

**STREET TRADING CONSENT CHECKLIST**

Applicants should read our street trading policy and the guidance with this form before making an application. Please see [www.southoxon.gov.uk/licensing/street-trading/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/street-trading/) for a link to the policy and details of how to apply.

You may find the following checklist useful to ensure that you submit a correct and complete application.

|  |  |
| --- | --- |
| **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 |  |
| Electrical safety certificate (dated within the last month, and including external generators if used) |  |
| Gas safety certificate – if appropriate (dated within the last month, and completed by a competent gas safety engineer qualified for commercial units) |  |
| Fee: £492.03 payable annually for issue of consent |  |
| **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) |  |
| Planning permission or written confirmation of exemption from requirement for planning permission (not mobile traders) |  |
| Map showing proposed location 1:2500 scale showing all buildings within 100m radius of proposed location (not mobile traders) |  |
| **New applicants and those wishing to change details on their existing consent** | |
| Consultation fee: £369.02. This is non-refundable and is a one-off payment where consultation is required in respect of a change of details and for all new applicants. Each location will require a separate application and fee.  NB this does not apply to mobile traders. |  |

**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/)



**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 the 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. Our policy requires renewal applications to be submitted at least 15 working days before the consent expires. If you fail to do this, you will be required to apply as a new applicant with the required fee. If your consent expires, you will not be able to trade until you receive a new consent.

**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.

**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.

**Change of trading hours**

You may also use this form to apply for a variation to your consent to change your trading hours. You must not trade outside of the hours detailed on your consent. If you are doing this at the same time as renewal, please tick both the relevant boxes in Section 1 of the application form and ensure you pay both the annual 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.

**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.

**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 page before completing this application form.**

|  |  |
| --- | --- |
| Section 1: Application Type | |
| Application for new consent | Application for renewal of an existing consent |
| Application to vary consent | Existing consent number: |

|  |  |  |
| --- | --- | --- |
| 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 telephone number: | | |
| Mobile telephone 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 should just write ‘mobile’ in this box and detail the locations they propose to travel around on 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 the 24hr clock, e.g. 10:00 to 20:00 | | | | | | | |
|  | **Mon** | **Tues** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **Start** | : | : | : | : | : | : | : |
| **Finish** | : | : | : | : | : | : | : |

For mobile traders ONLY, please confirm trading location(s) on each day:

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

|  |  |  |
| --- | --- | --- |
| Section 5: Vehicle Details (If applicable) | | |
| Make and Model: | | |
| Colour: |  |  |
| Registration of Vehicle: |  |  |
| Date First Registered: | | |
| Address vehicle kept at: | | |

|  |
| --- |
| Section 6: Stall Details (If applicable) |
| Description/Colour: |
| Towing Vehicle Make/Model: |
| Registration: |
| Address stall kept at: |

|  |
| --- |
| Section 7: 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 8: 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 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)* |
|  |

|  |
| --- |
| 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 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 completed this application myself and I have read and understand the council’s street trading policy and conditions.  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |