

# Application for annual permit to distribute free printed matter in Belfast



## Applicant type

Sole trader

Limited company

Partnership

Limited company number

**We will only grant one annual permit per applicant. Please do not proceed with this application if you have already been granted an annual permit. We will not grant annual permits for the university area of Belfast.**

Name of applicant

Registered company name

Home address

Registered address

Postcode

Postcode

Home telephone

Mobile telephone

Email address

Business trading name

Business trading address  
*If different from above*

Postcode

Business telephone

Name and address  
of all business partners

Name and position of person responsible for distribution

Please tell us what type of business you intend to use in connection with the permit?

*For example retail, tourism, restaurant entertainment venue, hotel or promotions.*

*Please continue overleaf*



**Belfast**  
City Council

## Type of annual permit

**There are two types of annual permit – stationary and roaming. You can only apply for one type of permit.**

A stationary permit restricts the distributor to a particular street, and you can only apply for up to four stationary distributor permits at one time. Each approved distributor will receive a badge and each badge costs £450.

A roaming permit allows the distributor to move around the city centre, excluding the prohibited streets and areas. Each distributor permit costs £450. You can only apply for a maximum of two roaming distributor permits.

### Stationary permit

Number of distributor permits requested

- |                            |      |                            |      |
|----------------------------|------|----------------------------|------|
| <input type="checkbox"/> 1 | £450 | <input type="checkbox"/> 3 | £450 |
| <input type="checkbox"/> 2 | £450 | <input type="checkbox"/> 4 | £450 |

### Roaming permit

Number of distributor permits requested

- |                            |      |
|----------------------------|------|
| <input type="checkbox"/> 1 | £450 |
| <input type="checkbox"/> 2 | £450 |

### For stationary permits, please specify up to 8 streets. for distributing free printed matter in order of preference

Subject to demand, access to busy thoroughfares may be restricted to time slots.

1
2
3
4
5
6
7
8

### The following streets and areas are prohibited within the city centre for the distribution of free printed matter:

- City Hall Grounds
- Castle Arcade
- Donegall Square North
- William Street South
- Donegall Square South
- Arthur Square
- Arthur Street
- Arthur Place
- Donegall Square East
- Callender Street
- Donegall Square West
- Fountain Street and Fountain Lane
- Castle Lane
- Ann Street
- Corn Market

**Please do not apply for a permit for these streets, as it will be refused.**

### When would you like the permit to begin?

Date	Month	Year
------	-------	------

### On what days will you distribute free printed matter?

Monday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Saturday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	Sunday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>		

### What times do you intend to undertake distribution?

(Distribution can only take place between 8am and 6pm)

### What is the purpose of the distribution?

### What type of materials are being distributed?

**Have you, your organisation or anybody working on behalf of your organisation been convicted of an offence under Article 14B and Schedule 1A of the Litter (NI) Order 1994 as amended by the Clean Neighbourhoods and Environment Act (NI) 2011?**

Yes  No

*If yes, please give more detail and dates*

**Have you, your organisation or anybody working on behalf of your organisation been issued with any Fixed Penalty Notices for the distribution of free printed matter without consent in a designated area, within five years preceding the date of this application?**

Yes  No

*If yes, please give more detail and dates*

**Have you, your organisation or anybody working on behalf of your organisation any convictions for any offences in relation to, or connected with your trading activities?**

Yes  No

*If yes, please give more detail and dates*

**Have you, your organisation or anybody working on behalf of your organisation any convictions in relation to littering?**

Yes  No

*If yes, please give more detail and dates*

**Do you already have an annual consent?**

Yes  No

**Please explain how the business advertised will contribute to the enhancement of the city?**

**We will take into consideration whether we have received complaints about the trader, his employees (former and current) or any servant or agent of the trader, regarding their trading activities.**

## Declaration

Any third party application for a permit for the purposes of distributing free printed matter, relating to the same business, where a permit has already been given, will be refused.

If a third party applies for a permit to distribute free printed matter relating to business for which a permit has already been granted, it will be refused.

Belfast City Council need not give consent to any Applicant where it considers that the proposed distribution would lead to defacement of the designated land.

I declare that the information given above is true and correct and that I will comply with the terms and conditions of my permit to distribute free printed matter granted by Belfast City Council as a result of this application.

Signature of applicant

Print name

Date

Date	Month	Year
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## Payment details

Payment can be made by cash, cheque, postal order or money order, debit or credit cards.

Payment must accompany this application form.

Number of distributor permits

x £450 =

### By cheque, postal or money order

Make your cheque, postal or money order payable to **Belfast City Council** and send with this form.

### By credit or debit card

Cardholder name

Cardholder contact telephone number

### Send this form, with your chosen method of payment to:

Cleansing Services (Free printed matter) , City and Neighbourhood Services Department, Belfast City Council, The Cecil Ward Building, 4-10 Linenhall Street, Belfast, BT2 8BP. Telephone: 028 9027 0254. Email: [enforcement@belfastcity.gov.uk](mailto:enforcement@belfastcity.gov.uk)

## Data protection

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of ensuring a safe and appropriate environment for children & young people attending our services.

You are providing your personal data to the Council whose lawful basis for processing is for the performance of a task carried out in the public interest or in the exercise of official authority.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or

places an obligation on the BCC to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact Brian Kelly at [kellybrian@belfastcity.gov.uk](mailto:kellybrian@belfastcity.gov.uk) or 9032 0202 ext 3580

If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to [records@belfastcity.gov.uk](mailto:records@belfastcity.gov.uk)

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