

## Local Government (Miscellaneous Provisions) Act 1982 STREET TRADING

# Application for the grant\*/renewal\* of Street Trading Consent (\*please delete as applicable)

1. 2. 3. 4. 5.	Street Trader - Static location □Outer Reading □Town centre □Street Trader - Mobile sandwich/drinks round □Street Trader - Ice cream □Street Trader - Reading Festival/other outdoor event □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)
trade	ew applicants, please contact the Licensing team to discuss where you want to <u>before</u> submitting an application. Static street trader vehicles (No 1 above) are ermitted to trade on the public highway.
	e read the accompanying guidance notes, street trading general conditions and al conditions carefully before completing this form.
Please	e 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 \( \subseteq \text{No} \subseteq \text{(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.	Procise location of land to be used for static trading only
7.	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 $\hdots$ No $\hdots$
	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 <a href="www.reading.gov.uk/foodbusiness">www.reading.gov.uk/foodbusiness</a> 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)

A	re you being i	investigated for any c	offences by the police Yes	No	
lf	yes, please li	ist all details below			
•••••	•••••				
•••••	• • • • • • • • • • • • • • • • • • • •				
Disclosu	<u>ure</u>				
the Poli	ce. I authori		cil to make enquiries about th Police of any convictions or ar ation.		
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.					
Signatu	re:	•••••			
Print Na	ame:				
Date: .	•••••				
20. <u>Dec</u>	<u>laration</u>				
above is	correct and I ly or recklessl	have given it knowing	vledge and belief the information of the shall be liable to prosect the shall be liable to prosect the shall be liable to prosect the shall be shal	cution if I have	
	confirm that consents and l		rstood the terms and conditions	s relating to street	
Signatur	e:				
Print Na	me:	•••••		•••••	
Position	:	•••••	••••••		
Date:					

Court

Date

Offence

Sentence

4

21. <u>Fees</u> (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 √
BASIC Disclosure & Barring Service (DBS) Certificate dated within 1	
calendar month prior to application	
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: <a href="http://www.reading.gov.uk/dataprotection">http://www.reading.gov.uk/dataprotection</a>

### **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 <u>before</u> 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 <u>OR ALTERNATIVELY</u> 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 15<sup>th</sup> 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 1<sup>st</sup> June, the first direct debit will be taken from your account on 15<sup>th</sup> 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 understan	d English Yes 🗌 No						
For alcohol sales onl	У							
Please supply your p	ersonal licence numbe	er and name of authority issui	ng licence					
(A copy of your licen	ice will be required)							
•••••	•••••		•••••					
_	_							
Do you have any uns	spent criminal convict	tions? Yes No						
If yes, please list all	details list below (an	d continue on a separate shee	t if necessary)					
Date	Court	Offence	Sentence					
Are you being invest	Are you being investigated for any offences by the police. Yes $\square$ No $\square$							
If yes, please list all	f yes, please list all details list below							
	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.

Appropriate for (if adding positiont(s) to an existing license)	
List of documents to enclose	Enclosed √
Date:	
Position:	
Print Name:	• • • • • • • • • • • • • • • • • • • •
Signature:	•••••
I hereby confirm that I have read and understood the terms and conditions street trading consents and licences.	s relating to
I hereby certify that to the best of my knowledge and belief the information given above is correct and I have given it knowing that I shall be liable to I have knowingly or recklessly made a false statement or omitted any relevant or my application.	prosecution if
Declaration	
Date:	• • • • • • • • • • • • • • • • • • • •
Print Name:	•••••
Signature:	• • • • • • • • • • • • • • • • • • • •

List of documents to enclose	Enclosed √
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)	



Address

Customer Reference Number

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

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

Postcode

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

Service user number

5	3	0	7	8	9			
	s not p						L USE k or Bui	
		il Offe			ent D	ate. P	lease t	tick
	15 <sup>th</sup>	າ of th	e mor	nth				
	If no box is selected, payment will be taken on the 15 <sup>th</sup> of the month							
Please p detailed Direct D with Rea	oay Read I in this I ebit Gua ading Bo	nstruction	ugh Cour on subje I unders ouncil an	ncil Direct to the tand thand, if so,	ct Debit safegua t this In details	ards ass structio	he accou ured by t n may re passed	the
Signatur	e(s)							
Date								

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.

# 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.