

STREET TRADER

NOTES OF GUIDANCE

- 1 **DUE TO LEGISLATIVE REQUIREMENTS WE STILL REQUIRE A SIGNATURE FROM YOU AND TO THAT END WE WILL SEND YOU A DECLARATION TO SIGN AND RETURN. YOUR APPLICATION CANNOT BE PROCESSED UNTIL THE DECLARATION IS RECEIVED BY US.**
- 2 A trader dealing in street photography, face painting/balloon selling or wheelie bin cleaning may trade throughout Dundee City.
- 3 Street traders apart from street photographers, face painters, balloon sellers and wheelie bin cleaners are not permitted to trade within that area of the city bounded by Allan Street, Dock Street, Marketgait, Lochee Road, Bell Street, Meadowside, Victoria Road, Victoria Street, Princes Street, King Street, Cowgate, East Port and Seagate.
- 4 Street traders apart from street photographers, face painters, balloon sellers and wheelie bin cleaners are not permitted to trade within that area of Broughty Ferry along Esplanade extending from Castle Green on the west to Barnhill Bridge on the east.
- 5 Street traders dealing in hot foods are not permitted to trade within that area of the city within a one mile radius of the General Post Office, Ward Road as detailed in the licence.
- 6 A street trader dealing in foodstuffs will require to produce a valid Food Hygiene Certificate issued by Dundee City Council's Environmental Health Officers for the vehicle/trailer/kiosk to be licensed.
- 7 Wheeled Bin Cleaning

Wheeled Bin Cleaners also have to apply to SEPA for registration as a waste carrier. (Contact telephone number is 01786 457700) and also contact Scottish Water to agree disposal arrangements for water (contact telephone number 0845 601 8855).
- 8 Unique Tax Reference Number

Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference Number that will remain with them for life. Street traders who work for another individual or company and who are not self employed ie they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue.
- 9 Data Protection Act 1998 - Your Personal Data

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

We must protect the public funds we handle so we will carry out checks against Dundee City Council's and the Department for Work and Pensions benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law.

Further to the above the information you provide and any expected income you may gain from obtaining the Licence will be used to maximise the recovery of any debt that is owed to the Council.

We will not release information about you to anyone outside the Council unless the law allows us to do so.