

## APPLICATION FOR GRANT OF STREET TRADING CONSENT

### - MOBILE STREET TRADING ONLY -

#### LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

**This application is for an individual mobile street trading consent. The consent permits trading at multiple locations in consent streets/areas\* for up to one year.**

Please consult the Policy to understand the requirements and conditions relating to this type of consent.

Please note that street trading is only permitted in consent areas/streets. A list of locations where street trading is prohibited in the Three Rivers District can be found in the Policy and on our website.

The application form must be submitted to the Licensing Authority at least 30 days before the first proposed trading date.

The application form must be fully completed and submitted with all the appropriate supporting documents. Incomplete applications will not be validated or processed. The Licensing Authority will return any incomplete or invalid applications to the applicant if a period of 1 month has passed without the application being validated.

The trader must display a copy of the consent whilst trading.

In the avoidance of doubt it is an offence to carry out street trading activities without a consent in place.

#### CHECKLIST

**Please read the below checklist carefully and ensure that ALL listed are submitted with your application.**

**Please note:** Applications will not be processed unless **ALL** required supporting documents and the fee is received. If an application is not validated in time to allow for the 28-day consultation period, then the application will be rejected, and you will not be permitted to trade on the proposed date(s)

<input type="checkbox"/>	The appropriate fee – <i>please see our website <a href="https://www.threerivers.gov.uk/services/licensing/licensing-fees">https://www.threerivers.gov.uk/services/licensing/licensing-fees</a></i> <i>Please call Customer Services on 01923 776611 to make payment</i>
<input type="checkbox"/>	One clear passport style photograph of applicant and of any employee(s) that will be working in the stall
<input type="checkbox"/>	DVLA driving licence
<input type="checkbox"/>	Evidence of right to reside and work in UK
<input type="checkbox"/>	Signed self-declaration relating to criminal convictions
<input type="checkbox"/>	Copies of the following documents relating to the vehicle which will be used for trading; <ul style="list-style-type: none"> <li>• V5C logbook</li> <li>• Valid insurance certificate</li> <li>• Valid MOT certificate</li> </ul>
<input type="checkbox"/>	Digital colour photographs showing the front, side and rear aspects of the vehicle/trailer that will be used for the street trading activity. Registration number must be visible.
<input type="checkbox"/>	Copies of the following official documentation if selling food/drink; <ul style="list-style-type: none"> <li>• valid food business registration certificate</li> <li>• written evidence from local authority of current food hygiene rating</li> </ul>
<input type="checkbox"/>	Clear copy of Public Liability Insurance certificate (minimum £2 million)

<input type="checkbox"/>	Evidence of waste disposal arrangements including copy of any trade/commercial waste removal contract, including oil if relevant.
<input type="checkbox"/>	Written consent from the landowner to use the proposed site location (see question 9)

What type of consent is being applied for (please tick):

☐ New

☐ Renewal – current consent expiry date: DD/MM/YYYY

**Part 1 – Personal details (licence will be held in the name of an individual and cannot be held in a company name)**

1. Full name of applicant *(must be individual)*

2. Home address *(including postcode)*

3. Date of birth

4. Contact telephone number

5. Email address

6. Trading name, address and registration number of business *(if any)*

**Part 2 – Details of trading activity**

7. **Proposed trading locations** *Please give details by providing a list of all streets/areas in which you wish to trade. If you wish to trade in all consent areas in district please state 'whole of district'*

8. **Proposed trading dates and times**

*Please specify the start and end time (in 24hr clock) for each day that you propose to trade on (leave timings blank on days that you do not wish to trade on)*

Proposed start date: DD/MM/YYYY

MONDAY	<u>      </u> : <u>      </u> to <u>      </u> : <u>      </u>
TUESDAY	<u>      </u> : <u>      </u> to <u>      </u> : <u>      </u>
WEDNESDAY	<u>      </u> : <u>      </u> to <u>      </u> : <u>      </u>
THURSDAY	<u>      </u> : <u>      </u> to <u>      </u> : <u>      </u>
FRIDAY	<u>      </u> : <u>      </u> to <u>      </u> : <u>      </u>
SATURDAY	<u>      </u> : <u>      </u> to <u>      </u> : <u>      </u>
SUNDAY	<u>      </u> : <u>      </u> to <u>      </u> : <u>      </u>

**9. List the things that you wish to sell**

*Please provide a list of all articles to be sold*

**10. Sale of food and/or drinks**

**a) Name of the Local Authority where your business is registered:**

**b) Give details of Food Hygiene training for you and any staff** *(please continue on page 6 if necessary)*

**Name:**

**Qualification:**

**Date achieved:**

**Name:**

**Qualification:**

**Date achieved:**

**c) State the type of food(s) to be sold**

**d) State the types of drink(s) to be sold**

**11. Details of vehicle you intend to trade from**

*Please supply all the required documents relating to the vehicle as listed in the checklist*

**Registration of vehicle:**

**Make:**

**Model:**

**12. Where is the vehicle is parked when not trading?**

*The stall needs to be removed from site after each day's trading. Please provide proof of landowner's permission for stall to remain on site if this has been given*

**13. What are the arrangements for the setting up and taking down of the stall(s). Give full details, including where vehicles are to be unloaded/loaded and what land has to be crossed:**

**14. What arrangements will be made for the collection of any litter or other rubbish in the area generating from your stall?**

**15. Will there be any employees/assistants working in the vehicle?**

Yes ☐ No ☐

**If YES then please provide on a separate document the following for each individual:**

- full name
- date of birth
- colour passport style photo

**16. Have you traded in Three Rivers district before?**

Yes ☐ No ☐

**If yes please give details**

**17. Have you ever been granted a street trading consent/licence in any other district?**

Yes ☐ No ☐

**If yes please give details including name of licensing authority and dates consent/licence held**

### **Part 3 – Declaration and signature**

**Please ensure that you have completed the application form fully before submission, included all the required supporting documents as listed in the checklist, paid the relevant fee and that you have read and understood the street trading conditions including the list of prohibited and consent streets.**

**Please tick to confirm the following:**

- ☐ I hereby make an application to Three Rivers District Council for the grant of a street trading consent, subject to any legislation, statutes, regulations, policies, byelaws, and conditions relating to the same for the time being in force.
- ☐ I declare that I have checked the information on this application and, to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to make a false statement knowingly or recklessly, or to omit material information, and that I could be prosecuted for such an offence, and any consent issued revoked.
- ☐ I declare that I have supplied all of the supporting documentation listed in the above checklist and in the Policy.
- ☐ I understand that I must undertake to comply with all relevant legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.

**Signature:**

**Applicant name:**

**Dated:**

*The information you provide on this form will be used by Three Rivers District Council for licensing purposes.*

*We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.*

**Please use this page for further information**