**STREET TRADING CONSENT CHECKLIST**

Applicants should read our street trading policy and the guidance on this form before making an application, see [www.southoxon.gov.uk/licensing/street-trading/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/street-trading/). You may also find the following checklist useful.

|  |  |
| --- | --- |
| **All applicants must provide the following** | |
| Application form fully completed and declaration signed |  |
| Public liability and indemnity insurance: minimum £5m cover |  |
| Current photographs of stall or vehicle |  |
| Valid/current electrical safety certificate (including external generators if used) |  |
| Valid/current gas safety certificate – if appropriate (completed by a competent gas safety engineer qualified for commercial units) |  |
| Fee: £517 payable annually for issue of consent |  |
| Right to work document (see [www.gov.uk/prove-right-to-work](http://www.gov.uk/prove-right-to-work)) |  |
| Basic DBS dated within one month (see [www.gov.uk/request-copy-criminal-record](https://www.gov.uk/request-copy-criminal-record)) |  |
| **New applicants will also need to provide the following** | |
| Food businesses only: Food hygiene certificate to Level 2 |  |
| Written permission from landowner (not mobile traders or pitches on public highway) |  |
| Planning permission or written confirmation of exemption from requirement (not mobile traders) |  |
| Map 1:2500 scale showing proposed location and 100m radius (mobile traders should provide a suitable map with a line around the proposed trading area) |  |
| **New applicants and those wishing to change details on their existing consent** | |
| Consultation fee: £388. This is non-refundable and is payable where consultation is required in respect of a change of details and for all new applicants. NB this does not apply to mobile traders. |  |
| **Special temporary consent applicants only need to provide the following** | |
| Application form fully completed and declaration signed |  |
| Public liability and indemnity insurance: minimum £5m cover |  |
| Fee: £100 |  |
| Right to work document (see [www.gov.uk/prove-right-to-work](http://www.gov.uk/prove-right-to-work)) |  |
| Basic DBS dated within one month (see [www.gov.uk/request-copy-criminal-record](https://www.gov.uk/request-copy-criminal-record)) |  |
| Written permission from landowner |  |
| Map 1:2500 scale showing proposed location and 100m radius |  |

**GUIDANCE FOR STREET TRADING CONSENT**

**APPLICATIONS**

**Applying for a street trading consent**

You must always use the most up to date version of this form, which is available on our website at [www.southoxon.gov.uk/licensing/street-trading/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/street-trading/). Before you submit an application, you must read our street trading policy, which is also available on the website.

It is important that you fill in the application form as accurately and as fully as possible and that you read and fully understand the declarations before signing them. If there are any parts of the form that you do not understand you should contact the licensing team for advice.

**New applicants**

New applicants may choose to defer paying the annual consent fee until the end of the consultation period. However please note that we will not issue a consent until this fee has been paid. You may prefer to pay the whole fee upfront, and if objections are received and a decision made not to grant the consent, the annual consent fee would be refunded.

**Renewing your consent**

Although we will make every effort to send you a reminder before your consent expires, it is your responsibility to ensure you make an application to renew your consent before its expiry. We recommend you apply to renew your consent at least one month before the expiry date. If your consent expires, you will not be able to trade until you receive a new consent.

**Special temporary events**

For special temporary events, such as a Christmas fayre, the councils may issue special temporary event consents at a reduced fee of £100. It is not expected that such events would last longer than 72 hours, or occur more frequently than once in any four week period. The consent can cover a series of dates across a period of up to 12 months; please write the dates into section 9 if you wish to do this. You should complete the application form to the best of your ability but it is noted that details for sections 5, 6 and 8 may be limited or not available at all.

Applications for special temporary events should be made in the same way as any new application, at least 28 days prior to the special temporary event. The consent will be issued to a named individual who will be responsible for compliance with the conditions of the consent. The consent holder will be required to keep records of all traders that operate under their consent including the date, trading location, trader name and company name, address, vehicle registration, contact numbers and a summary of the type of items being offered for sale. The consent holder should also note details of the trader’s liability insurance and check that any food businesses are registered with their local authority and should satisfy themselves that the trader has current gas and electrical safety certificates as appropriate.

Applicants for special temporary events will not be required to display a public notice during the consultation period.

**Change of trading hours**

You may also use this form to apply for a variation to your consent to change your trading days and/or hours. You must not trade outside of the days and hours detailed on your consent. If you are looking to vary the days and/or hours at the same time as a renewal, please tick both the relevant boxes in Section 1 of the application form and ensure you pay both the consent fee and consultation fee. We will process the renewal and variation applications separately, unless there is sufficient time before the expiry date to do both.

For other types of changes to your consent, such as changing items sold or changing your vehicle, please contact us with the details so we can advise accordingly.

**Locations and mobile traders**

For normal trading pitches, each location will require a separate application and fee. Please note that it is a standard condition that the consent holder must be the principal operator and have day-to-day control of the trading vehicle or stall. If you already hold any other street trading consents with this authority, you will need to provide details of how you propose to comply with this condition.

Mobile traders (such as ice cream vans) must move from location to location and should not remain in any one location for more than 20 minutes. In Section 4 of the application form, you should detail the areas you will visit on each day. Mobile traders do not need to pay the consultation fee.

If you wish to trade from multiple sites, please write these into section 4 of the application form. You can request a list of authorised sites from us by email. While you will still need landowner permission to trade at these sites and you will need to coordinate with them to ensure no clashes, no consultation will be required for the times and days listed. Any consent issued will be subject to the site-specific conditions as listed on the document. Any new sites not already on the list will require a consultation process and the associated fee.

**Environmental sustainability**

Applicants are encouraged to refer to the council’s [Re-thinking Waste webpage](http://www.southandvale.gov.uk/rethinkingwaste/) and apply the principles of the Waste Hierarchy when considering their operations. For guidance on takeaway food and drinks packaging see [www.citytosea.org.uk/takeaway-packaging-guidance/](http://www.citytosea.org.uk/takeaway-packaging-guidance/).

**Consultations**

There is a 28 day consultation period for new and variation applications. Please do not contact us to chase up your consent during this time. We will contact you at the end of the consultation period to confirm if any objections were received and the next steps if this is the case. Please note that the consultation fee is non-refundable, including cases where a consent is refused.

It is the applicant’s responsibility to place a laminated public notice at the proposed site for all consultations. When we validate your application we will send you full details, including the requirement to send us photos of the notice on display, and the consultation end date. You can find the template notice at [www.southoxon.gov.uk/licensing/street-trading/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/street-trading/).The notice must include clear details of the days and times that you wish to trade at the location and it must be displayed prominently at the proposed consent location where it can be conveniently read by anyone passing for the whole consultation period. Applicants are responsible for ensuring the notice remains in place and are advised to carry out regular checks. Any failure to properly advertise the application may result in the consultation period being extended accordingly.

**Sale of hot food or drink after 23:00 (11:00pm)**

If you wish to sell hot food or drink between 23:00 and 05:00, you must have a premises licence which authorises late night refreshment to cover the proposed trading hours. Please see [www.southoxon.gov.uk/licensing/apply-for-a-new-premises-licence/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/alcohol-and-entertainment-licences/premises-licences-for-alcohol-and-entertainment/apply-for-a-new-premises-licence/) for more information on this.

**Licensing, South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE**

**Telephone**: 01235 422556

**Email:** [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk)

**Website**: [www.southoxon.gov.uk/licensing/street-trading/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/street-trading/)

**APPLICATION FOR A STREET TRADING CONSENT**

## Local Government (Miscellaneous Provisions) Act 1982

**Please read the council’s street trading policy and the guidance on the previous pages before completing this application form.**

|  |  |
| --- | --- |
| Section 1: Application type | |
| Application for new consent | Application for renewal of an existing consent |
| Application to vary consent | Special temporary consent |

|  |  |  |
| --- | --- | --- |
| Section 2: Applicant details | | |
| Surname: | | Mr / Mrs / Miss / Ms / Other: |
| First names (in full): | | |
| Permanent address: | | |
|  | | |
| Date of birth: | Place of birth: | |
| National Insurance Number: | | | |
| Home or business phone number: | | |
| Mobile phone number: | | |
| Email address: | | |

NB If you change any of your contact details, you MUST inform us

|  |
| --- |
| Section 3: Trading details |
| Trading name: |
| What do you want to sell? |
| Address of proposed pitch: (mobile traders or multiple site applications should just write ‘mobile’ or ‘multiple’ here and detail the locations you propose to trade at/around by each day in section 4) |
| Description of location including exact position of vehicle/stall: |
| Name of landowner and contact details: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 4: Days and hours of operation** | | | | | | | |
| Please use 24 hour clock, e.g. 10:00 to 20:00 | | | | | | | |
|  | **Mon** | **Tues** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **Start** | : | : | : | : | : | : | : |
| **Finish** | : | : | : | : | : | : | : |

For mobile traders OR multiple site applications, please confirm trading location(s) on each day:

|  |  |
| --- | --- |
| **Day** | **Location(s)** |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |
| Sunday |  |

|  |
| --- |
| Section 5: Vehicle/stall/trailer details (If applicable) |
| Registration number: |
| Make and model: |
| Colour: |
| Description of stall/trailer/trading vehicle: |
| Details of any towing vehicle: |
| Address vehicle/stall/trailer kept at: |

|  |
| --- |
| Section 6: Food business details (if applicable) |
| Detail of food safety qualification: |
| Registered address of food business: |
| Local authority where food business is registered: |
| Please give any trading name you may use: |

|  |  |  |
| --- | --- | --- |
| Section 7: Other street trading consents | | |
| Do you hold or have you ever held a street trading consent issued by any Licensing Authority (including South Oxfordshire District Council)? | | Yes  No |
| If YES, please list the authorities you have been licensed by and the dates: | | |
| Licensing authority | Dates | |
|  |  | |
| Have you ever had an application for a street trading consent refused, revoked or suspended by any Licensing Authority (including South Oxfordshire District Council)? | | Yes  No |
| If YES, please give details below: (please include dates and name of authority) | | |
| Licensing authority | Dates | |
|  |  | |

|  |  |
| --- | --- |
| Section 8: Environmental sustainability | |
| Do you use any single-use plastics to serve food or drink to customers? | Yes  No |
| If yes, please detail the reason why these are used rather than biodegradable materials:  NB Consents for traders utilising any single-use plastics will only be granted where the applicant can demonstrate there is a justified reason for their use | |
| Please detail how you minimise waste: | |
| What arrangements do you have for recycling and waste disposal? | |
| Do you have a deposit return scheme or a discount scheme where customers can provide reuseable containers/cups? | Yes  No |
| Do you have any further comments about how you have considered environmental sustainability, such as sourcing of food and drink or energy use? *(please continue on a separate sheet if you require more space)* | |

|  |
| --- |
| Section 9: Additional information |
| Are there any other factors / information that you wish the council to take into consideration when determining your application? *(please continue on a separate sheet if you require more space)* |
|  |

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| --- |
| Declaration |
| I confirm that the information given by me in this application is correct and true to the best of my knowledge and belief. I understand that if I make a false statement or omit any relevant information when making this application that I may be committing an offence for which I could be prosecuted, and any consent issued may be revoked.  I have read and completed this application myself and I have read and understand the council’s street trading policy and conditions.  I will inform South Oxfordshire District Council of any changes to my circumstances that may affect my application which occur during the application period.  I have read and understood the privacy notice for licence holders and applicants at [www.southoxon.gov.uk/licensing/street-trading/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/street-trading/). I understand that any of the information provided with my application may be disclosed to other agencies such as the Police where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence, or to bodies responsible for auditing and administering public funds for the prevention and detection of fraud.  I understand that the council may request additional information or documentation as appropriate in order to consider the application.  I understand that it is an offence to carry on the business of street trading without first being granted a consent. If granted a consent, I declare that I will comply with such Acts, byelaws and conditions as are in force in the District.  **SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |