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## Tonbridge & Malling Borough Council Street Trading Consent Application

**Part 1 – Assistance & Employee details** - Please complete a separate form for each individual

<b>Name of Business or Trading Name the assistant will be working for</b>	
<b>Applicants Full Name</b>	
<b>Current consent number (if applicable)</b>	
<b>Assistant or Employees Full Name</b>	
<b>Assistant or Employees Home Address</b>	
<b>Assistant or Employees Email Address</b>	
<b>Assistant or Employees Contact Number</b>	
<b>Assistant or Employees Date of Birth</b>	
<b>Assistant or Employees Place of Birth</b>	
<b>Assistant or Employees National Insurance Number</b>	

**Part 2 – Assistant or Employees role**

**Will the assistant or employee be working alone at the location(s)?**

<b>Yes</b>	
<b>No</b>	
<b>On some occasions</b>	

**Regardless of whether they will be working alone, will you ensure the assistant or employee is fully aware of the conditions of the consent and provide them with the appropriate training?**

<b>Yes</b>	
<b>No</b>	

**What kind of training will be provided for assistants and employees?**

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**Please provide details of the assistant or employees day-to-day role and duties**

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### Part 3 – Previous Convictions

#### Does the assistant or employee have any previous relevant convictions?

For a full list of relevant convictions, please refer to our Policy (**Annex B**)

<b>Yes</b>	
<b>No</b>	

If yes, please give full details below, if necessary, please continue on a separate sheet.

<b>Name of person who received the conviction</b>	
<b>Position in the business</b>	
<b>Details of Convictions, Cautions, Reprimands and Warnings, giving details of dates.</b>	
<b>Date of Offence</b>	
<b>Outcome/Sentence/Fine imposed</b>	

As part of this application, you are required to submit a Basic DBS certificate, no more than one month old. The Certificate can be applied for through the gov.uk website

[Request a basic DBS check - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### Part 4 - Checklist

Before submitting this application, please take time to check you have all the required documents. Failure to supply any of the below will result in your application being invalid.

<b>This completed application form</b> (incomplete applications will be automatically rejected)	
<b>Photograph of the assistant or employee</b> (This should be taken against a plain, light background and emailed to us).	
<b>The original basic DBS certificate</b> ( <b>please do not send via email</b> , we require the original certificate to be sent to: Licensing Dept, TMBC, Gibson Building, Gibson Drive, Kings Hill, Kent ME19 4LZ)	
<b>Signed declaration at Part 5</b>	
<b>Fee to add additional assistants or employees</b>	

## Part 5 - The Declaration

### To be signed by the assistant or employee

#### I declare that:

1. All answers given on this form are true.
2. I authorise the Council to make enquiries of any person's etc named on this form.
3. We must protect the public funds we handle, by signing this form you give us permission to use the information you have provided on this form to detect and prevent fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.
4. I had read and understood the Street Trading policy and are familiar with the requirements and conditions.
5. No refund on withdrawn applications.
6. The photograph included is a true likeness of myself.

<b>Assistant or Employees Name</b>	
<b>Assistant or Employees Signature</b>	
<b>Date</b>	

### To be signed by the applicant

#### I declare that:

7. All answers given on this form are true.
8. We must protect the public funds we handle, by signing this form you give us permission to use the information you have provided on this form to detect and prevent fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.
9. No refund on withdrawn applications.
10. The photograph included is a true likeness of the assistant or employee.

<b>Applicants Name</b>	
<b>Applicants Signature</b>	
<b>Date</b>	