



IT IS STRONGLY ADVISED THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION AS INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED ON THE WRONG FORM WILL NOT BE ACCEPTED AND WILL BE RETURNED BY SECOND CLASS POST DELAYING YOUR APPLICATION. IF YOU PROVIDE AN EMAIL ADDRESS BELOW THIS WILL ALLOW US TO CONTACT YOU QUICKER REGARDING YOUR APPLICATION.

FOR OFFICIAL USE ONLY

Table with 4 columns and 6 rows for official use only, including fields like Date of receipt of application, Fee paid, Receipt no., Acknowledgement, Date to Police Scotland, and Date to Roads & Transportation Service.

Question 1 – Personal details

Table for personal details with 3 columns and 10 rows, including fields for First name, Middle name(s), Surname, Age, Date of birth, Place of birth, Previous name(s), National Insurance Number, Length of time resident in the UK, Nationality, Permanent address, Previous address, Post code, Time resident at this address, E-mail address, Telephone number, and Mobile number.

Question 2 – Operating details

(a) Do you trade under a different name from that given at Question 1? If yes, what name will you be trading under?	yes/no
(b) State the type and registration number of the vehicle or give the type of structure and dimensions of movable trailer to be used in connection with the activity (see note 2(a) of the attached notes)	
(c) State the address of the premises at which the above is usually kept	
(d) State the name or the location of the waste water discharge point (see note 2(b) of the attached notes)	
(e) Specify the period for which a licence is required (see note 2(c) of the attached notes)	
(f) State the hours and days of the week on which you propose to trade (see note 2(d) of the attached notes)	
(g) Specify the areas in West Lothian in which you intend to operate	

Question 3 – Type of licence

Is this a renewal application?	yes/no
If yes, what is the licence number and renewal date?	
Have you ever applied for and been refused a licence by any council?	yes/no

If yes, which council refused the licence?	
When was it refused?	

Have you ever held a licence which was suspended or revoked?	yes/no
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If yes, which council/court suspended or revoked the licence?	
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Question 4 – Further details

Have you ever been convicted of any crime or offence? If answer is yes please provide details below; continue on separate sheet if necessary.			yes/no*
Date	Court	Offence	Sentence

SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974, ALL UNSPENT CRIMES AND OFFENCES MUST BE DECLARED (SEE NOTE 4 OF THE ATTACHED GUIDANCE NOTES)

Please tick the box to confirm that you have attached a passport size photograph (see checklist on guidance notes)	<input type="checkbox"/>
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Question 5 - Declaration by applicant

I declare that the information given by me on this form is correct to the best of my knowledge and belief.

Date	Signature of applicant	
	Print name of applicant	

If the application is being signed by an agent on behalf of the applicant please sign and complete the boxes below

Date	Signature of agent	
	Print name of agent	
	Address of agent	

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Civic Government (Scotland) Act 1982. In terms of the 1982 Act we are required to share this information with the following bodies:-

- Police Scotland; and where the licensed activity takes place within premises,
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Some of the information provided by you on this form will be held on a register which is available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: licensing@westlothian.gov.uk, telephone: 01506 281632.



CIVIC GOVERNMENT (SCOTLAND) ACT 1982
LICENSING OF STREET TRADERS
WHEELED BIN CLEANERS

CERTIFICATE OF COMPLIANCE

APPLICANT NAME

.....

ADDRESS

.....

TRADING NAME

.....

VEHICLE REGISTRATION

.....

SCOTTISH WATER

DISPOSAL OF WASTE WATER – DISPOSAL POINT

Signature

Date

SCOTTISH WATER & WEST LOTHIAN COUNCIL

CHEMICALS TO BE USED IN THE PROCESS

Signature

Date

Signature

Date

WEST LOTHIAN COUNCIL

VEHICLE INSPECTED

Signature

Date

GUIDANCE NOTE FOR APPLICATIONS FOR THE GRANT OR RENEWAL OF A STREET TRADER'S LICENCE (WHEEL BIN CLEANER) (ST form No.4)

IMPORTANT – PLEASE READ BEFORE MAKING YOUR APPLICATION:

You should only complete this application form if:

- You are responsible for street trading as a wheel bin cleaner and you hold a certificate of compliance signed by Scottish Water and West Lothian Council's Waste Services

The council has standard conditions for street trader's licences. These can be found on the council's website at:

<http://www.westlothian.gov.uk/article/2460/Street-Traders-Licence>

Please refer to these before submitting your application.

NOTE: all applications for temporary licences must be submitted a minimum of 35 days in advance of the event in order to allow the relevant advisors sufficient time to carry out all the necessary checks in relation to the application. It is council policy that such applications will not be processed if they are not received at least 35 days in advance of the event.

Question 1 – applicant details

Please answer question 1 by including all of your relevant details, as appropriate.

Question 2 – details of trading

Question 2(a): the vehicle must be examined by the council's Fleet Cleansing and Domestic Services Manager and a signed certificate of compliance must be obtained. You should contact:

Waste Services on 01506 280000.

Question 2(b): all waste water must be disposed of through a foul sewer at business or domestic premises which must be approved in advance by Scottish Water. Any chemicals used should also be approved by them. You should contact:

Pollution Prevention Department, Scottish Water, 55 Buckstone Terrace, Edinburgh on 0800 0778 778.

Question 2(c): a licence will normally be granted for a period of 1 year, unless the activity is to be pursued only for a short period, in which case a temporary licence will be granted for a period of up to six weeks.

Question 2(d): it is council policy that the maximum trading hours which will be approved will be between 6 am and 1 am the following day. Applications to trade outwith the hours of 6am to 1am will require to be referred to the Licensing Committee. The days and/ or times when you are permitted to trade will be stated on your licence and will form a condition of your licence.

Question 3 – type of licence

If your application is for renewal of an existing licence, please state the licence number and renewal date of your existing licence in the appropriate box.

Question 4 – previous convictions

Convictions which are spent in terms of the Rehabilitation of Offenders Act 1974 do not require to be disclosed in your application. Should you be in any doubt as to whether a conviction you have is spent, you should seek legal advice before completing this form. Should you be in any doubt as to the details of your convictions, these are available on payment of a fee from any police station.

Question 5 – declaration section

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 not exceeding £2500.

In terms of the Civic Government (Scotland) Act 1982, for the purposes of this application the person signing the form is responsible for its contents. If the application is signed by an agent full details of that agent must be provided.

Checklist for submission of form

- fee
- Identity documents
- you must include a passport size photograph of yourself with your application which is used to produce an ID badge. Please tick the box to confirm that this is enclosed.
- Certificate of compliance (a blank certificate of compliance is attached to the application form. This must be completed and returned with the completed application form)
- Letter of authorisation from Scottish water

Please note that if you do not provide all of the required items with your application, your application will be returned to you as incomplete.

How to submit your application

This depends on whether your application is for a new street trader's licence (including a temporary licence) or is for renewal of an existing street trader's licence.

Applications for new licences: if you are applying for a street trader's licence your application must be submitted in person to Livingston CIS, Arrochar House, Almondvale Boulevard, Livingston along with the required fee and

- your photocard driving licence or
- passport and proof of current home address i.e. recent utility bill.

The address given in the application form must match the ID documentation. Livingston CIS staff will copy the evidence of identity and immediately return the documentation.

Renewal applications: if your application is for renewal of an existing licence and is submitted prior to the expiry of your existing licence, your application form can be posted direct to The Licensing Team, Legal Services, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF along with a cheque/postal order with the required fee and a recent utility bill from your current home address. Alternatively it can be lodged at Livingston CIS. Applications with payments enclosed cannot be handed in to the Civic Centre.

Details of the council's current fees for applications for street trader's licences can be found on the council's website:

<http://www.westlothian.gov.uk/article/2460/Street-Traders-Licence>

Processing of applications

In the event of an application being refused or withdrawn after being processed, no refund of the application fee paid will be made.

Contact

To contact the Licensing Team please:

email licensing@westlothian.gov.uk

or

call 01506 281632

If we are unable to answer your call please leave a message with your name and number and we will call you back. Please note we cannot provide advice as to whether a street trader's licence is required in your individual circumstances. If you require such advice you should take legal advice from a solicitor or advice centre.