Hertsmere Borough Council

Street Trading Policy

2023-2028

Completing an application for a street trading consent - Guidance

1. **Are you a street trader?**

If you chose to trade without a consent you should be satisfied that you do not fall within the definition of a street trader. If you are unsure you should provide your details to us and ask. If you answer yes to at least 3 of the following questions you are likely to be a street trader.

* Do you sell something to the public?
* Can any member of the public approach you to purchase items you sell?
* Are you selling from a structure that does not have planning permission?
* Are you on public land or can customers access you from the public highway?

If you are a street trader you must apply for a consent. This document will explain the application form. Despite its length the majority of questions require you to provide information that you know (for instance your name and address) or to state yes or no.

1. **Type of Consent**

Consents can be for a mobile permission or for a fixed location/ pitch. Mobile consents are for traders similar to Ice Cream vans and will not allow static trading for longer than 20 minutes.

You can chose to have an annual consent, a 6 monthly consent or monthly or daily consents. The annual consent is the most cost effective if you intend to trade most days during the year.

Page 2 of the application form requires completion by those wishing to trade from a fixed position and page 3 is for mobile traders**.**

1. **Proposed trading times**

The application form is split into 3 periods. This is to help applicants be clear where they may trade distinct periods during the day. However, if you trade in one block (for instance from 7am to 3pm) then you can simply fill in the time of one period.

If you have any alternative timings or requirements you can use the “alternative timings” box – for instance you may wish to not enter a time for Sunday, but request authorisation for all Sunday’s prior to a bank holiday.

1. **Location Plan**

We need to know where you are going to trade to be able to provide you with a consent for your trading location and to prevent someone else applying for it. The easiest way to do this may be to take a screen shot of the location on google maps and indicate where you will be.

1. **Structure, Vehicle**

If you trade other than simply on foot you will need to let us know what you will use and place on the highway. You should give us photographs and the dimensions. (i.e. 6ft by 4ft by 3ft). Your dimensions need to be reasonably accurate but you do not have to give a precise measurement. The dimensions will help indicate if there is enough room for emergency vehicle to pass.

1. **Operating procedures/ risk Assessments**

Page 4 of the application forms asks if you have considered various safety implications of your operation. We would normally expect to see a risk assessment covering these issues. However, if you are an existing trader you may not need to provide these to us at the present time. It may be sufficient for you to confirm that you have carried out the required checks and, in the absence of any objections, it may not be necessary to require detailed procedures from you. If there is an objection we may then ask you for them.

If you already have these and you should provide them with the application as it will make the process quicker**.**

1. **Food hygiene procedures**

Page 5 of the form asks for detail about your food hygiene processes. If you have your processes recorded in separate documents you may either copy that information into the application form or send copies of your other documents to us.

1. **Environmentally friendly practices**

We are asking traders if they are using items that are not “environmentally friendly” and if there are any steps they take to reduce the impact on the environment. It is not presently a requirement that you cannot use certain items or must take steps to protect the environment, however this issue is likely to be scrutinised in more detail in future years.

1. **Criminal Record**

You need to supply us with a basic criminal record disclosure (DBS). This costs £18 from the government website; <https://www.gov.uk/request-copy-criminal-record>

Please use this link or visit [www.gov.uk](http://www.gov.uk) to get your record. An internet search brings up a number of private companies who will charge you extra for simply entering your details into the above website.

The certificate will be sent directly to you and you will need to scan a copy of it to us. Please keep any reference number, receipt or email in case of a delay.

1. **Right to Work.**

If you have a British or Irish passport the easiest way to prove your right to work and your identity is to give us a copy of your passport. If you do not you can use the governments website: [www.gov.uk/prove-right-to-work](http://www.gov.uk/prove-right-to-work) to provide us with a share code.

1. **Driving Licence Share Code**

If you will trade from a vehicle that you drive you will need to provide us access to view your driving licence. You can do this by obtaining a share code from the government website: <https://www.gov.uk/view-driving-licence>

1. **Other workers**

If any person works alongside you they must also provide a copy of their DBS to us, as well as a passport photograph. If they will also drive the vehicle that a trading activity is conducted from then you should also provide a DVLA share code for them as well.

1. **Advertising your application**

Once we receive your application there will be a consultation period of a calendar month. Within 5 working days we will provide you with notices to display in the area in which you are trading and further instructions will be provided by us to you on the basis of your application.

1. **Application Fee and payment**

The fee has been calculated and approved by the Council in line with the relevant legislation and case law. The fee is in 2 parts (part A and part B) – you must pay the Part A fee at the time of application.

To pay visit our website: <https://www.civicaepay.co.uk/Hertsmere/webpay_public/webpay/default.aspx?fund=05#UserAreaPanel>

Select “Licensing” on the left hand side and use the drop down menu to select “pavement licence” Follow the onscreen instructions to complete your details and make the payment. You should then make a note of the receipt number given to you and include it on your application or notify us of it by email. Alternatively you may take a screenshot of the confirmation page.