

**Civic Government (Scotland) Act 1982****APPLICATION FOR:-***(Please tick appropriate box)*

- GRANT of a STREET TRADER LICENCE - EMPLOYEE**
- RENEWAL of a STREET TRADER LICENCE - EMPLOYEE**

**PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS
(INCOMPLETE APPLICATIONS WILL BE RETURNED)**

Section 1 (To be completed by all applicants)

1. Full Name of Applicant	<u>Surname</u>	<u>First Name(s)</u>
2. Home Address		
3. Postcode		
4. Address for correspondence relating to this application (if different from the one above)		
5. Postcode		
6. Email Address		
7. Telephone Number(s)		
8. Date and Place of Birth	<u>Date of Birth</u>	<u>Place of Birth</u>
9. Full Name of Principal Street Trader who will be employing you.	<u>Surname</u>	<u>First Name(s)</u>
10. Principal Street Trader's Licence Number and expiry date	ST/..... Expiry Date.....	
11. Are you are applying for the RENEWAL of a Licence. If YES, please state the number and expiry date of your current licence	<input type="checkbox"/> YES Number STE/..... Expiry date of current licence <input type="checkbox"/> NO	

Section 2 DECLARATION (To be completed by all applicants)

12. Has the applicant or any person named on the application ever applied for and been refused such a Licence or had such a Licence suspended? If YES, please give details of which council refused/suspended the Licence and the date it was refused/suspended.	<input type="checkbox"/> YES Which Council?..... Date refused/suspended? <input type="checkbox"/> NO
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13. Do you have any convictions against you? Note: “ Convictions ” includes both road traffic and criminal convictions. It includes both current and spent convictions	<input type="checkbox"/> YES <input type="checkbox"/> NO
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I declare that the particulars given by me on this form together with the details on the application attached are true and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.

Date:	Signature of Applicant/Agent:	
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Address of Agent (if any):
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Any person who in connection with the making of this application makes any statement which he knows 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 not exceeding £2500.

GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

Please read the following notes prior to submitting your application:-

Applications should be submitted by email to licapps@aberdeenshire.gov.uk or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduthie Road, Stonehaven. AB39 2DQ

Duration of Licences

If granted, your Licence will come into effect on the date specified on the Licence. Licences are normally granted for 3 years, unless a shorter period is specified.

Application Fee

Once your application is submitted a member of the Admin Team will contact you for payment. The fee for a Street Trader’s Licence is non-refundable.

The following documents require to be submitted with your application:-

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- Completed Application Form
- 2 Passport Photographs

Aberdeenshire Council require to carry out a FACE to FACE Identification Check under the Civic Government (Scotland) Act 1982. You will require to attend your local Licensing Office (or alternatively one of the Council Offices listed below) together with one of the following:-

- UK Passport***
- Non-UK Passport***
- UK Photo Driving Licence***

Please ask for the ID check to be carried out when you lodge your application

FOR OFFICIAL USE ONLY

DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?

BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.
 Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a Street Traders (Employee) Licence
- The determination of your application for a Street Traders (Employee) Licence
- The issue of any Street Traders (Employee) Licence Granted
- Inclusion on the Register of Street Traders (Employee) Licences available for public inspection
- Ensuring compliance with the terms of your Street Trader’s Employee Licence
- The processing of any complaints made in respect of your Street Traders (Employee) Licence
- The determination of any complaints made in respect of your Street Traders (Employee) Licence

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- *Police Scotland*
- *Some information will also be shared with the Public as part of the online processing of applications for Street Trader Employees Licences or investigation of complaints/reviews of licences and via the Register of Street Trader Employees*
- *Civic Licensing Standards Officers*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.