



Basingstoke
and Deane



working together

**Street Trading Consent Application
Local Government (Miscellaneous Provisions) Act 1982**

Section 1	Business details	
Limited company	Yes ☐	No ☐
Trading name:		
Bus address (if different to section 1):		
Bus reg no (if relevant):	:	
Bus telephone no		
Business email:		

If you are not applying as a business, please complete section 1a

Section 1a	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:		

1b	Name of other persons trading under the consent
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 ☐ No ☐	

1c	Name of other persons trading under the consent
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 ☐ No ☐	

Please use an additional sheet to include any names and full contact details of any other persons operating under the consent.

Section 2	Proposed location of pitch	
Address / co-ordinates of proposed pitch:		
Is the location on: 1. Private property ☐ 2. Council property ☐ 3. HCC property ☐		
Have you obtained authorisation from the landowner? NB: Do not continue with this application until authorisation is obtained in writing.		Yes ☐ No ☐

Please answer the following Yes or No in relation to the proposed location 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?		
• Answer Yes if there is no breach 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 does not 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 does not cause the loss of parking spaces to residents or businesses		
• Answer Yes if the location will not cause a disturbance, damage, interference, annoyance, inconvenience (e.g. noise nuisance, litter, odour etc.) to local residents or businesses.		
Is the pitch utilised by any other trader?		Yes ☐ No ☐
If yes, the name of the trader:		
Days and times trading:		

Section 3	Trading vehicle / stall / trailer		
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:			
Tax expiry date:			
Description of any advertising on vehicle:			
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			

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:			
Insurance expiry date:			
Tax expire 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			

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			

Section 4	Goods for sale
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 5	Disposal of waste
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	
Please supply all of the documents listed below for your application to be valid	
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 oil waste removal contract (where applicable)	
6. Evidence of a commercial waste removal contract	
7. Copy of the MOT for trading vehicle(s) / towing vehicle(s) / Insurance certificate	
8. Copy of the driving licence front and back for proposed applicants/employees who may drive or tow the trading vehicle as this must includes B3 if towing trailer on consent.	
9. A DVLA check code for each applicant / employee who may drive or towing	
10. Basic DBS's for all employees	
11. LPG Gas Safety Certificate if (where applicable)	
12. Photos of applicant and all workers for badges. These can be taken on a phone against a plain background of a light colour	
13. Written authorisation of private landowner (where applicable) if you are applying for a site on a Hart owned park their permission will be gained when they are consulted during the application process. You will also need to pay a rental fee for the site details of which can be found Apply to book an open space in Hart Hart District Council	
14. Full application fee	

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

NB. Before submitting this form please read the council's Street Trading Policy which can be found at [Street traders](#) . Trading may only commence when a consent has been granted.

Additional Comments (please continue on a separate sheet of paper, if required)

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

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