



# Street Trading Application Form

## Local Government (Miscellaneous Provisions) Act 1982

### Schedule 4 Section 7



#### Stratford-on-Avon District Council

Licensing, Governance and Democracy, Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX  
 Telephone: 01789 260211 Facsimile: 01789 260808 Minicom: 01789 260747 Website: www.stratford.gov.uk

If you find the text in this form difficult to read we may be able to supply it in a format better suited to your needs

Type of application (please tick as appropriate)

New  Renewal

### SECTION 1: About you

Surname

Forename(s):

Home Address

Postcode

Telephone Number

Mobile Telephone Number

Email Address

Date of Birth (DD/MM/YYYY)  /  /

Name of Business / Trading As

### SECTION 2: Where will you be located

Street for which consent is required

Area for which consent is required

Precise Location

Postcode (If known)

### SECTION 3: What you will be selling

Will you sell food and/or drink? (please tick as appropriate) Yes  No

If Yes, are you registered under Food Hygiene Regulations? (please tick as appropriate) Yes  No

If Yes, what types of food and drink

Details of other articles to be sold or offered for sale.

## SECTION 4: Details of your vehicle / unit

Are you a Mobile or Static Trader? (please tick as appropriate)

Mobile  Static

If Mobile, the type of vehicle

Make of vehicle

Vehicle Registration Number

Exterior height of unit (metres)

 •  metres

Exterior width of unit (metres)

 •  metres

Exterior length of unit (metres)

 •  metres

Interior height of unit (metres)

 •  metres

Interior width of unit (metres)

 •  metres

Interior length of unit (metres)

 •  metres

Please supply photographs of the exterior and interior of the mobile unit or stall with this application.

## SECTION 5: Who are your team?

Name of staff member

Date of Birth (DD/MM/YYYY)

Entitled to work in the UK

<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="radio"/> No <input type="radio"/>

Should there be a change or addition to the above mentioned list it is the responsibility of the consent holder to keep this office informed.

**SECTION 6: Additional information**

Information in support of your application (you may attach a copy of your business plan or portfolio)  
 If there is insufficient space, please continue on a separate page.


**SECTION 7: What days and times do you intend to trade?**

Days of Trading					Opening Time				Closing Time							
<b>Monday</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	am	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	pm
<b>Tuesday</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	am	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	pm
<b>Wednesday</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	am	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	pm
<b>Thursday</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	am	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	pm
<b>Friday</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	am	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	pm
<b>Saturday</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	am	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	pm
<b>Sunday</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	am	<input type="checkbox"/>	<input type="checkbox"/>	•	<input type="checkbox"/>	<input type="checkbox"/>	pm

Note: If this is a renewal application you can not change any of these days or times without going through a consultation which may delay your application.

**SECTION 8: Fuel usage**

Do you intend to use LPG cylinders (please see condition in policy) (please tick as appropriate)      Yes       No

**SECTION 9: Disclosure**

If you have been convicted of any offence, you must disclose it unless it is 'spent', under the Rehabilitation of Offenders Act 1974.  
*N.B. Non-disclosure will be a criminal offence under Schedule 4, Section 10 of the Local Government (Miscellaneous Provisions) Act 1982.*


**SECTION 10: Acceptance**

I confirm that I am fully conversant with the Street Trading Policy.

I agree by submitting this application that 50% of the whole fee, will be used towards covering the administrative cost of convening a hearing at Stratford on Avon District Council. If the application is objected to at the consultation stage and I choose to proceed to a Licensing Panel to determine my application. Please note, This does not include objections from the Highways or Police, which will result in automatic refusal.

Signed

Dated (DD/MM/YYYY)  /  /

**HOW YOUR INFORMATION IS USED** The way in which your information may be used and shared by the Council is set out in the Council's Full Privacy Notice / Fair Processing Notice. This is available via our website at <https://www.stratford.gov.uk/privacystatement>, or you can ask for a copy by writing to the Council at Legal Services, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX

## CHECKLIST:

Please tick in either A or B to show that you have enclosed the items listed which are required in support of your application:

### A. NEW APPLICATIONS

*New applications will have to go through a 28 day consultation period. So applications should be submitted at least a month before it is intended to trade and there is no guarantee that the consultation will be successful.*

- two passport photographs
- proof of UK Residence: Drivers licence, utility bill (less than 1 month old)
- proof of right to work in the UK (if applicable)
- three copies of an ordnance survey map or similar (A4 size)\*
- notice sent to nearby premises\*
  - \* Where the trading is to be from a static point, a copy of an ordnance survey map, or of equivalent or similar standard, A4 size to a scale of 1:2500, that clearly indicates the location of the proposed street trading site in the centre of the map. The map should also indicate the locations of other street traders and outlets trading in similar commodities to those proposed. The applicant must deliver notices to these premises and the nearest 6 premises to the proposed site giving details of the application.
- two colour photographs of the stall, barrow, van or cart etc (one external and one internal)
- written permission of the landowner if the land is privately owned
- the non-refundable deposit of 50% of the requisite annual fee accompanies this application. The remaining 50% will become due should the Consent be approved.
- **a Certificate of Public Liability Insurance must be produced should the Consent be granted**
- **where LPG appliances are to be used, a Safety Certificate from a registered gas installer (eg CORGI) must be produced within three months of the grant of a new Consent.**

### B. RENEWAL APPLICATIONS

*Renewal Applications should be submitted a minimum of month before expiry to avoid a Street Trading Consent not being available to be displayed and therefore causing a period where trading will not be possible.*

- two passport photographs
- proof of identification: Passport, drivers licence
- two colour photographs of the stall, barrow, van or cart etc (one external and one internal)
- Certificate of Public Liability Insurance
- Safety Certificate from a registered gas installer (where LPG fuelled appliances are used)
- the full annual fee accompanies this application.

The current scale of fees can be found in the Street Trading and Street Collections Policy booklet.

**When completed please send this application to:**

Stratford-on-Avon District Council  
Licensing Team, Governance and Democracy  
Elizabeth House  
Church Street  
Stratford-upon-Avon  
CV37 6HX

**Note:** *Any person who, in connection with an application for Street Trading consent, makes a false statement which he/she knows to be false, in any material respect or which he/she does not believe to be true, shall be guilty of an offence. Any person guilty of an offence under this paragraph shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1000).*