



STREET TRADING CONSENT APPLICATION
Local Government (Miscellaneous Provisions) Act 1982

Section 1	Applicant details		
Full name:	Mr / Mrs / Miss / Ms		
Date of birth:		Place of birth:	
Full address of applicant:			
Mobile no:		Home tel no:	
Email:			
What evidence have you provided of your right to work in the UK:			

1a	Name of other persons trading under the consent (* section 2.4)		
Full name:	Mr / Mrs / Miss / Ms		
Date of birth:		Place of birth:	
Full address:			
Mobile no:		Home tel no:	
Email:			
Have you carried out checks of their right to work in the UK.			Yes <input type="checkbox"/> No <input type="checkbox"/>

1b	Name of other persons trading under the consent (* section 2.4)		
Full name:	Mr / Mrs / Miss / Ms		
Date of birth:		Place of birth:	
Full address:			
Mobile no:		Home tel no:	
Email:			
Have you carried out checks of their right to work in the UK:			Yes <input type="checkbox"/> No <input type="checkbox"/>

PLEASE USE AN ADDITIONAL SHEET TO INCLUDE ANY NAMES AND FULL CONTACT DETAILS OF ANY OTHER PERSONS OPERATING UNDER THE CONSENT.

Section 2		Business (bus) details	
Trading name:		Limited company Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bus address (if different to section 1):			
Bus reg no (if relevant):		Bus telephone no:	
Business email:			

Section 3		Proposed location of pitch (* section 2.2)	
Address / co-ordinates of proposed pitch:			
Is the location on: 1. Private property <input type="checkbox"/> 2. Council property <input type="checkbox"/> 3. HCC property <input type="checkbox"/>			
Have you obtained authorisation from the land owner: NB: Do not continue with this application until authorisation is obtained in writing.			Yes <input type="checkbox"/> No <input type="checkbox"/>

Please answer the following Yes or No in relation to the proposed location (Street Trading Policy 2.2.2). If answering No, please complete the comments box.	YES	NO
• Is the location safe for public access by foot or by vehicle		
• Does the location have suitable parking spaces for customers and trading vehicle		
• Is the location suitably lit (if trading after dark) to promote safe access and egress for customers and for visibility by other road users		
• Is the location more than 800m from another street trader selling similar types of goods and trading at the same time (does not apply to current Top of Town traders)		
• Answer Yes if <i>there is no breach</i> of highway regulations to make hazardous the passage of the public, including people with disabilities, over the highway or otherwise cause a traffic hazard		
• Answer Yes if the location <i>does not</i> impede the passage of emergency vehicles		
• Where adjacent to a highway, is there a safety barrier or a verge or footpath between the proposed trading location and the carriageway		
• Answer Yes if the location <i>does not</i> cause the loss of parking spaces to residents or businesses		
• Answer Yes if the location <i>will not</i> cause a disturbance, damage, interference, annoyance, inconvenience (eg noise nuisance, litter, odour etc) to local residents or businesses.		

Is the pitch utilised by any other trader		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, the name of the trader:			
Days and times trading:			

Section 4	Trading vehicle / stall / trailer (* section 2.3)		
If trading from a vehicle:			
Vehicle registration:		MOT pass date:	
Make and model:			
Dimensions of vehicle:	Width:	Height:	Length:
Colour of vehicle:		Insurance expiry date:	
Description of any advertising on vehicle:		Tax expiry date:	
Where is the vehicle stored when not in use			
If trading from more than one vehicle please give details on an additional sheet of paper.			
TOTAL NUMBER OF VEHICLES <input type="text"/>			

If trading from a trailer:			
Dimensions of trailer:	Width:	Height:	Length:
Description of any advertising on trailer:			
Registration of vehicle towing trailer		MOT pass date:	
Tax expire date:		Insurance expiry date:	
Where is the trailer stored when not in use			
If trading from more than one trailer please give details on an additional sheet of paper.			
TOTAL NUMBER OF TRAILERS <input type="text"/>			

If trading from a stall:			
Dimensions of stall:	Width:	Height:	Length:
Description of any advertising on the stall:			
How is stall transported:			
If trading from more than one stall please give details on an additional sheet of paper.			
TOTAL NUMBER OF STALLS <input type="text"/>			

Section 5		Goods for sale (* section 2.5)	
Type of goods for sale:			
Where is your menu displayed			
Offer a description of packaging used, including colour and material type:			
Name of local authority registered with as food business:		Registration no:	
		Authority:	

Section 6		Disposal of waste (* section 2.7)	
How do you dispose of commercial waste?			
How many waste bins do you provide			

Section 6			OPENING HOURS / TRADING HOURS
Please specify the hours you wish to trade			Please specify period consent required for (Ice cream traders and Christmas tree sellers may apply for seasonal consents for the desired trading period. For example, April to September.) Date from Date to
	Start	Finish	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Section 7	
The following documents have been enclosed with this application	✓
1. Evidence of public liability insurance to the value of £10 million	
2. A map, graphical drawings and/or photographs of the proposed trading pitch	
3. Evidence of registration of the food business with the appropriate local authority	
4. Photographic ID and evidence of the right to work and reside in the UK of the applicant	
5. Evidence of a commercial waste removal contract, including oil if relevant	
6. Copy of the MOT certificate for trading vehicle(s) / towing vehicle(s)	
7. Copy of the driving licence for proposed applicants/employees who may drive or two the trading vehicle. A print out from the DVLA website dated within the previous 14 days is preferred. See https://www.gov.uk/view-driving-licence	
8. Deposit of £191 for an annual consent (balance due on grant of consent in full)	

Declaration			
I declare that I am over 17 years of age.			
I HEREBY CERTIFY that to the best of my/our knowledge and belief, the above particulars are true.			
Signed		Date	

*** Section references refer to the Basingstoke and Deane Borough Council Street Trading Policy.**

NB. Before submitting this form please read the council's Street Trading Policy which can be found at www.basingstoke.gov.uk. Trading may only commence when a consent has been granted.

Basingstoke and Deane Borough Council 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. For further information, see the Level 2 notice on Basingstoke and Deane Borough Council website which can found at: www.basingstoke.gov.uk/browse/council-and-democracy/council-documents/antifraud.htm or contact the Internal Audit and Investigations team on 01256 845501 (direct line) or email: fraudinvestigators@basingstoke.gov.uk

Officer initials for allocation	
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HOW WE COLLECT AND USE INFORMATION

We will use the information given in this form and any supporting evidence you send us to process your licence/certificate application.

We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

Basingstoke and Deane Borough Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

You have a right of access to the information that this Council holds about you. To request this please write to:

Information Management (Legislation and RIPA) Officer, Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
RG21 4AH

Licensing Team
Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
Hants
RG21 4AH

Tel: 01256 844844 email: licensing@basingstoke.gov.uk