

Street Trading Consent Application

This application is for a street trading consent where traders and/or organisers are looking to make a commercial profit. The consent permits trading on a consent street for six months, one year, or for a one-off event.

There are fees to be paid for these consents. Details of the current fees are available at <https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading>

If you are applying for a one-off event that is designed to provide support for the local community or a charity, then no fee is payable.

Swale Borough Council (SBC) is committed to protecting the privacy and security of your personal information. As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (GDPR). Any personal information you provide within this form will be used solely in connection to your Street Trading Consent Application.

The lawful basis which enables the Council to process your data for this purpose is: Public interest under Article 6, paragraph (e) of the UK GDPR and Schedule 1, part 1, paragraphs 10 and 11 of the Data Protection Act.

Information provided will be kept in accordance with the Council's retention and disposal guidelines, will only be shared with other departments within the Council and statutory organisations in relation to necessary enquiries regarding your application or where there is a legal requirement for us to do so.

As a data subject you have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information please visit the privacy pages on the Council's website at www.swale.gov.uk or contact the data protection officer by emailing dataprotectionofficer@swale.gov.uk.

Applicant Details	
Title	
Full Name	
Date of Birth (dd/mm/yyyy)	
National Insurance Number	
Home Address (Registered Address in the case of a limited company)	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

Have you or an officer of the limited company ever had a consent refused or revoked by Swale BC or any other local authority?	
If yes, provide full details of dates and reasons – you may attach the notice of decision if easier.	
Have you been convicted of any of the following offences: Violence Dishonesty/theft/handling/burglary Consumer protection or fair trading Public health or food hygiene contraventions	If yes please specify details giving date, place of conviction and sentence imposed:

Location of Trading

Are you applying for a fixed location or locations?

You will always be trading from the same location (or locations depending on the day and / or time)

Are you applying for a mobile consent?

e.g. Ice Cream Van, which will stop to trade in a location for a short time, then move on.

Fixed Trading Location

Street(s)	
Town(s)	
Precise Description of Location(s) (e.g. outside no. 175) <i>(provide a map with the location clearly indicated)</i>	

Mobile Consent

List any streets you wish to trade from, with a covering letter detailing how your operation will benefit the local residents and businesses.	
List all Towns / Villages you wish to trade from.	

Trading Period

Are you applying for a one-year consent?

This includes trading one day a week throughout the year

Are you applying for a six month consent? <i>This includes trading one day a week throughout the six months</i>	<input type="checkbox"/>
Are you applying for a temporary consent? <i>i.e. . one-off consent</i>	<input type="checkbox"/>
Are you applying for a one-off charity event? <i>If so, no fee is payable</i>	<input type="checkbox"/>
Are you applying for a one-off commercial event? <i>E.g. Festivals, Carnivals where stall holders make a profit</i>	<input type="checkbox"/>
Are you applying for consent to authorise a number of other traders, <i>If so, you will need to complete Appendix 1</i>	<input type="checkbox"/>

Proposed Trading Period <i>Specify the dates of start and end for the consent, please note this cannot exceed one year.</i>		to	
Proposed Trading Days <i>Specify the days of the week you will be trading. E.g. Monday to Friday or Friday, Saturday and Sunday every week.</i> <i>If you are only trading on specific days, state the day of the week and the date. E.g. Tuesday 7 May 2021.</i>			
Proposed Trading Times <i>Specify the exact times of trading and on what days in 24hr clock format.</i> <i>Please note that any parking restrictions in place must be complied with at all times.</i>		From	To
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

Business Details	
Name of Trading Business	
Registered Address of Business	
Is your business trading in food?	
If yes, which Local Authority is your business registered with, and what is your current Food Hygiene Rating	

<p>Articles to be traded (full description)</p>	
<p>Do you intend to sell hot food or drinks? (warmed up above ambient temperature after 11 pm or before 5 am)</p>	<p>If you say YES you will need to also provided evidence of your authorisation under the Licensing Act 2003.</p>
<p>Do you intend to sell or supply alcohol?</p>	<p>If you say YES you will need to also provided evidence of your authorisation under the Licensing Act 2003.</p>
<p>Dimensions and Nature of Trading Stall(s) e.g. Gazebo, Trailer, Catering Van (full description and approximate dimensions of each type of stall, accompanied by colour photographs of the front, sides and back of each stall)</p>	
<p>Where is the stall stored when not trading? (The stall needs to be removed after each day's trading. If not stored at the registered business address you will need to provide proof of landowner's permission)</p>	
<p>Please give the vehicle registration number for each vehicle you intend to trade from, and the name of the registered keeper. You will need to supply a copy of the V5C and current MOT certificate (if required) for each vehicle.</p>	

Tick off each of the following required documents you are submitting with this application form.	
The full fee – paid by calling 01795 417286 or online https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading/apply-and-pay#h2	
Proof of Public Liability Insurance (NEW Applications and RENEWALS)	
Plan, showing precise location of intended trading location(s) (NEW Applications only)	
Proof of consent from landowner(s) for trading and storage locations (NEW Applications only)	
Proof of Planning Permission(s) (if intending to trade for more than 28 days in a year) (NEW Applications only)	
Proof of registration as a food business, if selling food and drink (NEW Applications only)	
Photographic Proof of Identity & RTW (passport or residence permit) if not a limited company (NEW Applications only)	
Clear electronic passport style photograph of the applicant if not a limited company and if the applicant is unable to supply photographic proof of identity & RTW (NEW Applications and RENEWALS)	
A Basic Disclosure Certificate (Dated within the last 9 months) for the applicant (or each company officer as named on Companies' House if a limited company) (NEW Applications and RENEWALS)	
Colour photographs of front, side and back of stall, van, cart etc. (NEW Applications only)	
A copy of your trade waste contract/agreement if applicable (NEW Applications only)	
Authorisation under the Licensing Act 2003, if providing late night refreshment or selling alcohol (Where appropriate)	
A copy of the V5C for each vehicle you plan to use, showing you as the registered keeper (NEW Applications and where there is a change of vehicle for RENEWALS)	
A copy of the current MOT certificate for each vehicle, unless the vehicle is less than 3 years old (NEW Applications and where there is a change of vehicle for RENEWALS)	

Declaration and Signature

I hereby make an application to Swale Borough Council for the grant of a Street Trading Consent, subject to the 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 knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any consent issued revoked.

I declare that I have supplied all the appropriate supporting documentation listed in the above checklist, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the consent, if applicable.

I understand that I must undertake to comply with the legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.

NAME	CAPACITY OF SIGNATORY
SIGNATURE	DATE

NOTES

General Information

For **new** applications you cannot trade until you have been issued with a consent. **All** applications are subject to a 28 day consultation period.

A successful Applicant will be known as a consent holder. It is the responsibility of the consent holder to ensure that appropriate planning for the event or stall is undertaken. This includes having all the appropriate permissions in place. Where necessary the applicant must apply and pay for these separately. The Licensing Team may request proof of these permissions before the issue of a consent.

The Consent Holder/Applicant is responsible for ensuring that there is no obstruction or safety in the street, nuisance or annoyance caused and that there is compliance with all relevant legislation. Failure to ensure compliance with the above and the street trading consent conditions may mean the consent will be withdrawn, the consent holder/applicant may be refused a future consent or the consent holder/applicant may be prosecuted.

DBS Applications can be made online <https://www.gov.uk/request-copy-criminal-record>