



APPLICATION FOR GRANT OF OCCASIONAL STREET TRADING CONSENT (valid for up to 30 consecutive days)

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

Please be aware that this application form is for individuals to apply for a street trading consent which if granted would be valid for a period of up to 30 consecutive days.

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.

A valid application must be submitted to the Licensing Authority at least 30 days before the first proposed trading date. This includes a fully completed application form, along with all the appropriate supporting documents and fee.

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 at 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</i> https://www.threerivers.gov.uk/services/licensing/licensing-fees <i>Please call Customer Services on 01923 776611 to make payment</i>
<input type="checkbox"/>	One clear passport style photograph
<input type="checkbox"/>	Signed self-declaration relating to criminal convictions
<input type="checkbox"/>	Evidence of right to reside and work in UK
<input type="checkbox"/>	A clear map/plan showing the precise location where the trading will take place
<input type="checkbox"/>	Copies of the following official documentation if selling food/drink; <ul style="list-style-type: none">• valid food business registration certificate• written evidence from local authority of current food hygiene rating• valid LA2003 licence if selling alcohol/providing late night refreshment
<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)

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 of business *(if any)*

Part 2 – Details of trading activity

7. Proposed location of trading

Please provide exact location - full address or if no address please provide co-ordinates or [What3Words](#) location. Please also provide a plan

8. Please confirm who owns the land on which you are intending to trade on?

For example, details of private landowner or Highways Authority

9. If land is privately owned, do you have written authority from the landowner?

Yes ☐ No ☐

If NO - written authority must be provided with your application therefore if your answer is no then we will not be able to process your application.

If YES – please provide the written consent including contact details for the landowner (must include a contact telephone number)

10. Proposed trading dates and times

Please specify the dates that you wish to trade on, in the format DD/MM/YYYY. Please note that the start date must take into account the 28 day consultation period.

Please specify timings (in 24hr clock) for the dates that you wish to trade on.

TRADING DATES

(up to 30 consecutive days)

TIMINGS

11. Describe the structure from which you intend to sell goods from and give approximate size of structure

Length

Width

Height

12. List the things that you wish to sell (e.g. fruit, plants/flowers, food/drinks, jewellery, clothing, homewares, toys, etc. Please give as much detail as possible)

13. 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 5 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

(if alcohol is to be sold please see next question)

14. Will alcohol be sold?

Yes ☐ No ☐

If yes you will need provide a copy of your licence(s) e.g. temporary event notice. The licence must be displayed at the stall along with appropriate age-restriction signage.

15. 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:

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

17. Have you traded in Three Rivers district before?

Yes ☐ No ☐

If yes please give details

18. 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