

LICENSING REF NO: 326943

ITEM NO

STREET TRADER LICENCE

Temporary

APPLICANT DETAILS: MANAGER	NAME	The Richmond Cafe Project Ms Rebecca Smith
LOCATION		Princes Street Gardens, Edinburgh
CONDITIONS RECOMMENDED		Standard Conditions
REPRESENTATIONS RECEIVED		
REASON FOR BEING CALLED TO COMMITTEE		Out With Council Policy
DETERMINATION DATE		N/A

NOTES: This is a Temporary Street Trader Licence application to trade on the 22nd May 2016 at the Heart and Soul Event. The location of the stance is in Princes Street Gardens, which falls within Ward 11, and is out with Policy. This application was received on the 13th April 2016 and is yet to receive clearance from Police Scotland, Public Safety and Planning. Licensing Enforcement has no objections, subject to a satisfactory inspection and issuing of a food hygiene certificate prior to trading.

STREET TRADER'S

Application for Street Trader's Licence (Stance / Mobile Shop)

326943

This application must be accompanied by the appropriate fee and lodged with:

Licensing Section
City Of Edinburgh Council
249 High Street
Edinburgh, EH1 1YJ
☎ 0131 529 4208
☒ 0131 529 4207

THE CITY OF EDINBURGH COUNCIL
SERVICES FOR COMMUNITIES

LICENSING SECTION

OFFICIAL USE ONLY Record of Application	
DATE	
TILL NO.	
RECEIPT NO.	
INITIALS	
FEE	

- ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS
- PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM
- IF YOU HAVE EVER HAD A LICENCE OF ANY TYPE YOU MUST STATE THE REFERENCE NO. (ON ORIGINAL DOCUMENTATION) HERE

PLC. St628. SKM. lb

1	State whether application is for the grant of a new licence, renewal of an existing licence or a temporary licence, and whether for a Stance or a Mobile Shop.	New Renewal	<input type="checkbox"/>	Temporary	<input checked="" type="checkbox"/>	Stance	<input checked="" type="checkbox"/>	Mobile	<input type="checkbox"/>
2	Duration of licence – period applied for	1 year 2 years 3 years		or		from	22 / 05 / 2016	to	22 / 05 / 2016
3	To be completed if licence is to be held by the individual detailed below. If not ☐ 3								
a	Full Name								
b	Occupation								
c	Home Address								
		Postcode:							
d	Contact telephone numbers								
e	Age, Date & Place of Birth	Age:	DoB:	Place:					
f	Does the applicant carry out day-to-day management? If NO give full name, address and date of birth of any employee or agent so engaged	YES / NO	Name:	Address:					
			Postcode:	DoB:					
4	To be completed if licence is to be held by the Company or Partnership below. If not ☐ 2								
a	Name of Company / Partnership	THE RICHMOND CAFE PROJECT							
b	Address of registered or principal office	227/229 NIDDRIE MAINS ROAD EDINBURGH							
		Postcode: EH164PA							
d	Full name / Private addresses and dates of birth of all directors or partners (continue on separate sheet if necessary)	SEE SEPARATE SHEET							
e	Full name, address and date of birth of employee or agent engaged in day-to-day management	Name:	REBECCA SMITH						
		Address:	[REDACTED]						
		Postcode:	[REDACTED]						
		DoB:	[REDACTED]						

c		Manager/Supervisor's telephone no.s		[REDACTED]	
5	State the detailed location of stance or area(s) where you propose to trade. You must provide a sketch map showing the exact location(s)		WEST PRINCES STREET GARDENS		
6	State the exact nature of the goods which you propose to trade. (Continue on a separate page if necessary)		SNACKS, CAKES, HOT + COLD DRINKS		
7	State the address of the premises at which the goods will be stored when not offered for sale		227/229 NIDDRIE MAINS ROAD Postcode: EH16 4PA		
8	Proposed hours of trading		13:00 - 18:00		
9	a	State the type and registration of any vehicle(s) to be used (mobile shops only)			
	b	State the dimensions, fabric and style of any stall proposed		15m x 12m, MARQUEE HEAVY DUTY FLAME RETARDANT FABRIC	
	c	Number of employees or assistants to be included in licence (See Note 11)			
10	a	Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named above been convicted of any crime or offence in any Court in the United Kingdom?			YES <input type="radio"/> NO <input checked="" type="radio"/>
	b	If YES please specify any convictions. N.B. All unspent crimes and offences must be declared.	Date	Court	Offence
Continue on separate sheet if necessary					

I/We hereby make application for a Street Trader's Licence in the above terms and certify that the information given is true and correct. When food is to be sold this application is to be treated as an application for a certificate in terms of Section 39(4) of the Civic Government (Scotland) Act 1982.

I/We acknowledge receipt of a copy of the Standard Conditions attached by the Council for grants of this type of licence. I/We agree that any licence granted to me/us should incorporate these conditions.

I/We confirm that I/we have completed and enclosed details of any employees or assistants whom I/we intend to use in My/our street trading business. I understand that if my/our application is granted by the Council, licences and identity cards will be issued to these employees or assistants and that my/our licence will contain a restriction on the employment of further staff without a variation of the licence.

Information supplied on this form may be held on computer and applicants are advised that in the processing of this application background enquiries will be made which may include reference to personal data held on computer.

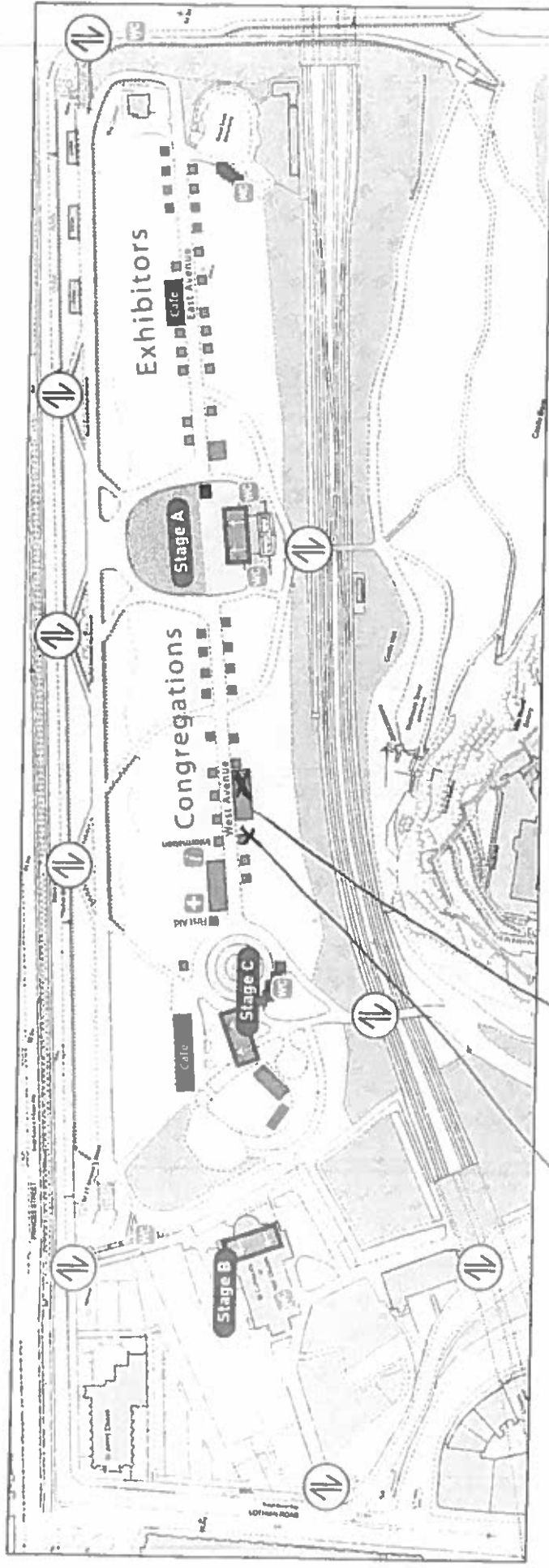
Any applicant who in making application makes any statement which the applicant knows to be false or recklessly makes any statement which is false in material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £500.

Signature of Applicant / Agent (delete as appropriate)		Date
[REDACTED]		21-3-2016
Address of Agent: (If signed by Agent)		

The Church of Scotland
Heart and Soul 2013



May 19, 2013 Princes Street Gardens



v1.0 [1 Feb 2013]

sanctus

Mission +
Discipleship

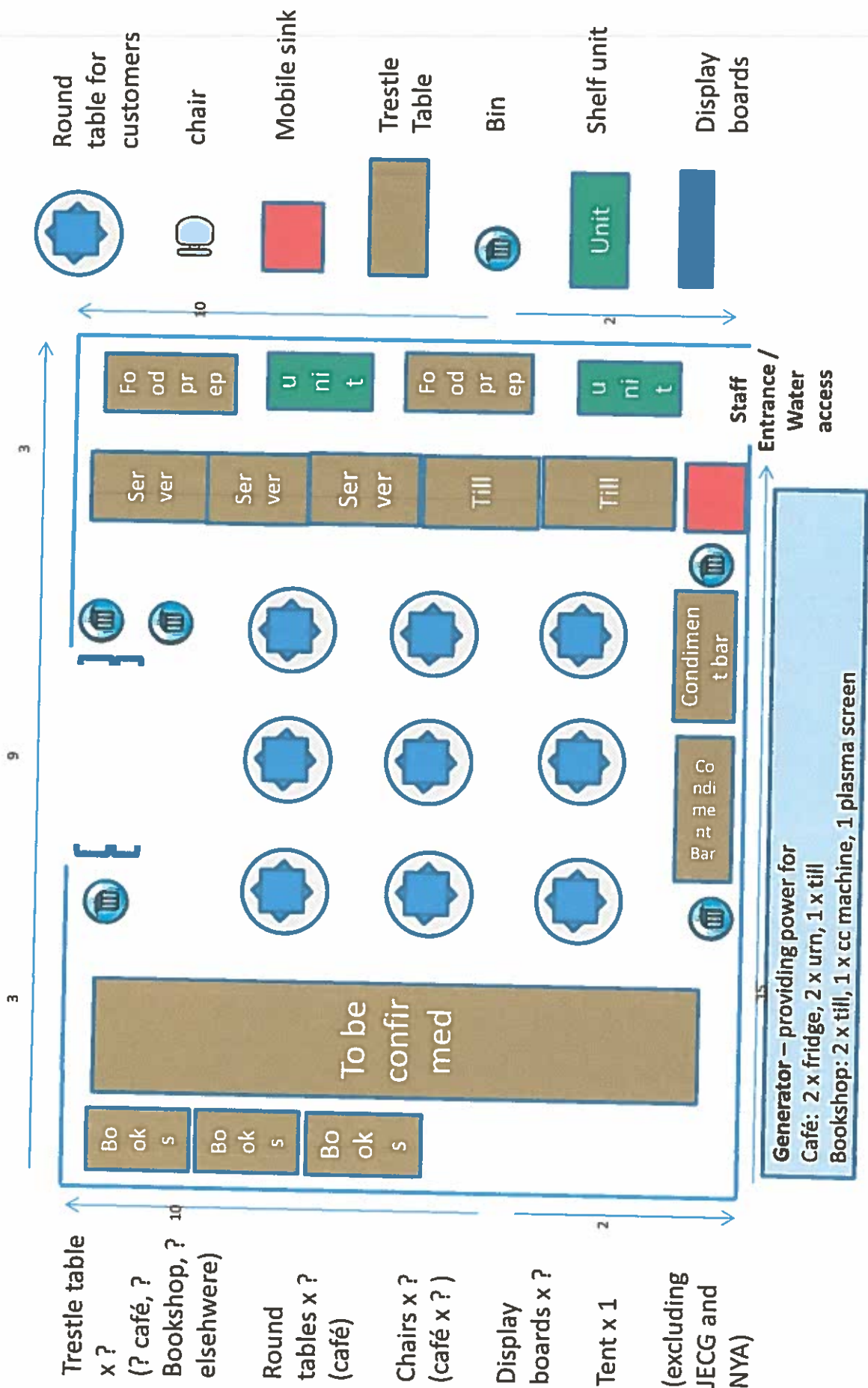
Stats for
Mission

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Mission & Discipleship Tent – Heart & Soul 2016

Marquee 15m x 12m:





Richmond Cafe Project

227/229, Niddrie Mains Road, Edinburgh. EH16 4PA
Telephone-0131 661 6561

Email [REDACTED]

Section 4 d

Jessie Mary Douglas [REDACTED]

Elizabeth Ann Bisset [REDACTED]

Elizabeth Margaret Henderson [REDACTED]

Margaret Janet Cumming [REDACTED]

Isabella Wylie Curran [REDACTED]

Elizabeth Lovie [REDACTED]

Rebecca Karen Roy Smith [REDACTED]

This certificate is presented to

Rebecca Smith

who has successfully completed the
training course and assessment in

**Level 2 - Food Safety and Hygiene
(Catering)**

This course covers:

An Introduction to Food Safety & Hygiene • Impact of Food-Borne illness
Understanding Food Law • Food Safety Hazards & Contamination
Food Preservation, Storage & Temperature Control • Personal Hygiene
Hygienic Premises & Equipment • HACCP & Summary

Date: **08 August 2014**

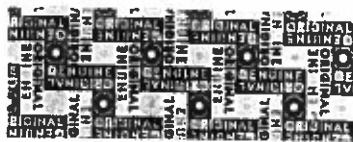
Certificate No: **126576**

Signed: 
Dr Rosemarie Pearson (Food Specialist)

Signed: 
Director (Virtual College)



Authorisation Seal



To verify, telephone 01943 605976

The content of this course has been independently certified as conforming to
universally accepted Continuous Professional Development (CPD) guidelines

Application Check Sheet – CIVIC & MISCELLANEOUS

CSO: <u>ANS</u>	Date received: <u>13/4</u>	Date checked:
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CSO:	Date checked by CSO <u>14/4</u>	
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Applicant: The Richmond Cafe project

Applicant email address: [REDACTED]

Application type: ST

Fee Paid: <u>£73</u>	Fee includes 20% late fee: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
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Category:

New

Employee: employer licence no _____ expiry date _____

City Centre application - (street traders & market operators)

Renewal 1yr 3yr – current licence no _____ expiry date _____

Temporary – dates requested 22/5

Required supporting documentation checked: YES NO N/A

- plan showing layout & location of market - (market operators)
- number of stalls confirmed – (market operator only)
- layout plan of premises - (new applications only)
- Companies House Check completed and attached – (new and renewal licence applications)
- last annual audited accounts – (PCC)
- wind management plan – (street trader stance only)
- detailed sketch plan showing exact location from which to trade.– (street trader stance only)
- permission from adjoining owners of property adjacent to proposed stance – (street trader stance)
- copy applicant/employers Public Liability insurance document – (window cleaners only)
- 2 x passport size photographs - (skin piercing and tattooing only)

Application checked & ready to process

Yes Process and refer to licensing sub committee

No – see additional information below

Acknowledgment:

email sent inc. request for any missing/additional information - date email sent _____

letter sent inc. request for missing/additional information as detailed below - date sent _____

Additional Information for action by Operational Team:

- send ack email - check for photo

- Return to me to prep for Committee - City Centre location outwith policy - will be heard at April



Inland
Revenue
Charities

Meldrum House
15 Drumsheugh Gardens
Edinburgh
EH3 7UL

DX 542003 Edinburgh 14

Switchboard: 0131 777 4000
Fax: 0131 777 4045

Direct Line: 0131 777 4138

Ms J M Douglas
The Richmond Café Project
227/229 Niddrie Mains Road
EDINBURGH
EH16 4RD

Date: 09 May 2001

Our Ref: CR50918/EM

Your Ref:

Dear Madam

CHARITY RECOGNITION LETTER

THE RICHMOND CAFÉ PROJECT

The above body is recognised by the Inland Revenue as a charity for the purposes of *Section 505 Income & Corporation Taxes Act 1988* with effect from 26 April 2001. It is entitled under *Section 1 (7) of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990* to describe itself as a Scottish charity.

The charity's name, together with your name and address as correspondent, have been entered on the index of Scottish charities and will be made available to the public on request. The notes attached to this letter contain some general information for recognised Scottish charities.

You are asked to note that –

- the Scottish Charity Number is SC 031536
- the tax file reference is CR50918

Yours faithfully

Elaine MacKenzie

Elaine MacKenzie
Technical Officer
(Charity Title)

CITY OF EOINBURGH COUNCIL

WPF03/106/42810 LI/16/STREET TRAD
ER/326943

13:22 13/04/16

PAID: £73.00

THANK YOU
PLEASE RETAIN RECEIPT

CHQ
