

Local Government (Miscellaneous Provisions) Act 1982
STREET TRADING
Application for the grant*/renewal* of Street Trading Consent
(*please delete as applicable)

1. Street Trader - Static location Outer Reading Town centre
2. Street Trader - Mobile sandwich/drinks round
3. Street Trader - Ice cream
4. Street Trader - Reading Festival/other outdoor event
5. Street Trader - To add a new assistant, please complete sections 1 - 5 below only, and

page 7-8 where marked Additional Assistant's section.
(fee required)

For new applicants, please contact the Licensing team to discuss where you want to trade before submitting an application. Static street trader vehicles (No 1 above) are not permitted to trade on the public highway.

Please read the accompanying guidance notes, street trading general conditions and special conditions carefully before completing this form.

Please use block capitals

1. Full name of applicant
2. Date of Birth.....
3. Can you read, write, speak and understand English Yes No
4. Full address of applicant
-
5. Full trading name
- Limited Company Yes No
- Full trading address
-
- Landline telephone number
- Mobile Telephone Number (required)
- E-mail address
- Website address

6. Detailed full description of all articles/food/drink/other items to be sold
.....
.....
.....

7. Do you intend to sell alcohol? Yes No (During Reading Festival or other outdoor events, static sites only)

If yes, please provide your personal licence number and name of authority issuing licence (a copy of your licence will be required).

.....
.....
.....

8. Day(s) and times of trading (refer to restrictions).....

.....
.....

9. Precise location of land to be used for static trading only

.....

Name and address of owner of land

.....
.....

10. Details of trading route to be used for mobile street trading round (if applicable)

.....
.....

11. Full description of trailer/stall/unit/vehicle to be used for trading - including colour, dimensions, registration number where applicable. A current photograph will be required. (Please note all mobile trading vehicles must be sign written with a clear identifiable trading name).

.....
.....

.....
12. Does the trading vehicle use Liquid Petroleum Gas (LPG) for cooking/heating food?
Yes No (please refer to relevant restrictions)

13. Address of premises where trading trailer/stall/unit/vehicle is normally stored overnight

14. List of all addresses of premises where food is prepared or stored for this business

15. Is your food business registered with Reading Borough Council as required by food law? Yes No

If No, you must register at least 28 days before starting to trade with the local authority where your food van is stored overnight.
If your food van is stored in Reading Borough Council area complete the online registration form at www.reading.gov.uk/foodbusiness
If your food van is stored in another Local Authority area you must register with that Local Authority and provide us with proof that you have registered with them.

16. All persons handling unwrapped food must have a food safety training certificate dated within the last 3 years. A current copy must be supplied for each applicant and assistant(s).

17. All food businesses operators must have a food safety management system that is kept up-to-date. All new applications or where there are menu changes since last year must enclose a copy of their food safety management system.

18. Have you been previously issued with a Street Trading consent or licence by Reading Borough Council? Yes No

If Yes, where and on which dates

Have you been previously licensed by another Authority? Yes No

If Yes, where and on which dates

19. Do you have any unspent criminal convictions? Yes No (for assistants refer to the relevant section)

If yes, please list all details list below (and continue on a separate sheet if necessary)

Date	Court	Offence	Sentence

Are you being investigated for any offences by the police Yes No

If yes, please list all details below

.....

Disclosure

I hereby authorise Reading Borough Council to make enquiries about this application to the Police. I authorise disclosure by the Police of any convictions or antecedent history to the Council in pursuance of this application.

Your attention is drawn to the fact that this information is required by the Council to enable us to provide you with one or more of the Council's services. However, the information may be used for other purposes and may be given to other organisations, although, in either case, this will only be done in accordance with the provisions of the Data Protection Act 1998.

Signature:

Print Name:

Date:

20. Declaration

I hereby certify that to the best of my knowledge and belief the information I have given above is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any relevant information to my application.

I hereby confirm that I have read and understood the terms and conditions relating to street trading consents and licences.

Signature:

Print Name:

Position:

Date:

21. **Fees**

(a) Full payment enclosed Yes No

or

(b) Application deposit £500 enclosed Yes No and

Direct Debit Mandate completed Yes No

This application form, when completed, must be submitted with the documents detailed below to the **Licensing Section, Regulatory Services, Reading Borough Council, Floor 2, Civic Offices, Bridge Street, Reading, RG1 2LU**

List of documents to enclose	Enclosed <i>✓</i>
BASIC Disclosure & Barring Service (DBS) Certificate dated within the last 30 days	
Appropriate fee (including completed direct debit mandate where appropriate)	
Two passport sized colour photographs of each applicant(s) and each assistant(s) with name printed and signed on the back	
Letter of authority (such as from owner of land off Public Highway, owners of stall/unit/ vehicle etc, (if applicable)	
Public liability insurance cover for a minimum of £5 million per claim	
Colour photograph of trading vehicle measuring approx. 4" x 4" (10cm x 10cm) approximately of stall/unit/vehicle, trailer or cart.)	
Food safety training certificates for all handlers of unwrapped food (less than 3 years old)	
Completed Food Safety Management System (new applications and renewals when menu or equipment has changed)	
Waste Transfer Note (if applicable)	
Written agreement to use toilet facilities (if applicable)	
Current Gas Safety Certificate (if applicable)	
Personal Licence details/copy of personal licence (for alcohol sales only, if applicable)	

For information on how Reading Borough Council processes and records your data, please visit our Data Protection web page: <http://www.reading.gov.uk/dataprotection>

NOTES

For **grant** applications you cannot trade until you have been issued with a consent or licence.

For **renewal applications** you must submit a valid application and fee **before** the expiry of your current consent or licence, if you fail to do so, it will be treated as a **grant**, therefore you will not be able to trade until you have been issued with a consent or licence.

All applications are subject to a 28 day consultation period.

FEES

Any fee less than £850 or has a consent/licence term of less than 12 months must be paid IN FULL at the time of application.

Where the fee is more than £850 then payment can be made in full OR ALTERNATIVELY where the fee is greater than £850 you can pay a deposit of £500 that must accompany the application. The remainder of the fee must be paid by direct debit.

If you wish to pay the £500 deposit and set up a direct debit there will be an additional administration charge of £50 per application.

Full payment or £500 deposit payment can be made at Civic Offices reception by debit/credit card.

Direct Debit

The direct debit will be made in 10 equal monthly instalments and taken from your account on 15th of the month. The direct debit agreement is attached and must be completed with the application. Where an agreement is in place and the consent holder fails to make two instalments within any 12 month period, the trading consent may be revoked.

The direct debit will be set up 14 days after your application has been submitted. For example: if you submit your application on 1st June, the first direct debit will be taken from your account on 15th June.

REFUND POLICY

If an application is refused or withdrawn before any process has been carried out, we will levy a fee of 15% or £75.00 whichever is the greater.

If an application is refused or withdrawn after the process has started, we will levy a fee of 30% or £140.00 whichever is the greater.

If an application progresses to Committee hearing, but is unsuccessful we will levy a fee of 50% or £300.00 whichever is the greater.

ADDITIONAL ASSISTANT

(Please complete a separate form for each assistant who will be working on your trailer/stall/unit/vehicle. The additional assistant must sign the bottom of this form and confirm that they understand how their personal data may be used.)

Full Name	Address	Date of Birth

Can you read, write, speak and understand English Yes No

For alcohol sales only

Please supply your personal licence number and name of authority issuing licence
(A copy of your licence will be required)

.....

.....

.....

Do you have any unspent criminal convictions? Yes No

If yes, please list all details list below (and continue on a separate sheet if necessary)

Date	Court	Offence	Sentence

Are you being investigated for any offences by the police. Yes No

If yes, please list all details list below

.....

.....

Disclosure

I hereby authorise Reading Borough Council to make enquiries about this application to the Police. I authorise disclosure by the Police of any convictions or antecedent history to the Council in pursuance of this application.

Your attention is drawn to the fact that this information is required by the Council to enable us to provide you with one or more of the Council’s services. However, the information may be used for other purposes and may be given to other organisations, although, in either case, this will only be done in accordance with the provisions of the Data Protection Act 1998.

Signature:

Print Name:

Date:

Declaration

I hereby certify that to the best of my knowledge and belief the information I have given above is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any relevant information to my application.

I hereby confirm that I have read and understood the terms and conditions relating to street trading consents and licences.

Signature:

Print Name:

Position:

Date:

List of documents to enclose	Enclosed <input checked="" type="checkbox"/>
Appropriate fee (if adding assistant(s) to an existing licence)	
2 passport sized colour photographs of each assistant with name printed and signed on the back	
Food safety training certificates for all handlers of unwrapped food (less than 3 years old)	
Personal Licence details/copy of personal licence (for alcohol sales only, if applicable)	

Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Accounts Receivable
Reading Borough Council Civic Offices
Bridge Street Reading
RG1 2LU
Or submit online on
www.reading.gov.uk/contactAR

Service user number

5	3	0	7	8	9
---	---	---	---	---	---

FOR READING BOROUGH COUNCIL OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society

The Council Offers one payment Date. Please tick to confirm your acceptance:

15th of the month

If no box is selected, payment will be taken on the 15th of the month

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Instruction to your bank or building society

Please pay Reading Borough Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Reading Borough Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Customer Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer.

DDI1

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Reading Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Reading Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Reading Borough Council or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when Reading Borough Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.