



The Council Offices, Brympton Way, Yeovil BA20 2HT  
Telephone: (01935) 462131/ 462138  
Website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)  
Email: [licensing@southsomerset.gov.uk](mailto:licensing@southsomerset.gov.uk)

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

Please read the Council's Street Trading Policy before completing and submitting this form.

**The Policy will apply to you whether you have read it or not.**

Please write clearly in **block capitals** and in **black ink**

<b>I am applying for a:</b>	<input type="checkbox"/> New  <input type="checkbox"/> Renewal (please quote existing consent number below)
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<b>Section 1: Applicant Details</b>	
Trading Name:	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Forenames	
Surname	
Former Names	
Date of Birth	
Place of Birth	
National Insurance number	
Home Address including postcode	
Email Address	
Daytime Telephone Number	
Right to work in the UK	You must have the right to work in the UK and will need to produce documents to prove this. A list of accepted documents can be found in a separate document on our website at <a href="https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/street-trading/">https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/street-trading/</a>

## Section 2: Convictions

Do you have any current criminal convictions? (i.e. unspent under the Rehabilitation of Offenders Act)

Yes       No

If **Yes**, please give details, including date of conviction, court, offence and penalty/sentence (continue on separate sheet if necessary)

## Section 3: Disclosure

New applicants are required to provide a Basic Disclosure with your application form, which must not be older than one calendar month from the date of issue (the issue date can be found on the disclosure certificate). <https://www.gov.uk/request-copy-criminal-record>

Renewal applicants also need to provide a basic disclosure as above where:

- a) They have never produced a Disclosure for street trading purposes
- b) Their disclosure certificate is more than 3 years old.

## Section 4: Please give details of any joint applicant for the Street Trading Consent

Trading Name:	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Forenames	
Surname	
Former Names	
Date of Birth	
Place of Birth	
National Insurance number	
Home Address including postcode	
Email Address	
Daytime Telephone Number	

Right to work in the UK	You must have the right to work in the UK and will need to produce documents to prove this. A list of accepted documents can be found in a separate document on our website at <a href="https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/street-trading/">https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/street-trading/</a>
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**Section 5: Convictions**

Do you have any current criminal convictions? (i.e. unspent under the Rehabilitation of Offenders Act)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If **Yes**, please give details, including date of conviction, court, offence and penalty/sentence (continue on separate sheet if necessary)

**Section 6: Disclosure**

New applicants are required to provide a Basic Disclosure with your application form, which must not be older than one calendar month from the date of issue (the issue date can be found on the disclosure certificate). <https://www.gov.uk/request-copy-criminal-record>

Renewal applicants also need to provide a basic disclosure as above where:

- c) They have never produced a Disclosure for street trading purposes
- d) Their disclosure certificate is more than 3 years old.

**Section 7: Assistant 1 Details- (if any, if more than two assistants please complete a separate form)**

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Forenames	
Surname	
Former Names	
Date of Birth	
Place of Birth	
National Insurance number	
Home Address including postcode	
Email Address	
Daytime	

Telephone Number	
Right to work in the UK	You must have the right to work in the UK and will need to produce documents to prove this. A list of accepted documents can be found in a separate document on our website at <a href="https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/street-trading/">https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/street-trading/</a>

### Section 8: Assistant 1 Convictions

Do you have any current criminal convictions? (i.e. unspent under the Rehabilitation of Offenders Act)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If **Yes**, please give details, including date of conviction, court, offence and penalty/sentence (continue on separate sheet if necessary)

### Section 9: Assistant 1 Disclosure

You are required to provide a Basic Disclosure with the application form, unless it is a renewal application and your certificate your certificate is less than 3 years old. Disclosure certificates must not be older than one calendar month from the date of issue (the issue date can be found on the disclosure certificate). [www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record)

### Section 10: Assistant 2 Details-

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Forenames	
Surname	
Former Names	
Date of Birth	
Place of Birth	
National Insurance number	
Home Address including postcode	
Email Address	

Daytime Telephone Number	
Right to work in the UK	You must have the right to work in the UK and will need to produce documents to prove this. A list of accepted documents can be found in a separate document on our website at <a href="https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/street-trading/">https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/street-trading/</a>

### Section 11: Assistant 2 Convictions

Do you have any current criminal convictions? (i.e. unspent under the Rehabilitation of Offenders Act)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If **Yes**, please give details, including date of conviction, court, offence and penalty/sentence (continue on separate sheet if necessary)

### Section 12: Assistant 2 Disclosure

You are required to provide a Basic Disclosure with the application form, unless it is a renewal application and your certificate your certificate is less than 3 years old. Disclosure certificates must not be older than one calendar month from the date of issue (the issue date can be found on the disclosure certificate). [www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record)

### Section 13: Please specify the street/location you wish to trade

Please note for **New** applications, a scaled map identifying the proposed trading site must accompany this application. A printed map obtained from a website is acceptable. If more than one street/location is being applied for (for the same trading unit), please provide details on a separate sheet and ensure a scaled map identifying exact trading site is provided for each location.

### Section 14: Details of vehicle, stall and/or container

Will you be using a vehicle in connection with your work as a trader?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If **Yes** please provide the following details:-

Make	
Model	
Colour	
Registration number	

**Please provide a description of vehicle, stall or container from which you intend to trade, including dimensions**

A photo must also accompany this application (if new or variation)

Length	
Height	
Width	
Depth	

Where will the vehicle, stall or container be stored when not in use?

**Section 15: When do you propose to trade?**

Calendar Months	
Days of the Week	
Times of trading	Start time Finish time

**Please give full details of Products / Articles you propose to offer for sale**

Are you intending to sell food or drink? If yes, please state what foods and drinks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you intending to sell alcohol? If yes, we will contact you as you will need to obtain other types of authorisation prior to any sale taking place.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you intending to sell hot food and/or drink between 23:00 and 05:00? If yes, we will contact you as you will need to obtain another type of authorisation prior to any sale taking place	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you registered as a food business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Local Authority where registered	
What is your current food hygiene rating?	

### Section 16: Public Liability Insurance

Do you currently have public liability insurance? (minimum sum insured £5 million)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **Yes** please provide a copy.  
If **No**, please note this can be produced if Consent is approved; however, you **must** have public liability insurance prior to trading.

### Section 17: Additional Details

Please provide any additional information which is required or relevant to your application

  
  
  
  
  
  
  
  
  
  

*(continue on separate sheet if necessary)*

### Section 18: Payments

The relevant **Application Fee** must be paid before your application can be processed and is non-refundable (unless your application is formally refused).

Renewal Applicants - Should you wish to apply for the yearly consent, you can pay in instalments by direct debit – please contact us on 01935 462462 for further details.

Duration	Please Tick Appropriate Box	
Quarterly Discounted Rate	Yes	<input type="checkbox"/>
Half Yearly Discounted Rate	Yes	<input type="checkbox"/>
Annual Discounted Rate	Yes	<input type="checkbox"/>

Section 19: Applicant Checklist and Supporting Documents	Please tick
Application form completed	Yes <input type="checkbox"/>
Scaled map(s) identifying exact trading location(s) (not required for renewals if no change)	Yes <input type="checkbox"/>
Photo of vehicle, stall or container from which you intend to trade (not required for renewals if no change)	Yes <input type="checkbox"/>
Proof of £5 million Public Liability Insurance (must be produced prior to trading)	Yes <input type="checkbox"/>
Application fee	Yes <input type="checkbox"/>
Written permission from Landowner(s) is enclosed;	Yes <input type="checkbox"/>
Instalment Option – Direct Debit Mandate and the first instalment of £425 is enclosed N.B for the Annual Discounted Rate only and at the Council's discretion	Yes <input type="checkbox"/>
Right to work in the UK documents for applicant and any assistants	Yes <input type="checkbox"/>
Basic disclosure for applicant and any assistants (where appropriate)	Yes <input type="checkbox"/>
Passport sized photo of applicant and any assistants	Yes <input type="checkbox"/>

## Section 20: Declarations

South Somerset District Council is committed to protecting your privacy when you use our services. This Privacy Notice explains how we will use your information and how we protect your privacy.

The personal information you provide will be used to process your consent for a street trading consent. We need to collect this information so that we can comply with the licensing laws but we will only collect and use what we need.

If you would like more information about how we will use your personal information and how we protect your privacy please refer to our online Privacy Notice or if you need to speak to someone about your privacy please contact 01935 462462 or alternatively email [DPO@southsomerset.gov.uk](mailto:DPO@southsomerset.gov.uk).

SSDC 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.

I declare that the information supplied above and that which accompanies this application for a Street Trading Consent, is to the best of my knowledge accurate, true, and up-to date and I undertake to notify you, immediately, if any of the above matters change. In particular, I will inform you, forthwith, if arrested, cautioned, charged or convicted of any offence.

I agree to pay the relevant fees for the period of the Consent. If the Consent is surrendered and it was subject to a discounted rate, this discount will no longer apply and I agree to pay the council any monies due in accordance with the nearest undiscounted fee payable for the period of trading.

I understand that any grant of Consent, under the above mentioned Act, will not remove my/our responsibility to obtain all other permissions, consents, licences, etc. that may be necessary before undertaking the proposed street trading activity; to pay any other fee, expense, fine, charge etc. required in connection with the Consent and/or the trading and to meet the full requirements of the law in general.

I understand that any Consent granted may be revoked at any time and that any Conditions attached to the Consent when granted may, subsequently, be added, removed or varied as the Council considers necessary.

I agree to indemnify the Council against any costs, losses or damages etc. arising howsoever caused, as a consequence (either directly or indirectly) of the grant or use of the Consent including any costs, losses or damages caused by my/our employees or anyone else assisting with my/our business.



I confirm I have read and understand the street trading policy and I confirm that If the consent is granted I will comply with the conditions attached at all times. I further understand that the Council may vary the conditions at any time in accordance with the Local Government (Miscellaneous Provisions) Act 1982.

I understand that it is an offence, liable on conviction to a fine up to level 3 on the standard scale to make a false statement in or in connection with this application.

Should I employ any new assistants during the consent period (whether paid or unpaid) I will inform them that they must send their basic disclosure certificate (which is not older than one calendar month from the date of issue) to the council with a covering letter giving details of my Consent. I will also put measures in place to ensure that this is done.

Date		Applicant Signature	
Date		2 <sup>nd</sup> Applicant Signature	

Please allow up to **8** weeks to process your application.

Please email completed application form to [licensing@southsomerset.gov.uk](mailto:licensing@southsomerset.gov.uk) or post to:- South Somerset District Council, The Council Offices, Brympton way, Yeovil, Somerset, BA20 2HT