




**SOLIHULL METROPOLITAN BOROUGH COUNCIL**  
 Licensing, The Core, Theatre Square,  
 Homer Road, Solihull, B91 3RG  
 Email: [licensing@solihull.gov.uk](mailto:licensing@solihull.gov.uk)

**APPLICATION TO EMPLOY AN ASSISTANT AT A STREET TRADING SITE**

1. Consent Holder details	
<p style="text-align: center;"><b>Surname</b></p> <p style="text-align: center;"><b>Forenames</b></p>	<p style="text-align: right;"><b>Title:</b></p>
2. Location of Street Trading site	
3. Assistant Details.	
<p>I hereby seek permission of the Licensing Team Leader, Solihull Metropolitan Borough Council, to employ the below named assistant(s), who will be left in sole charge of the trading site during the course of a days trading.</p>	
<p><b>Full Name:</b></p> <p><b>Date of Birth:</b></p> <p><b>Address:</b></p>	<p style="text-align: right;">Attach photograph</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
<p><b>Full Name:</b></p> <p><b>Date of Birth:</b></p> <p><b>Address:</b></p>	<p style="text-align: right;">Attach photograph</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
4. Authorised Assistant Badges	
<p>A Badge will be issued to each assistant, which should be worn at all times whilst on duty at the street trading site.</p>	

<b>5. Food sales only</b>
A copy of current Food Hygiene Certificates for the assistant(s) <b>must</b> accompany this application. If this is not available, please give reasons why and details of any arrangements you have made to obtain the certificate(s).

<b>6. Declaration</b>			
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>			
			<i>Please tick ✓</i> <b>Yes</b>
I have enclosed current photographs of the assistant(s), duly endorsed on the reverse			<input type="checkbox"/>
I have enclosed payment of the fee for each assistant			<input type="checkbox"/>
I undertake to inform the Licensing Office, Solihull Metropolitan Borough Council, should the assistant(s) employment cease and return the Badge to the Council.			<input type="checkbox"/>
<b>SIGNATURE OF CONSENT HOLDER</b>		<b>DATE</b>	

 <b>Data Protection</b>	The information you supply will be used by Licensing to assess and administer your application to employ an assistant at a street trading site. It may be shared with other Divisions of the Council and external organisations including the Police for this purpose. Your information may also be shared with other council services and partner organisations to ensure your records are kept accurate and help us to identify services you may be entitled to or interested in. For further details of how we may use your information contact Licensing on tel: 0121 704 6830
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**LST/5 April 2011**