

**Armagh City Banbridge and  
Craigavon Borough Council**

**Street Trading Act (Northern Ireland) 2001**

**APPLICATION FOR THE GRANT, RENEWAL OR  
VARIATION OF A STREET TRADING LICENCE**

## CONTENTS

Guidance Notes	Page 3
Schedule 1 – Fees	Page 5
Schedule 2 – Designated Streets	Page 6
Application Form	Page 7
Standard Conditions	Page 10
Appendix 1 – Stall Holder Record Sheet	Page 12

## GUIDANCE NOTE

All applications must be accompanied by:

- Appropriate Fee (See Schedule 1)
- Details of public liability insurance
- Site Map

Where applicable, as part of the application process, the Council will consult with the Environmental Health Department regarding

- Food Registration/Food Hygiene
- Gas Safe Certification
- Generator Electrical testing

### Stationary Licences

- Stationary Licences can only be granted for streets or pitches which have already been designated. (See Schedule 2)
- You should check the availability of vacant pitches before you apply.
- If you wish to trade on a site which has not been designated, you may be able to apply to the Council to have a street or part thereof to be considered for Designation. You should contact this department for details of this process.

### Temporary Licences/Temporary Event Licence

- Applications must include a site map showing the exact position of the trading site. This map should show road layout, buildings, lamp posts, distance from junctions, etc. and pitch number(s) if known.
- Application must be submitted at least 28 days before an event.
- Temporary Licences are normally considered in association with special events and Council will work in conjunction with event organisers when issuing temporary licences.
- A temporary licence can only be granted for up to 7 consecutive days and you can only have a maximum of 5 temporary licences in 1 year.
- For Temporary Event Licence applications, a record sheet of all stall holders has been included for your assistance at Appendix 1.

### Mobile Licences

- Applications must include a list of areas where trading will take place (e.g. housing developments in Armagh, Banbridge, Craigavon Council and/or associated villages) along with days and times during which the applicant wants to trade.
- You will not be permitted to stop and trade within 30 meters of a school, place of worship or within 10 metres of any road junction.
- The vehicle used must not remain stationary at the same location for a period of more than 15 minutes after the last sale and must not return to the same location during a 4 hour period.

- A trader will not be permitted to operate in any street or road if another street trader is already operating selling similar goods.
- A mobile licence does not permit you to trade at organised events such as band parades, community events, show days, festivals etc.

The completed application form should be returned with the appropriate application fee (cheques made payable to Armagh City Banbridge and Craigavon Borough Council) to

Environmental Health Department  
Armagh City Banbridge and Craigavon Borough Council

<b>Armagh Office:</b>	<b>Banbridge Office:</b>	<b>Craigavon Office:</b>
The Palace Demesne	Gate Lodge	Civic & Conference Centre
Friary Road	Linenhall Street	Lakeview Road
Armagh City BT60 4EL	Banbridge BT32 3EG	Craigavon BT64 1AL
T: 028 3752 9600	T: 028 4066 0606	T: 028 3831 2400
E: <a href="mailto:ehealth@armaghbanbridgecraigavon.gov.uk">ehealth@armaghbanbridgecraigavon.gov.uk</a>		

If you require any assistance in completing your application, please contact the Licensing Officer at any of the above offices.

**FEEs**

<b>Stationary Licence</b>	<b>£365</b>
<b>Mobile Licence</b>	<b>£127</b>
<b>Temporary Licence (Individual)</b>	<b>£125</b>
<b>Variation of Licence fee</b>	<b>£74</b>

**Temporary Licence (Event)**

<b>No of Traders</b>	<b>Fee</b>
Up to 5	£125
Up to 10	£170
Up to 20	£190
Up to 30	£215
Up to 40	£235
Up to 50	£255
Up to 60	£280
Up to 70	£300
Up to 80	£325
Up to 90	£345
Up to 100	£365

## DESIGNATED STREETS

- The second lay by on the south side of Seapatrick Road, 60m east of A26.
  - The area inside the railings at the Town Hall, Market Square, Dromore.
  - Car Park adjacent to the playground in Thornhill Estate, Dromore.
  - Lay by beside phone box at junction of Thornhill with Gallows Street, Dromore.
  - Car Park at the rear of Meganlis Park, Dromore.
  - Car Park at Wallace Park, Dromore.
  - Car Park at Parkhill, Dromore
  - Outside the factory at Holm Terrace, Lurgan Road, Dromore
  - Quillyburn Industrial Estate, Dromore, 30m from junction with Banbridge Road.
  - The Old Road off the southbound carriageway of the A1 between the Yellow Hill junction and Loughbrickland.
- 
- The Diamond Middletown- three pitches Sunday afternoons for Bric a brac/second hand goods.14.00hrs to 18.00hrs
  - Maynooth Rd Richhill- front of Orange Hall Thursdays 9.00hrs to 18.00hrs Fruit and Veg.
  - Kinelowen St Keady- Old Town Hall site Fri for Fish, Sat for Flowers and Shrubs 9.00hrs to 18.00hrs.
  - Ballymacauley Lay By, Markethill rd Mon To Fri 8.00hrs to 18.00hrs Hot Food
- 
- Hawthorne Drive Bleary.
  - Seagoe lay-by, Seagoe Road Portadown.

# Armagh City Banbridge and Craigavon Borough Council

FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Tascomi Ref: \_\_\_\_\_

## STREET TRADING ACT (NI) 2001

### APPLICATION FOR THE GRANT/RENEWAL/VARIATION OF A STREET TRADING LICENCE

#### APPLICANT DETAILS

Title: \_\_\_\_\_ Forename(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate what type of Licence you are applying for

TEMPORARY  
*(Complete Sections:  
Individual - 1,5&6  
Event - 1&6)*

STATIONARY  
*(Complete Sections 2,5&6)*

MOBILE  
*(Complete Sections 3,5&6)*

VARIATION  
*(See Section 4,5&6)*

#### SECTION 1 – TEMPORARY LICENCE/TEMPORARY EVENT LICENCE

Event: \_\_\_\_\_

Date of trading: \_\_\_\_\_

Hours of trading: \_\_\_\_\_

**Individual:** Name of Street/**exact** location in which you wish to trade (enclose map):  
\_\_\_\_\_

**Event:** A site map must be supplied with each pitch defined.

Details of items to be sold.

**SECTION 2 - STATIONARY LICENCE**

Name of street/**exact** location/pitch number in which applicant wishes to trade

---

Please provide details of times of trading for each day

Day	Times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

**SECTION 3 - MOBILE LICENCE**

Please provide details of times and areas of trading for each day.

Day	Times	General areas where trading is to be carried on
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**SECTION 4 - VARIATION OF LICENCE**

Details \_\_\_\_\_  
\_\_\_\_\_

**SECTION 5 - DETAILS OF VEHICLE/STALL**

Description of vehicle/stall \_\_\_\_\_

Registration Number of vehicle (if appropriate) \_\_\_\_\_

Dimensions of vehicle/stall \_\_\_\_\_



Description of articles to be sold \_\_\_\_\_

Address at which goods are stored \_\_\_\_\_

Do you own the vehicle or stall? Yes/No

If no, give name and address of registered keeper: \_\_\_\_\_

Address at which vehicle or stall is to be kept when not in use: \_\_\_\_\_

Name of person(s), other than the applicant, who will be trading: \_\_\_\_\_

Have you previously held a street trading licence? Yes/No

Are you a registered food business? Yes/No

Will bottled gas be used? Yes/No

Will a generator be used for power? Yes/No

### SECTION 6 – DECLARATION

With regard to this application for the grant, renewal or variation of a Stationary/Temporary/Mobile Street Trading Licence, if you provide information which you know to be false, you are liable to be prosecuted for that offence. On conviction you are liable to a maximum fine of Level 3 on the Standard Scale.

I certify that I have read and understood the above statement and that all of the above information contained in the application is correct to the best of my knowledge.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CHECKLIST

Public Liability Insurance

Appropriate Fee

Site Map

## STANDARD CONDITIONS

1. A Licence holder who is a stationery trader shall only trade on the street trading pitch detailed on the Licence.
2. A Licence holder who is a mobile trader shall only trade in the area or areas within the district as detailed on the Licence.
3. A Licence holder is only permitted to trade in goods or services as specified on the Licence.
4. A Licence holder is only permitted to trade during the day(s) and hours as specified on the Licence.
5. A Licence holder is only permitted to trade from a stall or vehicle as specified on the Licence.
6. The licence issued by the Council shall be displayed in a prominent position and will be made readily available for inspection by an authorised officer.
7. No article, thing, or receptacle shall be stored in such a manner so as to present a risk of injury to the licensee, his employees, or any other person who may be affected by the undertaking.
8. No article, thing or receptacle shall be stored in such a manner so as to cause an obstruction or hindrance to pedestrian or vehicular traffic.
9. No food shall be stored in such a manner which would give rise to a risk of contamination.
10. The licensee shall provide and make available adequate bins for the disposal of litter. These bins shall, along with any litter deposited in them, be removed by the licensee at the conclusion of any trading.
11. A Licence holder shall avail himself to a reasonable extent of his right to trade under the Licence.
12. The Council may, when granting or renewing a street trading licence, specify in the licence such further conditions as it considers reasonable.

# APPENDIX 1

