

**Application to the Hertsmere Borough Council for a Street Trading Consent pursuant to the Local Government (Miscellaneous Provisions) Act 1982 and the adopted Policy of the Council.**

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| **APPLICANT** |
| **TRADING NAME** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Full Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Home Address |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Post Code |  |  |  |  |  |  |  |  |  |  |  |  | Date of Birth |  |  |  |  |  |  |  |  |
| Telephone No.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E-mail address |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Have you been known by any other names?  |  | YES |  |  | NO |  |
| If yes, please state: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **STREET TRADING ACTIVITY** |
| Trading Type: | Fixed Location □ Mobile □  |
| What article(s) do you sell: | Food □ Drinks □ Ice Cream □ Confectionary □ Flowers □ Second hand goods/Antiques □ Handmade crafts □ Clothing □ Household goods □ Novelty items/ Souvenirs □ Other □  |
| Please provide further details:  |  |
| Will you sell any age restricted products? |  |
| Were you trading in the borough immediately prior to 1 January 2023? YES □ NO □ |

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| **PROPOSED TRADING TIMES** |
| **Start date:** As soon as possible□ or Specific Date:  |  |  |  |  |  |  |  |  |
| Duration: | 1 year □ 6 monthly □ 1 month □ 1 day □ |
| Trading times | Period 1(i.e. morning) | Period 2(i.e. afternoon) | Period 3(i.e. evening) |
| Day | h | h | m | m | - | h | h | m | m |  | h | h | m | m | - | h | h | m | m |  | h | h | m | m | - | h | h | m | m |
| Monday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Alternative timings****(i.e. seasonal changes)** |  |

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| **STREET TRADING ACTIVITY – LOCATION (FIXED)** |
| If you wish to trade from a fixed specific spot or pitch please complete the details below.  |
| Trading Location |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Address, description |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| or OS grid reference |  |  |  |  |  |  |  |  |  |  |  |  |  | Post Code |  |  |  |
| Is this location: Public land or public highway □ Council owned land or park □ Private land □  |
| Is the above on, or within 5 metres of, a road with a speed limit of above 30mph? | YES □ NO □ |
| Were you trading at this location prior to 1 January 2023? YES □ NO □ |
| Please describe the nature of the area in which the above location is:High Street □ Industrial or commercial area □ A layby □ A car park or parking space □ Shopping area □ Service station/garage/rest stop □ Retail, commercial or Leisure premises □  |
| Do you have permission of the landowner to trade from this location? YES □ NO □ |
| Do you, or anyone else, restrict public access to this location? YES □ NO □ |
| Do your customers have to pay a separate fee to another person to enter onto the land? YES □ NO □ |
| Are you open to all members of the public? YES □ NO □ |
| Does/will any other person work with you or for you in the street trading activity? YES □ NO □ |

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| **VEHICLE, UNIT, VESSELS, STALLS ETC AT FIXED LOCATIONS** |
| If you wish to place anything on the land as part of your trading activity, such as a vehicle, catering unit, stall etc. you must provide us with the details of what it is and the dimensions in the box below. |
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| Will you leave your vehicle, vessel, stall etc. at the proposed location? |  YES □ No □  |
| If the above vehicle is a motor vehicle please complete the following: |
| Vehicle Reg.  |  | Is the vehicle exempt from needing an MOT? □  |
| Date of Last MOT |  | Is the vehicle taxed? □ Is the vehicle insured? □ |
| Do you own the vehicle? |  YES □ No □  |
| Will you place tables/chairs etc. at the location for use by your customers? |  YES □ No □  |
| If yes to the above, please provide details: |
| Do you intend to display any third party advertisements on the vehicle, vessel, stall etc.?  | YES □ No □  |
| If yes please provide details: |

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| Will any other person engage in a street trading activity at this location with you (i.e. partner, employee etc.) |  YES □ NO □ |

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| **STREET TRADING ACTIVITY – LOCATION (MOBILE)** |
| If you wish to be able to trade on any street in the borough by driving around (such as an ice cream van) please provide us with a general description of the locations or routes that you will visit.  |
| Routes |  |
| A condition will normally be imposed that you cannot trade for more than 20 minutes in anyone 100 metre part of any street on anyone day.  |
| Is there any place or location where you would like to trade for a longer period? YES □ NO □ |
| If yes please provide further details: |
| Do you intend to access and trade from any: Council owned land or park □ Private land □  |
| If yes, please provide details: |
| Do you intend to park or trade at or near any school or place frequented by children? |  YES □ NO □ |
| Please detail all schools that you will trade at and any proposed times: |
| Will you use chimes to notify the public of your presence? YES □ NO □ |
| Are you aware of the Ice Cream Chimes code of practice issued by the Government? YES □ NO □ |
| If granted a consent by the Council you will only be permitted to park and wait in any place or street where it is lawful for any road vehicle to park and wait. The granting of a consent will not override any existing national or local road traffic regulations. |

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| **DETAIL OF VEHICLE TO BE USED** |
| Type of Vehicle | Ice cream or catering van □ Other vehicle □ Bicycle □ No vehicle (on foot) □ |
| Vehicle Reg.  |  | Is the vehicle exempt from needing an MOT? □  |
| Date of Last MOT  |  | Is the vehicle taxed? □ Is the vehicle insured? □ |
| Do you own the vehicle?  | YES □ NO □ |

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| **DRIVING LICENCE DETAILS** |
| You will need to provide your driving licence details and DVLA SHARED DRIVING LICENCE CODE. You can obtain this here: <https://www.gov.uk/view-driving-licence> please enter it below: |
| **Driving Licence No.**  |  |
| **DVLA SHARE CODE** |  |  |  |  |  |  |  |  |  |

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| Will any other person drive the vehicle for the purposes of street trading? |  YES □ NO □ |
| **YOUR OPERATING PROCESSES AND PRACTICES** |
| In order to be given consent by the Council we, and other authorities, need to be satisfied that you will operate safely. You are therefore asked to complete this part of the application with as much detail as you are able to. |

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| **PUBLIC PROTECTION** |
| The siting of your business and any vehicle, vessel, stall etc. must not to cause any risk or nuisance to the public. Please confirm that you have considered the safety and suitability of your:  |
| Proposed location □ Any power source used □ | Vehicle, vessel, stall etc. □Waste /litter facilities □ | Customer seating area □ Fire safety equipment □ |
| Please also confirm that you have considered, and (if necessary) taken steps to ensure that your activity will not endanger, inconvenience or cause nuisance to any of the following? |
| Traffic and other road users □ Emergency vehicles □ | Pedestrians □Near-by residential properties □ | Other businesses □ Those accessing property □ |
| You will be required to submit your risk assessments with this application. If you do not indicate that you have considered any of the above you may, if it is relevant, be asked to provide further information ensuring that all risks have been covered.  |
| Wil you play any form of music (i.e. radio) from your vehicle, vessel or stall for the entertainment of customers? | YES □ NO □ |
| Wil you display any form of lighting or lit signs to attract customers? | YES □ NO □ |
| Will you provide your own bin for customer refuse?  | YES □ NO □ |
| Do you have a commercial waste contract?  | YES □ NO □ |
| What do you do with all waste at the end of each day’s trading? |

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| **POWER SOURCE (I.E. GENERATOR, GAS ETC.)** |
| Will you use any form of power source in order to facilitate your trading? | YES □ NO □ |
| What power source will you use:Liquid Petroleum □ Gas Petrol or diesel generator □ Vehicle battery □ Mains electric □ Other □  |
| Please provide further details about your power source: |
| Is this power source maintained by you in line with the manufacturer’s instructions?  | YES □ NO □ | Manufacturer: |
| When was your power source last inspected, serviced or tested? |  |
| Do you hold appropriate certification confirming the safety of any power source used?  | YES □ No □  | Is this enclosed with this application? □ |
| Will you use any of the following to cook with:Wood burning □ Charcoal □ Naked Flame □ Fat fryer □ Toaster □ |

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| **FOOD HYGIENE PROCEDURES**  |
| What type of food and drink will you sell: |
| Food cooked at home □ Food cooked on site □ Pre-packaged food/drink □ Confectionary □Drinks only (made to order) □ Alcohol □ Fresh grown produce □ Raw meat □ Cheese/Dairy □ Any other food sold requiring cooking or other preparation by customer before consumption □  |
| Are you registered as a food business? | YES □ NO □ | Which authority you are registered with: |  |
| What is your food hygiene rating? |  | Do you display allergen information? | YES □ NO □ |
| Do all staff have a level 2 qualification in food hygiene? YES □ NO □ |
| Does any person have a level 3 qualification in food hygiene? |  YES □ NO □ |
| Please explain what access you have to fresh potable water whilst trading: |  |
| Where is food kept during trading? |  |
| Where is food kept overnight? |  |
| Where is food purchased from? |  |
| Do you make use of a refrigerator during trading? YES □ NO □ |
| Do you make use of a freezer during trading? YES □ NO □ |
| What process do you under take to ensure there is no cross contamination of allergens: |
| What processes do you have in pace to ensure that good hygiene standards are maintained when preparing and selling food? |

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| **ENVIRONMENTALLY FRIENDLY PRACTICES:** |
| Do you sell articles in single use containers/cartons? YES □ NO □ |
| Do you sell articles in or provide articles with any of the following: | Plastic bags □ plastic containers □ Polystyrene containers □ Styrofoam containers □ Tin foil □ Condiment packets □ Straws □ Plastic cutlery □ Cardboard paper /packaging □ Plastic Lids □ |
| What steps do you take as part of your business to prevent harm to the environment? |  |

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| **YOUR CRIMINAL RECORD**  |
| You must provide us a copy of your basic disclosure. Please confirm this is enclosed □ |
| To the best of your knowledge are you currently under investigation, or on police bail, for any criminal offence?  | YES □ NO □ |

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| **YOUR RIGHT TO WORK AND TAX** |
| The Council has a duty to prevent person working unlawfully in the UK, as such, although we are not your employer, we must establish that you have the right to work in the UK. You can provide this by obtaining a share code from the government website: <https://www.gov.uk/prove-right-to-work>  |
| **RIGHT TO WORK SHARE CODE** |  |  |  |  |  |  |  |  |
| IF you are unable to provide a right to work share code you may provide one of the following:Birth Certificate □ Passport □ National identity card □ Biometric residence permit □ |
| Can you confirm that you are registered to pay tax to His Majesty’s Revenue and Customers (HMRC)? | YES □ NO □ |
| If you wish for us to notify the HMRC that you are trading as a business please tick here: □ |

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| **OTHER WORKERS AND EMPLOYEES 1** |
| If you have indicated that any other person is working alongside you please provide the following details |
| Full Name |  | Date of Birth |
| Home Address |  |
|  | Post Code: |
| You must provide us a copy of your basic disclosure. Please confirm this is enclosed □ |
| To the best of your knowledge are you currently under investigation, or on police bail, for any criminal offence?  | YES □ NO □ |
| If they will also drive the vehicle that trading activity will be conducted from please provide: |
| Driving Licence No.  |  |
| DVLA SHARE CODE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **OTHER WORKERS AND EMPLOYEES 2** |
| If you have indicated that any other person is working alongside you please provide the following details |
| Full Name |  | Date of Birth |
| Home Address |  |
|  | Post Code: |
| You must provide us a copy of your basic disclosure. Please confirm this is enclosed □ |
| To the best of your knowledge are you currently under investigation, or on police bail, for any criminal offence?  | YES □ NO □ |
| If they will also drive the vehicle that trading activity will be conducted from please provide: |
| Driving Licence No.  |  |
| DVLA SHARE CODE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please continue on a separate sheet if you have more than 2 people who will work alongside you.

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| **ADVERTISEMENT OF THE APPLICATION** |
| If your application is for a fixed location you will be provided with consultation notices by the Council within 5 working days. These must be displayed by you as instructed by the Council to let people know of your application. Please confirm that you understand your responsibility to do this by ticking this box: □ |

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| **APPLICATION FEE** |
| The fee due is based on the type of consent required and the duration. The fee is split in 2 parts. Part A is for the administration of the application and must be paid at the time of application. Part B is for the regulation of consent holder and due upon the grant of the consent if the application is successful. If an application is not granted there is no refund to the Part A fee.  |
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| Location | 12 months 🞎 | 6 months 🞎 | 1 month🞎 | 1 day🞎 |
|  | Part A | Part B | Part A | Part B | Part A | Part B | Part A | Part B |
| Fixed – High St, commercial area 🞎 | £190 | £223 | £190 | £112 | £142 | £19 | £100 | £0 |
| Fixed – General 🞎 | £155 | £140 | £155 | £70 | £106 | £12 | £100 | £0 |
| Mobile 🞎 | £98 | £130 | £98 | £65 | £98 | £11 | £98 | £0 |

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| **Amount paid: Receipt number:** |

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| **DECLARATION** |
| I, the above stated applicant and undersigned declare the information that I have provided is true and correct. I understand that if I have knowingly or recklessly made a false statement or omitted any relevant information I may be prosecuted, my application refused or any consent granted may be suspended or revoked. I consent to the Council making and keeping copies of all documents provided by me now or in the future in order to determine my application, to ensure compliance with any condition or term of that consent and to ensure that I remain eligible to hold any consent granted. I understand that I will commit a criminal offence if I trade without a consent or not in compliance with any consent granted to me, or condition imposed, as based on the information given on this form. I agree to pay and be liable for payment of the Council’s set fee as published. I am aware that the Council’s policy and privacy notices are available on the Council’s website or from the Licensing Team. |
| **Signed: Dated:** |
| **Print Name:** |

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| **PRIVACY STATEMENT** |
| Hertsmere Borough Council is a Data Controller under the Data Protection Act 2018 which incorporates the UK General Data Protection Regulations (UK GDPR). The Council must collect your personal data to process and grant your application and has a legal basis to do so under the provisions of the Local Government (Miscellaneous Provisions) Act 1982. Your personal data will not be shared with any third parties save for any lawful or exempt purpose set out in the Data Protection Act 2018 or UK GDPR. Your data may be shared with other enforcement agencies such as the Police, internal Council departments or other regulatory bodies to achieve these aims. Your application form and data will be shared with other responsible authorities as part of the consideration of your application. To further understand your rights you can read the Council’s full privacy notice on our website, contact the licensing team or the Data Protection Controller at Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Hertfordshire WD6 1WA. |

 **Information to submit with your application (check list) and other employees**

This check list is a reminder of the items that you need to submit. Photocopies are sufficient for all original documentation, although we reserve the right to request to see the originals if deemed necessary.

You do not need to submit this page with your application although it may assist you to do so to ensure that we know what documents you have submitted.

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| **APPLICANTS DETAILS** |
| **Document you need to submit** | 🗹 | Further information about the document.  |
| 1 passport photograph of you  | 🞏 | This must show your head and face clearly. If you have any employees you will need to provide photographs of them also.  |
| Basic Criminal Record DBS (dated within the last 3 months) | 🞏 | <https://www.gov.uk/request-copy-criminal-record>If you have any employees you will need to provide their DBS too.  |
| Proof of your identity | 🞏 | A photocopy of your passport, Driving licence or Biometric residents permit. |
| Proof of your right to work |  | Either the above documents or obtaining a right to work share code from: <https://www.gov.uk/prove-right-to-work>  |
| Public Liability Insurance | 🞏 | Minimum cover must be£1m |
| Food hygiene level 2 (or 3) Training Certificate | 🞏 | All staff serving and handling food must have a level 2 qualification or be supervised by a person with a level 3 qualification.  |
| Risk assessments/ procedures | 🞏 | Your risk assessments and details setting out how you operate and will not pose any safety risk.  |
| **DRIVING LICENCE DETAILS** |
| If you will be driving the vehicle that you will be trading from you will need to provide us with the following:  |
| Driving Licence  | 🞏 | UK DVLA driving licence.  |
| DVLA Shared Licence code | 🞏 | <https://www.gov.uk/view-driving-licence> |
| **TRADING LOCATION AND VEHICLE, VESSEL, STALL ETC.** |
| You will need to provide all the following as you have indicated on the application form in relation to your vehicle, vessel, stall etc.  |
| Vehicle Insurance | 🞏 | If you drive the vehicle as part of your trading. |
| MOT | 🞏 | If your vehicle is required to have an MOT.  |
| V5 Logbook | 🞏 | To confirm ownership of the vehicle.  |
| Relevant Safety Certificates | 🞏 | Any proof, certificates vehicle or unit, power sources and equipment are constructed in compliance with applicable legislative standards |
| Photos | 🞏 | Colour photographs showing the vehicle, unit being used. |
| Plan | 🞏 | Location plan of the area in which you are trading.  |