Licensing Unit  
Regulatory Services - Legal and Licensing  
Scottish Borders Council  
Council Headquarters  
Newtown St Boswells  
TD6 0SA

Telephone: 01835 826662  
Email [liquorandlicensing@scotborders.gov.uk](mailto:liquorandlicensing@scotborders.gov.uk)

**not less than 3 months before the proposed commencement date of the licence**

# Civic Government Licensing

## PRIVACY NOTICE – STREET TRADER EMPLOYEE LICENCES

### What information do we need?

Scottish Borders Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Data Protection Officer, Information Management, Scottish Borders Council, Newtown St Boswells TD6 0SA.

Email: [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk)

Telephone: 0300 100 1800

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date and place of birth.

For the purposes of this specific service, the personal data we require includes special category information about you (also known as 'sensitive personal data'), specifically health information (disability, allergies, fitness to operate), For taxi driver or private hire driver licence applications, we ask for and hold specific information relating to medical conditions and a full group 2 medical standards certificate is required.

In addition we also require details of any previous criminal convictions and previous licence information.

### Why do we need this information?

Your information is being collected to allow Scottish Borders Council to administer the process of applying for licences under the Civic Government (Scotland) Act 1982.

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

#### **Compliance with legal obligation:**

Scottish Borders Council is required to collect your information in order to carry out the function of providing licences in relation to the Civic Government (Scotland) Act 1982, which is a statutory function of a local authority.

Where we collect special category data this processing is necessary for reasons of substantial public interest for aims that are proportionate and which contain appropriate safeguarding measures.

## What will we do with your information?

We will use your information to process your application for a licence. Depending on the type of licence, this will involve sharing your information as shown in the table below.

Type of licence	Who your information will be shared with
Street trader (including employee)	Police Scotland, Environmental Health, Trading Standards, SBC Roads and Amey

Applications where valid objections or representations are made will be considered at meetings of the Civic Government Licensing Committee, which are open to the public however some business maybe held in private. We are also required to publish information in licensing registers, which will include your name, address and type of licence. No special category data is included in the register.

When you do not provide information directly to us, we may receive it from other relevant organisations including other Council services, other Local Authorities or Police Scotland.

You should also be aware that your data will be stored on servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept secure and more information on how we do this can be provided by contacting the Data Protection Officer.

## How long will we keep your information?

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements More information on our retention policy and procedure can be obtained from the Data Protection Officer if required.

## Automated Decision Making

No automated decision making will take place.

## Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way the Council has processed your personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office.

## Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113 [Email: casework@ico.org.uk](mailto:casework@ico.org.uk)

The Information Commissioner's Office – Scotland  
45 Melville Street, Edinburgh, EH3 7HL  
Telephone: 0303 123 1115 [Email: Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)