

Pembrokeshire County Council



STREET TRADING Application Form

DRAFT 29/01/19

Pembrokeshire County Council



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 APPLICATION FOR GRANT/ RENEWAL OF A STREET TRADING CONSENT

1. Types of Street Trading Consent

Pembrokeshire County Council has six types of consents-

- i) **Short-term** – consent to trade in consent streets for up to a maximum of 30 days in a period of 12 months.
- ii) **Medium-term** – consent to trade in consent streets for up to a maximum of 90 consecutive days
- iii) **Long-term** - consent to trade in consent streets for periods longer than 90 days, up to but not exceeding 12 months.
- iv) **Market** – consent for market or markets to trade in consent streets, annual consent
- v) **Occasional** - consent to trade in consent streets for up to a maximum of 2 days at a time up to a maximum of 20 days in a period of 12 months
- vi) **Mobile Vendors** – consent to trade in consent streets from a mobile unit, not a fixed pitch, annual consent (i.e Ice cream van)
- vii) **Café Culture** – Setting up of Table and chairs in a consent street to enable eateries to sell or offer for sales food and drink

The annual trading period is 1st April – 31st March.

Appendix 1:

Type of Consent	Application Fee (one-off)	Trading Fee
Short-term	£90	£18.00 (per day)
Medium-term	£90	£793.00 (per period)
Long-term	£90	£1,609.00 (per period)
Market	£90	£793.00 (per period)
Occasional	£10	£40.00 (per day)
Mobile Vendor	£90.00	£150.00 (annual)
Café Culture		
Tenby (during the Pedestrianisation scheme)		£150.00 fixed fee
Any other location (12 months)		£15.75 per chair £31.50 per table fixed fee

Appendix 1:

Please tick consent applying for -

Short Term **Medium Term** **Long Term** **Market** **Occasional**

Mobile Vendor

All questions must be answered

Full name of applicant:

Surname: First name(s).....

Home address:

.....

..... Postcode:

Contact Details:

Home: Mobile:

Email address.....

Date of Birth:

National Insurance Number

Are you the owner of the unit proposed for Street Trading? YES/NO

If not, provide full details of the person/company who is:

Name:

Address:

.....

Telephone number:

Date of Birth:

If this is a renewal application, please state the reference number:

Streets / locations in which it is proposed to trade:

DAY	MON	TUES	WEDS	THURS	FRI	SAT	SUN
Start Time							
Finish Time							

Nature of goods/articles in which it is proposed to trade:

If the goods supplied include food are you registered as a food business? YES/NO

Unit details:

(a) Type of unit to be used in connection with Street Trading:

(e.g van, kiosk, trailer, moveable stall, static stall).....

(b) Dimensions: Registration number (if applicable):

Have you ever applied for and been refused a licence / consent for street trading YES/NO

If 'Yes'

(i) Which Authority refused your application?
.....

(ii) When were you refused?
.....

First Assistant Details:

First name: Surname:

National Insurance Number:

Date of Birth:

Home Address:

Second Assistant Details:

First name: Surname:

National Insurance Number:

Date of Birth:

Home Address:

The following documents will be required to be submitted with the application: - (Note points 1, 2, 6 will apply to any assistance)

1. Proof of eligibility to work in the UK
2. Proof of a basic DBS certificate (formerly known as CRB) from Disclosure and barring Services (<https://www.gov.uk/request-copy-criminla-record>)
3. A location plan which clearly shows the proposed location for the street trading;
4. A photograph or brochure detailing the unit/vehicle to be used including its dimensions;
5. A copy of Public Liability Insurance for a minimum of £5 million in respect of any one incident;
6. Two passport sized photographs of the applicant and any person who will be assisting with the trading on a regular basis.

Additional documents required for Mobile vendors

- Copy of the valid MOT certificate for vehicle
- Insurance documentation for vehicle

Application fees must accompany the application for grant or renewal of the consent. If the application is refused, a deposit will be repaid by the Council to the applicant. Consent fees are payable once the application is successful. 30% of the consent fees must be paid in advance and the remainder paid in equal instalments within 6 months of the consent start date

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
APPLICATION FOR CAFÉ CULTURE CONSENT**

Please tick which consent you are applying for

Tenby Café Culture **Café Culture Other Locations**

All questions must be answered

Full name of applicant:

Surname: First name(s).....

Home address:

.....

..... Postcode:

Contact Details:

Home: Mobile:

Email address.....

Date of Birth:

Business Name.....

Address.....

.....

Number of tables: Chairs:

- Please supply a map highlighting the location you wish to place your tables and chairs
- Please supply photographs of the tables and chairs you wish to use before consent can be granted
- Please also confirm storage facilities for tables and chairs outside of the Café Culture Hours

I can confirm that I am over the age of the 17 years

I confirm that I hereby indemnify Pembrokeshire County Council against any claim arising from any consent granted.

Declaration:

I understand and consent that the information given on this form may be issued to other enforcing agencies and consulting bodies to determine this application.

Note: All information that we hold concerning you as an individual will be retained and processed by the streetcare section strictly in accordance with the provisions of the General Data Protection Regulation 2016, as set out in our Fair Processing Notice. A full version of this notice can be viewed here www.pembrokeshire.gov.uk, alternatively a paper copy can be provided on request.

The Local Government (Miscellaneous Provisions) Act, 1982, provides that any persons who, in connection with an application for a street trading consent makes a false statement which they know to be false in any material respect, or which they do not believe to be true, shall be guilty of an offence.

Applicant's signature..... Date.....