

DECLARATION OF CRIMINAL CONVICTIONS

From the 28th May 2008, Causeway Coast and Glens Borough Council requires all persons applying for a Trading pitch on Council lands and anyone employed by the applicant in a position relating to trading, to have a Criminal Records Check carried out.

The organisation responsible for carrying out these checks is Access NI. Further information available from, Access N.I. on 9025 9100 or via their website, www.accessni.gov.uk.

Access NI is part of central government and operates under the provisions of Part V of the Police Act 1997

The Basic Disclosure clearance documentation is all that is required. It costs £26 and can be delivered in a two week period according to present Access NI Documentation. This is becoming standard practise with most local authorities.

Given that the implementation of this process is ongoing, to facilitate the transition period and to enable Council to issue the required permission you are requested to sign the declaration below.

However, where adequate time prevails to have the documentation in place, Access N.I. clearance documentation will be required prior to permissions to trade being authorised.

APPLICANT/EMPLOYEES DETAILS (delete as necessary)	
Mr / Mrs / Miss / Ms (delete as appropriate)	Date of Birth _____
Surname: _____	Forename: _____
Address: _____	Postcode: _____
_____	Tel No: _____

DECLARATION	
I understand that any information disclosed will be treated with the strictest confidence and will be taken into account only in relation to my licence application.	
I declare that I have no criminal convictions:	
Signature _____	Date: _____
<i>N.B. If as a result of a criminal record check you are deemed unsuitable to trade Council may revoke the licence and all trading must cease.</i>	

The employer is responsible for all employees and the completion of same for all persons employed to assist at your outlet.

Making a false declaration may debar you from trading at Council Events or being employed under such an agreement.