

**Application for New Street Trading Consent, Renewal or Change of Consent**

**Local Government (Miscellaneous Provisions) Act 1982**

Please confirm the type of application you want to make:

* **I am not currently trading and I want to make a new application** YES/NO

(complete all sections)

* **I am currently trading but do not have a consent** YES/NO

(complete all sections)

* **I am currently trading but want to apply to change what I have consent for** YES/NO

(Complete only sections 1,3,4,5,6 or 7 as appropriate to the changes you want and sign section 11)

* **I am currently trading and want to renew my consent without change (3 months or over)** YES/NO

(complete Section 1, sign section 11 and complete only sections where information has changed since your initial application)

* **I am a market or event organiser and wish to apply for a single consent on behalf of a number of traders** YES/NO

**(If YES, do not complete this form** you need the Market and Events Form available on the Council’s web site at:

http:www.seafordtowncouncil.gov.uk/

Submit the form the Projects and Facilities Team, Seaford Town Council, 37 Church Street, Seaford, BN25 1HG.

Email facilities@seafordtowncouncil.gov.uk

**SECTION 1 – ABOUT YOU**

|  |  |
| --- | --- |
| Full Name |  |
| Home Address and Post Code |  |
| Date of Birth  |  |
| National Insurance Number |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Business/Trading Name, Address and Contact Details (if you have one) |  |

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| --- | --- |
| If you are not the business owner who is? |  |
| Have you traded in Seaford before? |  |
| Are you currently trading elsewhere? If so, where? |  |
| Have you or anyone that is working with you ever had a Street Trading Consent / License suspended or refused? If YES, provide details |  |

**SECTION 2 – PROOF OF IDENTITTY AND RIGHT TO WORK**

**Entitlement to Work in the UK**

Under the Asylum and Immigration Act 1996 we wish to see documentary evidence that every we grant consent to, as well as those working for them, are legally entitled to work in the UK. Therefore we ask all applicants to confirm they have a right to work and may ask for further proof of the type listed below. You do not need to send these documents with your application but we may require you to produce them to us and we may copy them.

The types of documents that can be used to prove entitlement to work in the UK are:

* A UK passport
* A certificate of right of abode
* A passport or ID card of a state which is part of the European Economic Area Agreement
* A registration card which permits you to take up employment

We may also need to see your national insurance card, a P45/P60 or an HM Revenue and Customs document, stating your National Insurance number.

IF you cannot produce one of these docuemtns then further information will be required e.g. a valid Great Britain or Northern Ireland photo-card diriving license; or

A valid UK biometric immigration document, issued in accordance with regulations made under section 5 of the UK Borders Act 2007 **(3).**

We may also ask for bank or building society statement; a credit or debit card statement; a council tax demand letter or statement; or a utility bill, but **not** a mobile telephone bill. These will need to show that the date on which the document in question was issued is not more than three months before the date when Application for Consent is made.

**Do you and all those who will be working with you have the rights to work in the UK?** **YES/NO**

**Photographic identification will also be required for all applications, assistants and/or business partners.**

**SECTION 3 - ABOUT THOSE WHO WILL WORK WITH YOU**

For each of your trading partners or assistants please provide their;

|  |  |
| --- | --- |
| Role Title |  |
| Full Names |  |
| Home Address |  |
| Date of Birth |  |
| Nationality |  |
| National Insurance Number |  |
| Confirm entitlement to work in the UK |  |

You can continue on a separate sheet if there is not enough room

**SECTION 4 – WHERE DO YOU WANT TO TRADE FROM**

* At a fixed site? Describe below and enclose a plan showing area within 500 metre radius (**note**: this need not be to scale but must be detailed enough to show the area you are proposing to trade in, with your site marked red, and showing relationship to neighbouring property)

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* More than one or many sites (e.g. a mobile van) – include details of all streets and positions in those streets where you wish to trade (continue on separate sheet if necessary)

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Will you be trading all year roung, seasonally or temporarily? Please specify dates or periods you wish to trade:

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Confirm that planning permission, licences or other consents necessary for the trading and the site from which it is to take place have been granted or applied for where appropriate. YES/NO

**SECTION 5 – TIMES YOU WANT TO TRADE BETWEEN**

Using the **24 hour clock** specify what times you want to start and finish trading:

|  |  |
| --- | --- |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |
| Sunday |  |

**SECTION 6 – WHAT DO YOU WANT TO SELL?**

Please specify exactly and completely what you will be selling or offering:

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**If you are selling any food please also complete the food trading section at the end of this document.**

**SECTION 7 – FROM WHAT ARE YOU INTENDING TO TRADE?**

Describe what you are trading from e.g. stall, van:

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| --- | --- |
| Registration Number (If appropriate) |  |
| Colour or design (enclose photo or drawing showing different angles or views) |  |
| **Sizes – in metres and centimetres** |  |
| Height |  |
| Width |  |
| Address of premises or location where vehicle, stall, trolley, stand and any food will be stored when not in use. |  |
| How is the unit powered? Include details of use of gas or electrical generator  |  |

**SECTION 8 – PUBLIC LIABILTIY AND SAFETY**

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| --- | --- |
| With which company do you have public liability insurance |  |
| What is the policy number |  |
| What is the period covering |  |
| What is the amount of cover (£m) |  |
| Have you undertaken a risk assessment for your intended operation |  |
| What measures have you put in place to eliminate or reduce risks identified |  |

**SECTION 9 – CONVICTIONS**

When submitting an application for Street Trading Consent, you are required to declare all **non-spent convictions and cautions** you may have by virtue of the Rehabilitation of Offenders Act 1974.

Do you have any unspent;

* Convictions YES/NO, if YES give details of date, court and outcome (below).

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* Cautions YES/NO, if YES give details of date, reason, where administered and by whom (below).

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Provide similar confirmation for all partners and assistants

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| --- | --- |
| Name |  |
| Offence |  |
| Date |  |
| Court/Agency administering |  |
| Outcome |  |

Are you, your trading partners or assistants currently on bail or subject of any outstanding charge or summons? YES/NO If ‘YES’: please give full details below:

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(**Note:**  we may request a criminal record check from you but this will not automatically be required).

**SECTION 10 – ADDITIONAL INFORMATION (optional)**

Please provide any other information you wish to assist with your application, for example describing how you will achieve the Council’s policies an reducing crime, preventing nuisance and ensuring street trading fits well into the neighbourhood in which it is to take place.

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Continue on a separate sheet if required.

**SECTION 11 – FOOD TRADING**

IF you are not a food business move to Section 12.

**Please confirm your stall or trading point has:**

Wash Band Basic and Hot Water YES/NO

Sink and Hot Water YES/NO

Suitable rubbish bins and lid YES/NO

First Aid Kit YES/NO

Toilet Facilities YES/NO

(permanent lay-by sites will require a toilet on site)

Arrangements for the disposal of used water or food waste YES/NO

Arrangements for maintaining and monitoring suitable food YES/NO

temperature conditions

Clear cleaning and disinfection routines YES/NO

Fire fighting equipment YES/NO

**Please also confirm:**

A documented ‘Food Saefty Management System’

(e.g. Safer Food Better Business) YES/NO

Details of any instruction and/or training in food hygiene undertaken within the last 3 years

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| --- |
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| Your last food hygiene rating score |  |

**For Mobile Food Traders:**

Please provide the address of premises used for the overnight storage of food and vehicle

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**All food traders**

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| --- | --- |
| Name of Local Authority with which you registered to sell food |  |
| Date of Registration |  |

**SECTION 12 – DECLARATION**

(**Note:** This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. IT may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The data you provide will assist in preventing crime and ensuring public safety. When you sign this application you are consenting to the sharing of this data with other Government Agencies in their efforts to combat crime).

**Ensure you read the following carefully:**

I confirm that the contents of this application are true and correct. I understand that any information given which is subsequently found to be incorrect may result in the revocation or refusal of any consent.

I understand that the Council may utilise the information contained herein for internal purposes and may disclose the information to persons or organisations in accordance with the Council’s registration under the Data Protection Act 1998.

I consent to the Council and the Police making enquiries into this application to ascertain its truthfulness.

If I am granted a street trading consent I agree to comply with the Council’s policy, conditions, guidelines or codes of conduct which apply.

I agree to indemnify the Council against all claims, liabilities, demands and expenses whatsoever in respect of, or in any way arising out of any consent to trade to me by the Council.

|  |  |
| --- | --- |
| Signed |  |
| Full name (Capitals) |  |
| Date |  |

**Application Check List**

**Have you enclosed the following?**

**(note: If you do not provide the appropriate information your application will be delayed or rejected).**

1. A fully completed and signed application form
2. Two forms of identification of the applicant and assistants (as illustrated in Section 2 above)
3. Two passport sized photographs of the application and assistants
4. The full application fee which is non-refundable. This can be paid by BACS (Bank Cooperative; Account Number; 65343430; Sort Code 08-92-99) or cheque payable to ‘Seaford Town Council’.
5. A copy of a certificate of Public Insurance Cover for at least £1,000,000. You must not trade unless you have given us a copy of your insurance certificate. You must also give us evidence proving you have renewed insurance cover if it ends before the Consent does.
6. If trading is to take place from a fixed site, a plan should be submitted showing all streets within a radius of at least 500 metres of the proposed site. This should clearly identify the proposed location by marking the site boundary with a red line.
7. A plan which clearly shows the dimensions of the unit i.e. vehicle, trailer, stall, tent etc. and three colour photographs or drawings of the trading unit illustrating different elevations of the unit.

(Note: digital images can be emailed to facilities@seafordtowncouncil.gov.uk but you must specify in the email what they are for).

**The following may be required with the application:**

1. For food businesses, evidence that it is properly registered with the appropriate Council and both applicant and assistants are adequately trained and competent in food safety and hygiene, e.g. it is recommended that food hygiene training is completed to at least Level 2 and that any course of training undertaken is approved by the Chartered Institute of Environmental Health.
2. Basic Disclosure and Barring Services check (also known as a Criminal Records Check). Not more than one month old unless a previous DBS check has been submitted to the Authority within the last 12 months. **You will be advised if this need to be provided.**
3. Proof of right to work for all applicant (s) and nominated persons together with additional forms of identification for each applicant, partner and assistant
4. **If appropriate**, written permission from land owner to use the site for the purposes of street trading.
5. **If appropriate,** MOT certificate and, as a minimum, third party insurance documents where a motorised vehicle will be used for Street Trading.
6. **If appropriate,** a current Gas Safety Certificate. This is to be kept up to date throughout the period of Consented trading.
7. Copy of risk assessments – **only if requested**
8. Written confirmation that planning permission, licencing or other permissions necessary for the trading and its site have been granted or applied for **where appropriate** (see Section 4 above)
9. Such other particulars as the Council may reasonably require.