



Street Trading Consent Application

This application is for a street trading consent where traders and/or organisers are looking to make a commercial profit. The consent permits trading on a consent street for a week, six months, one year, or for a one-off event.

There are fees to be paid for these consents. Details of the current fees are available at <https://www.midsussex.gov.uk/business-licensing/street-trading/>

A consent is not required for fetes, carnivals or similar community based and run events, for example Christmas lights switch-on events and non-commercial, community or charitable events where the profits are not used for private gain.

Mid Sussex District Council (MSDC) is committed to protecting the privacy and security of your personal information. As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (GDPR). Any personal information you provide within this form will be used solely in connection to your Street Trading Consent Application.

The lawful basis which enables the Council to process your data for this purpose is: Public interest under Article 6, paragraph (e) of the UK GDPR and Schedule 1, part 1, paragraphs 10 and 11 of the Data Protection Act.

Information provided will be kept in accordance with the Council's retention and disposal guidelines, will only be shared with other departments within the Council and statutory organisations in relation to necessary enquiries regarding your application or where there is a legal requirement for us to do so.

As a data subject you have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information please visit the privacy pages on the Council's website at www.midsussex.gov.uk or contact the data protection officer by emailing dataprotectionofficer@midsussex.gov.uk.

Applicant Details	
Title	
Full name	
Date of Birth (dd/mm/yyyy)	
National Insurance Number	
Home Address (Registered Address in the case of a limited company)	
Postcode	
Telephone number	
Alternate telephone number (if applicable)	
Email address	
Have you or an officer of the limited company ever had a consent refused or revoked by Mid Sussex DC or any other local authority	
If yes, provide full details of dates and reasons – you may attach the notice of decision if easier.	
Have you been convicted of any of the following offences: Violence/Dishonesty/theft/handling/ Burglary. Consumer protection or fair trading Public health or food hygiene contraventions	If yes please specify details giving date, place of conviction and sentence imposed:

Location of Trading

Are you applying for a fixed location or locations? You will always be trading from the same location (or locations depending on the day and / or time) **YES/NO**

Are you applying for a mobile consent? e.g. Ice Cream Van, which will stop to trade in a location for a short time, then move on. **YES/NO**

Fixed Trading Location	
Street(s)	
Town(s)	
Precise Description of Location(s) (e.g. outside no. 175) (provide a map with the location clearly indicated)	

Mobile Consent	
List all Towns / Villages you wish to trade from.	

Trading Period			
Are you applying for a one-year consent? This includes trading between one to seven days a week throughout the year			Yes/No
Are you applying for a six-month consent? This includes trading between one to seven days a week throughout the six months			Yes/No
Are you applying for a single week consent? i.e. one-off consent for trading for a single week only			Yes/No
Are you applying for 2/3-day consent? i.e. one-off consent			Yes/No
Are you applying for a one-day commercial event?			Yes/No
Proposed Trading Period. <i>Specify the dates for the start and end of the consent, please note this cannot exceed one year</i>	--/--/----	To	--/--/----
Proposed Trading Days Specify the days of the week you will be trading <i>E.g. Monday to Friday, or Friday, Saturday and Sunday every week</i> <i>If you are only trading on specific days state the day of the week</i>			
Proposed trading Times <i>Specify the exact times for trading and on what days in 24 hr clock</i>	Day	From	To
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

Please note that any parking restrictions in place must be complied with at all times.

Business Details

Name of Trading Business	
Registered Address of Business	
Is your business trading in food?	
If yes, which Local Authority is your business registered with, and what is your current Food Hygiene Rating	
Articles to be traded (full description)	
Do you intend to sell hot food or drinks?	Yes/No
Do you intend to sell or supply alcohol?	Yes/No
Dimensions and Nature of Trading Stall(s) e.g. Gazebo, Trailer, Catering Van <i>(full description and approximate dimensions of each type of stall, accompanied by colour photographs of the front, sides and back of each stall)</i>	
Where is the stall stored when not trading?	
Please give the vehicle registration number for each vehicle you intend to trade from, and the name of the registered keeper. <i>You will need to supply a copy of the V5C and current MOT certificate (if required) for each vehicle.</i>	
Do you intend to engage assistants If Yes state how many	Yes/No Number: _____

Tick off each of the following required documents you are submitting with this application form.

Application fee <i>See current fees list</i>	Yes/No
Proof of Public Liability Insurance (NEW Applications and RENEWALS)	Yes/No
Plan, showing precise location of intended trading location(s) (NEW Applications only)	Yes/No
Proof of registration as a food business, if selling food and drink together with copy of your Food Hygiene rating	Yes/No
Photographic Proof of Identity & RTW (passport or residence permit) if not a limited company (NEW Applications only)	Yes/No
Colour photographs of front, side and back of stall, van, cart etc. (NEW Applications only)	Yes/No
A copy of your trade waste contract/agreement if applicable (NEW Applications only)	Yes/No
Authorisation under the Licensing Act 2003, if providing late night refreshment or selling alcohol	Yes/No
A copy of the V5C for each vehicle you plan to use, showing you as the registered keeper (NEW Applications and where there is a change of vehicle for RENEWALS)	Yes/No
A copy of your current LPG Gas Safety certificate	Yes/No

Declaration and Signature

I hereby make an application to Mid Sussex District Council for the grant of a Street Trading Consent, subject to the Statutes, Regulations, Policies, Byelaws and Conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and, to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any consent issued revoked.

I declare that I have supplied all the appropriate supporting documentation listed in the above checklist, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the consent, if applicable.

I understand that I must undertake to comply with the legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.

Name:	Capacity of Signatory
Signature:	Date:

NOTES

General Information

For new applications you cannot trade until you have been issued with a consent. All applications are subject to a 28-day consultation period.

A successful Applicant will be known as a consent holder. It is the responsibility of the consent holder to ensure that appropriate planning for the event or stall is undertaken. This includes having all the appropriate permissions in place. Where necessary the applicant must apply and pay for these separately. The Licensing Team may request proof of these permissions before the issue of a consent.

The Consent Holder/Applicant is responsible for ensuring that there is no obstruction or safety in the street, nuisance or annoyance caused and that there is compliance with all relevant legislation and conditions attached to the consent. Failure to ensure compliance with the above and the street trading consent conditions may mean the consent will be withdrawn, the consent holder/applicant may be refused a future consent or the consent holder/applicant may be prosecuted.

FOOD SAFETY AND HEALTH & SAFETY QUESTIONNAIRE

**FOOD BUSINESSES MUST ANSWER QUESTIONS IN BOTH SECTIONS A & B
ALL BUSINESSES MUST ANSWER QUESTIONS IN SECTION B**

SECTION A - FOOD QUESTIONNAIRE: To be completed by all food providers

1	Do you intend to sell food or drink? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'NO' proceed to SECTION B of this form	
2	Do you have a documented 'Food Safety Management System' e.g. Safer Food Better Business Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Please indicate which of the following foods you carry either for sale or for use as an ingredient: Milk <input type="checkbox"/> Poultry <input type="checkbox"/> Ice cream <input type="checkbox"/> Cream <input type="checkbox"/> Salad <input type="checkbox"/> Fish <input type="checkbox"/> Shellfish <input type="checkbox"/> Egg products <input type="checkbox"/> Raw meat <input type="checkbox"/> Cooked meat <input type="checkbox"/> <i>(NOTE: WE MAY VISIT YOUR STALL DURING THE EVENT AND REQUEST A SAMPLE OF YOUR HIGH RISK FOOD FOR MICROBIOLOGICAL TESTING)</i>
4	If any food products are prepared or stored in a place other than the vending vehicle or stall, please state what is done and where:
5	Will food be delivered to the site by a separate supplier? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please describe arrangements for delivery of food to your stall:
6	Do you have ready-to-eat food and raw food on your stall? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how do you ensure separation of raw and ready-to-eat foods?
7	Do you have separate equipment for raw and ready-to-eat food e.g. trays, tongs or scales? Yes <input type="checkbox"/> No <input type="checkbox"/>
8	How do you identify which equipment is for raw and which is for ready-to-eat foods?
9	Please indicate which of the following facilities you intend to provide on site: Refrigerator <input type="checkbox"/> Freezer <input type="checkbox"/> Cooking hob <input type="checkbox"/> Deep fat fryer <input type="checkbox"/> Oven <input type="checkbox"/> Grill <input type="checkbox"/> Microwave <input type="checkbox"/> Chiller/fridge <input type="checkbox"/> Other cooking facilities (Please specify):
10	Do you use a probe thermometer? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(NOTE: YOU MUST ENSURE THE PROBE IS CLEANED AND DISINFECTED BEFORE AND AFTER USE)</i>
11	Do you keep temperature-monitoring records? Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Will food be kept hot after cooking? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, how will food be kept at above 63°C?

13 Do you provide "TASTE" samples for your customers? Yes No
 If YES, how will these be served hygienically to customers?

14 What arrangements have you made for hand washing on the stall?
 Wash hand basin Soap Hand drying facilities
 Describe your method of providing both hot and cold water or water at a suitably controlled temperature at the wash hand basin:

15 Do you supply protective clothing for food handlers? Yes No

16 Please indicate the facilities you intend to provide for cleaning equipment: (To be separate from hand washing facilities.)
 Sink Hot water supply to the sink

17 Please specify materials used for cleaning:
 Detergent Disinfectant Sanitiser BS EN 1276
 Other please specify:

(NOTE: YOU MUST ENSURE YOU CLEAN REGULARLY THROUGHOUT THE EVENT –DURING AN INSPECTION IT MAY BE VERIFIED USING ENVIRONMENTAL SWABBING OF SURFACES OR EQUIPMENT)

18 Do you use water to prepare cold drinks, food or wash food? e.g. to wash salad?
 Yes No
 How is water stored on the stall, what type of containers are used?

 How do you clean the containers and how frequently?

 Where do you intend to obtain your water supply? (This must be 'potable' ie mains water.)

(NOTE: WATER SAMPLES MAY BE TAKEN DURING THE EVENT FROM STAND PIPES AND STALLS)

19 Describe the facilities you will provide for the collection, hygienic & safe disposal of dirty water and refuse at the trading site?

20 Please give details of Food Hygiene Training completed by all members of staff that will be working on your stall or vehicle:

Name	Level of Training	Date

SECTION B - HEALTH AND SAFETY QUESTIONNAIRE

1 ELECTRICAL SAFETY

Have all electrical portable appliances in use at your stall/vehicle been tested? Yes No

NOTE: IT IS A RECOMMENDATION THAT YOUR EQUIPMENT HAS CURRENT PAT TEST CERTIFICATE (Inspection certificates should be available for inspection when trading on site)

2 FIRE SAFETY EQUIPMENT

What type and number of fire extinguishers are provided at your stall or vehicle?

Do you have a fire blanket for use on your stall? Yes No

NOTE: THIS IS A REQUIREMENT ON STALLS USING DEEP FAT FRYERS)

3 GAS SAFETY

Do you use LPG on your stall or vehicle? Yes No

if you have answered NO please proceed to question 12

If YES, state quantity in kg to be stored on the stall _____ kg

(YOU SHOULD HAVE ONLY THE REQUIRED NUMBER OF CYLINDERS TO OPERATE THE EQUIPMENT IN USE PLUS A RESERVE OF THE SAME CAPACITY.)

4 What health and safety training have you and/or your staff had? (Please give the type of training received and dates of the courses)

5 How often does a suitably trained person make a visual inspection of the gas cylinders, pipe-work & appliances, including ventilation and flues, etc?

6 Has the gas system of your unit been inspected, tested and serviced by a "Gas Safe" registered engineer who has mobile catering qualifications?

Date of last service:

Name and address of competent person:

Gas Safe registration number:

7 What method/s or product/s do you use for checking for gas leaks?

How often is this done?

8 While trading, are your LPG cylinders kept:

a) In a separate gas tight compartment within the vehicle/unit?

Yes No

b) In a separate gas tight compartment attached to the outside of the vehicle/unit?

Yes No

c) Outside the vehicle but secured and protected against unauthorised interference?

Yes No

d) If you have said 'YES' to either a) or b) above, does the compartment have high & low ventilation direct to the outside? Yes No

9 What length of flexible hose is used to connect the LPG to each appliance?

