



Ashfield

DISTRICT COUNCIL

STREET TRADING APPLICATION PACK

- **STREET TRADING CONSENTS**
- **MOBILE TRADING CONSENTS**
- **COMMUNITY & CHARITY EVENT TRADING CONSENTS**
- **SPECIAL EVENT TRADING CONSENTS**

STREET TRADING APPLICATION PACK

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INTRODUCTION: STREET TRADING

The Local Government (Miscellaneous Provisions) Act 1982 Schedule IV (the Act) defines Street Trading as “the selling or exposing or offering for sale any article (including a living thing) in a street – subject to a number of exceptions”.

A “Street” is defined as any road, footway, beach or other area to which the public have access without payment (this includes private land), and a service area as defined in Section 329 of the Highways Act 1980.

The Council has determined that all of the streets in the District are designated as “Consent Streets”, which in effect means that no trading may take place without the Council having first issued the appropriate Trading Consent to the trader.

TYPE OF TRADING CONSENTS ISSUED BY ASHFIELD DISTRICT COUNCIL

The Council issues four different types of Trading Consents:

- **Street Trading Consent:** Trading from a stall / unit / vehicle from a single designated location on a regular basis. We offer these for periods of 12 months or 6 months.
- **Mobile Trading Consent:** Trading from a vehicle at various locations across the Ashfield District, but for no more than 20 minutes at a time, and no location to be revisited within a 4-hour period. We offer these for periods of 12 months or 6 months.
- **Community & Charity Event Trading Consent:** Trading at non-profit making events (within the Ashfield District) held by a registered charity or community association, whether for a single day or for the duration of the entire event.
- **Special Events Trading Consent:** Trading at events (within the Ashfield District) where the organiser intends to make commercial gain, whether for a single day or for the duration of the entire event.

WHERE TRADING WILL NOT LIKELY BE PERMITTED

The Council has determined that applications for a Street Trading Consent or a Mobile Trading Consent (save for certain exemptions) will likely be refused for locations that are deemed to be:

- **In close proximity to a place of worship;**
- **In close proximity to a place of education;**
- **In close proximity to a place of healthcare;**
- **In close proximity to a place of cultural or historical local / national significance;**
- **In close proximity to primarily residential properties;**
- **In close proximity to a business offering the same goods / services;**
- **Likely to undermine the safety and / or convenience of the general public and / or road users.**

RELEVANT CONSIDERATIONS APPLICABLE TO ALL APPLICATIONS

The following criteria will be considered in deciding whether a Street Trading Consent or a Mobile Trading Consent will be granted:

- a) **Public Safety:** Whether any Trading activity represents, or is likely to represent, a risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions, or danger that may occur when a Trader is accessing the site.
- b) **Public Order:** Whether the Trading activity represents, or is likely to represent, a risk to public order.
- c) **Preventing Nuisance or Annoyance:** Whether the Trading activity represents, or is likely to represent, a risk of nuisance or annoyance to the public from noise, odour, fumes, litter, or the discharge of fluids, particularly in areas of residential properties.
- d) **Written Representations from Local Residents (Street Trading Consents only):** Residents will be alerted to Street Trading Consent applications for locations not already adopted by the Council by way of a yellow A4 notice erected at the proposed Street Trading location.
- e) **Planning Permission (Street Trading Consents only):** A Street Trading Consent will only be issued where planning permission has been granted or where there is written evidence that planning permission is not required.
- f) **Suitability of Proposed Trading Location:** Applications for a Trading Consent may likely be refused for locations that are:
 - **In close proximity to a place of worship;**
 - **In close proximity to a place of education;**
 - **In close proximity to a place of healthcare;**
 - **In close proximity to a place of cultural or historical local / national significance;**
 - **In close proximity to primarily residential properties;**
 - **In close proximity to a business offering the same goods / services;**
 - **Likely to undermine the safety and / or convenience of the general public and / or road users.**
- g) **Appearance of the Stall / Vehicle / Unit:** Any stall or vehicle from which trading is permitted must be maintained and presented to the same standard as originally manufactured. Internal and external finishes must be free from defects or damage. Any stall or vehicle must meet with the criteria, including size, laid down in the standard conditions attached to the grant of any Street Trading or Mobile Trading Consent.
- h) **Food Traders:** Applicants for stalls or vehicles selling food, must hold a current Level 2 Food Hygiene Certificate accredited by The Chartered Institute of Environmental Health, or other approved scheme. All businesses must be registered with the Food Safety Team (Environmental Health) in the district within which the stall or vehicle is kept overnight, and if such a district is not Ashfield District Council, the business is still required to notify the Ashfield District Council Food Safety Team that it is trading at a location within our area.

FEES & CHARGES

The level of fees applicable to the Street Trading function takes into account the administrative costs associated with the consideration of applications, the issue and administration of the Consent, and the costs associated with compliance checks carried out by the Licensing Authority to ensure that Traders operate in accordance with the conditions of their Consent.

The following fees and charges are applicable to each of the different Trading Consents.

Type of Trading Consent	Duration	Proposed Fee
Street Trading Consent (Standard Site)	12 months	£1294.00
Street Trading Consent (Standard Site)	6 months	£697.00
Street Trading Consent (Market Site)	12 months	£970.50
Street Trading Consent (Market Site)	6 months	£485.25
Mobile Trading Consent	12 months	£750.00
Mobile Trading Consent	6 months	£375.00
Special Event Trading Consent	Per Event	£30.00 per stall
Community & Charity Event Trading Consent	Per Event	No charge
Duplicate copy of Trading Consent	-	£5.00

We offer a variety of payment options for applicants of Street Trading Consents and Mobile Trading Consents, and these are detailed on the relevant Application Forms appended to this Application Pack.

Please note, no application will be deemed valid until payment of the appropriate fee (or payment of the initial fee if opting to pay by monthly instalments).

Any agreed instalment plan must be maintained in accordance with the terms of the payment agreement. If the instalment plan is not honoured, then the Trading Consent becomes void.

Where trading ceases during the term of a Street Trading Consent or Mobile Trading Consent, refunds will not be issued for any outstanding period of less than three months (refunds must be requested in writing by way of email to licensing@ashfield.gov.uk).

Where a Special Event Trading Consent has been granted, no refund will be issued should a Trader not attend the event, or if the event is cancelled.

HOW TO APPLY FOR A STREET TRADING CONSENT

A list of currently adopted Street Trading locations can be found on the Council website: www.ashfield.gov.uk/streettrading

Applications for a new Street Trading Consent to be issued for a location not currently adopted by the Council will be welcomed, however applicants are strongly advised to refer to the section within this Application Pack that details where such locations would likely be deemed not suitable for trading, before submitting their application.

All applications for the grant of a new Street Trading Consent or for the renewal of an existing Street Trading Consent must be submitted to the Licensing Team, and shall include the following (if an incomplete application is submitted, it will be returned to you as void):

- **The completed Street Trading Consent Application Form** (see Appendix 1 for Standard Sites; see Appendix 2 for Market Sites).
- **The completed Direct Debit Mandate (if paying by monthly instalments)** (see Appendix 6).
- **Food Hygiene Certificate (if a food business).**
- **Current Electrical and Gas Safety Certificates (if applicable).**
- **Current Public Liability Insurance (to a minimum value of £5,000,000).**
- **Evidence that the applicant and any person(s) operating the stall / vehicle / unit holds a valid right to work in the U.K. (Passport, Birth Certificate, Residency Permit).**
- **Evidence of consent to trade given by the landowner for the business to trade from the location (private land only).**
- **Evidence that Planning Permission has been granted, or is not required (any location that is not already adopted for Street Trading to take place).**
- **A map showing the proposed trading site, and showing all streets and other public areas covering a 200 metre radius surrounding the proposed Street Trading location.**
- **Photographs of the stall / vehicle / unit from which trading is to take place (the photographs must clearly show the internal and external visual condition of the unit and all signage affixed to it).**
- **Copy of the A4 Yellow Notice placed at the proposed trading site (only applicable to new sites not already adopted by the Council)** (see Appendix 3).

On the first working day following receipt of your completed application form and all of the other necessary documents listed above, a Licensing Officer will contact you to take your debit / credit card payment for the fee (or the up-front payment if choosing to pay by monthly instalments).

CONSULTATION WITH STAKEHOLDERS & THE PUBLIC

Applications for a Street Trading Consent at a location not already adopted by the Council will be subject to a 28-day consultation period.

The applicant **must place a weatherproof Yellow A4 Notice** (for the entire duration of the 28 day consultation period) in a prominent position at the proposed trading location in order that those living or working in close proximity to the proposed site are aware of the application and can make any relevant comment to the Council regarding the application.

The details of your application will be provided to the following “Stakeholders” seeking their comments as to your application:

- **Nottinghamshire Police**
- **Nottinghamshire Police Licensing Unit**
- **Nottinghamshire Fire & Rescue**
- **Nottinghamshire County Council Highways**
- **Nottinghamshire County Council Trading Standards**
- **Planning**
- **Environmental Health**
- **Health & Safety**
- **Environmental Protection**
- **Environmental Services**
- **Economic Development**
- **Place & Communities**
- **Markets**
- **Car Parks**

Should any relevant objections be received from the public or any of the “stakeholders”, the application will need to be determined at a Hearing held by the Director: Place & Communities.

STREET TRADING APPLICATIONS SUBJECT TO RELEVANT OBJECTIONS

Where an application for a Street Trading Consent at a new location is the subject of valid objections that remain unresolved by the end of the 28-day consultation period, the application will be referred to the Director: Place & Communities and a Hearing convened to determine the application.

A report detailing your application and the relevant objection(s) will be provided to you at least 5 working days prior to the actual Hearing date.

The Director will determine each application on its own merits, taking into consideration all information attached to the application, the comments of the objectors, and any information provided by the Licensing Team in relation to the applicant, the nature of the business, and the proposed location.

Following the determination of an application, the Licensing Authority will notify the applicant (and any objectors) of the decision (and the reasons for the decision), within 10 working days of the Hearing. There is no statutory right of appeal against a refusal to issue a Street Trading Consent, or against the conditions that may be attached to the grant of a Street Trading Consent.

GRANT OF STREET TRADING CONSENT APPLICATIONS

The applicant will be advised by letter that the Street Trading Consent has been granted. The Street Trading Consent will be enclosed with the letter, and attached to the Street Trading Consent will be the standard conditions (and any additional conditions if the application was determined at a Hearing) imposed by the Council, which must be adhered to at all times.

Any Street Trading Consent granted, will be issued for a maximum period of 12 months, or a minimum period of 6 months (if requested by the applicant). The laminated Street Trading Consent must be displayed in a prominent position within the stall / unit / vehicle at all times when trading takes place.

All Street Trading Consents granted are attached with standard Conditions.

SALES OF HOT FOOD AND HOT BEVERAGES AFTER 23:00 HOURS

Street Traders who serve hot food or hot beverages at any time between 23:00 hours and 05:00 hours will also require a Premises Licence granted by the Licensing Authority in accordance with the Licensing Act 2003.

Please contact the Licensing Team to discuss any potential Premises Licence application in advance of you submitting such an application, in order that the Team can assess your requirements and advise you accordingly.

STREET TRADING AT MARKET SITES:

The Council has adopted a Street Trading site at both the Portland Square Market in Sutton in Ashfield, and the Pedestrianised Precinct, Lowmoor Road in Kirkby in Ashfield.

These locations are subject to a reduced fee owing to Street Trading only being permitted during the following hours:

DAY	PORTLAND SQUARE	PEDESTRIAN PRECINCT, LOWMOOR ROAD
MONDAY	19.00 – 23.00	05.00 – 23.00
TUESDAY	05.00 – 23.00	19.00 – 23.00
WEDNESDAY	19.00 – 23.00	05.00 – 23.00
THURSDAY	05.00 – 23.00	19.00 – 23.00
FRIDAY	19.00 – 23.00	19.00 – 23.00
SATURDAY	19.00 – 23.00	19.00 – 23.00
SUNDAY	05.00 – 23.00	05.00 – 23.00

RENEWAL OF STREET TRADING CONSENTS

An application to renew an existing Street Trading Consent must be submitted to the Licensing Authority prior to the current Consent expiring (ideally no later than 28 days prior to the expiry date), and all of the necessary documents to satisfy the Councils criteria must be submitted every time a renewal application is made.

CONDITIONS ATTACHED TO ALL STREET TRADING CONSENTS

1. No trading to which this Street Trading Consent relates shall take place other than in accordance with the times and days stated on the Street Trading Consent.
2. The holder of the Street Trading Consent shall ensure that the stall / vehicle / unit is positioned only in the designated space of the location for which the Street Trading Consent is granted.
3. Trading shall only be carried out from the stall / vehicle / unit detailed within the application for which this Street Trading Consent is granted.
4. The holder of the Street Trading Consent shall ensure that the stall / vehicle / unit is kept in a clean, safe and well maintained condition, and be of an appearance acceptable to the Council.
5. The Street Trading Consent holder shall conduct the business in such a manner to ensure that:
 - no nuisance is caused to the occupiers of premises / properties in the immediate vicinity;
 - no obstruction is caused to other vehicles or pedestrians by the siting of the stall / vehicle / unit;
 - no danger is caused to occupiers of premises / properties in the immediate vicinity, or to other users of the location of the stall / vehicle / unit.
6. The holder of the Street Trading Consent shall provide customers with a means of disposal for any litter associated with the sales of goods from the stall / vehicle / unit.
7. The holder of the Street Trading Consent shall ensure that the trading location is left clear of refuse at the completion of trading each day; and that the area in the immediate vicinity of the stall / vehicle / unit is kept clear of all refuse originating from their trade at all times.
8. The holder of the Street Trading Consent shall ensure that all waste originating from their trade is disposed of responsibly and in an environmentally-friendly manner.
9. The holder of the Street Trading Consent shall not provide any facilities such as tables or seating (either internally or externally) without having first sought the permission of the Council. Should the provision of tables and seating be likely to result in a nuisance or annoyance to those occupiers of premises and properties in the immediate vicinity or present a danger to the users of the street, such permission will not be granted, or any previous permission will be rescinded.
10. The holder of the Street Trading Consent shall seek the approval of the Council prior to affixing any signage, livery or and advertisements to the stall / vehicle / unit.
11. The holder of the Street Trading Consent shall notify the Council of any proposed changes to be made to the stall / vehicle / unit to which the Street Trading Consent is granted, and shall not undertake such changes until the Council has first approved the proposals.

12. The holder of the Street Trading Consent shall notify the Council of any proposed replacement stall / vehicle / unit to which the Street Trading Consent is granted, and shall not replace the existing stall / vehicle / unit until the Council has first approved the proposed replacement stall / vehicle / unit.
13. The holder of the Street Trading Consent shall comply with all statutes, statutory instruments and byelaws currently in force; in particular the requirements of the Health & Safety at Work Act 1974, the Food Safety Act 1990 and associated regulations, The Food Hygiene (England) Regulations 2006 and the Environmental Protection Act 1990.
14. All staff involved in the preparation of food shall hold a current Level 2 food safety certificate, accredited by the Chartered Institute of Environmental Health, the Royal Society of Health, or the Royal Institute of Public Health and Hygiene.
15. The holder of the Street Trading Consent shall take adequate precautions to prevent the risk of fire at the stall / vehicle / unit. A serviceable fire blanket and suitable fire extinguisher/s shall be provided at all times.
16. The holder of the Street Trading Consent shall ensure that where the stall / vehicle / unit has a 240 volt electrical system that an up to date annual electrical safety certificate is in force.
17. The holder of the Street Trading Consent shall ensure that where gas cylinders are used that an up to date annual gas safety certificate is in force.
18. The holder of the Street Trading Consent shall ensure that a first aid kit is maintained on the stall / vehicle / unit and made available to any customers injured by the activities of the business operation.
19. The holder of the Street Trading Consent shall notify the Council as to the identity of any person employed to operate his / her stall / vehicle / unit.
20. The holder of the Street Trading Consent shall not sub-let his / her stall / vehicle / unit to another person.
21. The holder of the Street Trading Consent shall ensure that the Street Trading Consent issued by the Council is clearly displayed within the stall / vehicle / unit when trading, and is to be produced on demand to any Authorised Officer.
22. The holder of the Street Trading Consent shall have and maintain a proper insurance policy against public liability and third-party risks. The minimum insurance cover shall be £5,000,000 and shall cover the holders' stall / vehicle / unit and any additional equipment under their control.
23. The holder of the Street Trading Consent shall maintain any instalment plan for the payment of the Street Trading Consent issued by the Council in accordance with the terms of the instalment arrangement. Failure to adhere to the terms of the instalment arrangement shall likely result in the forfeiture of the Street Trading Consent.
24. The holder of the Street Trading Consent shall understand that any failure to comply with the conditions and permitted trading hours attached to the Street Trading Consent may result in the Street Trading Consent being revoked.

DEFINITION OF A MOBILE TRADING CONSENT

Traders that meet with the criteria detailed below will be classified as Mobile Traders. Ice cream vans and mobile sandwich sellers (i.e. they do not have specific customers to whom they visit on a “round”) would typically be deemed to be Mobile Traders.

A Mobile Trader is defined by the Council as one who:

- **Moves from location to location;**
- **Moves at least 50 metres from his / her last trading location and does not return to that location within four hours;**
- **Does not wait in one location for more than 20 minutes; and**
- **Does not trade within 100 metres of any entrance to any educational establishment (without having first received a formal invitation from the educational establishment).**

Due to the nature of their trade over a wide geographical area and their limited impact upon a single location, Mobile Traders will automatically be granted a Mobile Trading Consent, subject to the applicant and application meeting all of the above criteria, and the criteria detailed within the section entitled **Relevant Considerations Applicable To All Applications**.

However, certain additional restrictions are required in order to prevent harmful competition, any negative impact on locations, and to protect the business interests of existing permanent premises selling similar goods and services to those that may potentially be offered by Mobile Traders. These additional restrictions are:

- **That Mobile Trading may not take place from any Council owned park or recreational space during the operating hours of any existing permanent structure selling similar goods and services as those proposed to be offered by the Mobile Trader; and**
- **That no location may be occupied by more than one Mobile Trader at any given time.**

These additional restrictions assist businesses in permanent structures and who pay business rates from becoming the victims to unfair competition.

However, where there is an existing business in a permanent structure sited at a location that a Mobile Trader wishes to operate from, the restriction does not apply when the permanent structure is closed to the public.

Please note: *Businesses that sell to pre-arranged customers are exempt from the need for a Mobile Trading Consent as they are deemed “Roundsmen”. Such examples would be hot food and sandwich vans that have contracts in place with customers.*

However, if the general public are able to obtain the services and supplies offered by the Trader, rather than those customers for whom a contract is already in place, then such a Trader would need to apply for a Mobile Trading Consent.

HOW TO APPLY FOR A MOBILE TRADING CONSENT

All applications for the grant of a new Mobile Trading Consent or for the renewal of an existing Mobile Trading Consent must be submitted to the Licensing Team, and shall include the following (if an incomplete application is submitted, it will be returned to you as void):

- **The completed Mobile Trading Consent Application Form** (see Appendix 4);
- **The completed Direct Debit Mandate (if paying by monthly instalments)** (see Appendix 6).
- **Food Hygiene Certificate (if a food business).**
- **Current Electrical and Gas Safety Certificates (if applicable).**
- **Current Public Liability Insurance (to a minimum value of £5,000,000).**
- **Evidence that the applicant and any person(s) operating the vehicle holds a valid right to work in the U.K.**
- **A map / maps showing the proposed trading sites, and showing all streets and other public areas covering a 200 metre radius surrounding the proposed Mobile Trading locations.**
- **Photographs of the vehicle from which trading is to take place (the photographs must clearly show the internal and external visual condition of the vehicle and all signage affixed to it).**
- **Evidence that the vehicle may legally be driven on the highway by way of a valid M.O.T., valid Motor Insurance and valid Vehicle Excise Duty.**

On the first working day following receipt of your completed application form and all of the other necessary documents listed above, a Licensing Officer will contact you to take your debit / credit card payment for the fee (or the up-front payment if choosing to pay by monthly instalments).

DETERMINATION OF MOBILE TRADING CONSENT APPLICATIONS

Officers of the Licensing Team will evaluate all applications in order to assess the suitability of the applicant and the suitability of the specified trading locations. A Mobile Trading Consent will be automatically granted if the application meets with our criteria.

Where an application is deemed by the Officers of the Licensing Team to not meet with our criteria, the application will be referred to the Director: Place & Communities and a Hearing convened to determine the application.

The Director will determine each application on its own merits, taking into consideration all information attached to the application, and any information provided by the Licensing Team in relation to the applicant, the nature of the business, and the proposed locations. Following the determination of an application, the Licensing Authority will notify the applicant (and any objectors) of the decision (and the reasons for the decision), within 10 working days of the Hearing. There is no statutory right of appeal against a refusal to issue a Street Trading Consent, or against the conditions that may be attached to the grant of a Street Trading Consent.

GRANT OF MOBILE TRADING CONSENT APPLICATIONS

The applicant will be advised by letter that the Mobile Trading Consent has been granted. The Mobile Trading Consent will be enclosed with the letter, and attached to the Mobile Trading Consent will be the standard conditions (and any additional conditions if the application was determined at a Hearing) imposed by the Council, which must be adhered to at all times.

Any Mobile Trading Consent granted, will be issued for a maximum period of 12 months, or a minimum period of 6 months (if requested by the applicant).

RENEWAL OF MOBILE TRADING CONSENTS

An application to renew an existing Mobile Trading Consent must be submitted to the Licensing Authority prior to the current Consent expiring, and all necessary documents to satisfy the Councils criteria must be submitted every time a renewal application is made.

CONDITIONS ATTACHED TO ALL MOBILE TRADING CONSENTS

1. No trading to which this Mobile Trading Consent relates shall take place other than in accordance with the times and days stated on the Mobile Trading Consent.
2. No trading to which this Mobile Trading Consent relates shall take place at any Council owned park or recreational spaces during the operating hours of any permanent structure sited at such a location that offers similar goods and services.
3. No trading to which this Mobile Trading Consent relates shall take place other than from the permitted vehicle stated on the Mobile Trading Consent.
4. The holder of the Mobile Trading Consent shall ensure that when carrying out the trading activities permitted on the Mobile Trading Consent that:
 - The vehicle shall not wait in one location for more than twenty minutes.
 - The vehicle shall move at least 50 metres from the last trading location and shall not return to that location within four hours.
 - The vehicle shall move from location to location within the permitted area.
 - The vehicle shall not trade or park within 100 metres of any entrance to any educational establishment, unless a prior formal invitation has been issued by the educational establishment.
5. The holder of the Mobile Trading Consent shall ensure that the vehicle is kept in a clean, safe and well-maintained condition, and be of an appearance acceptable to the Council.
6. The holder of the Mobile Trading Consent shall conduct the business in such a manner to ensure that:
 - no nuisance is caused to the occupiers of premises / properties in the immediate vicinity;
 - no obstruction is caused to other vehicles or pedestrians by the siting of the vehicle;
 - no danger is caused to occupiers of premises / properties in the immediate vicinity, or to other users of the location of the vehicle.
7. The holder of the Mobile Trading Consent shall provide customers with a means of disposal for any litter associated with the sales of goods from the vehicle.
8. The holder of the Mobile Trading Consent shall ensure that all waste originating from their trade is disposed of responsibly and in an environmentally-friendly manner.
9. The holder of the Mobile Trading Consent shall seek the approval of the Council prior to affixing any signage, livery or and advertisements to the vehicle.
10. The holder of the Mobile Trading Consent shall notify the Council of any proposed changes to be made to the vehicle to which the Mobile Trading Consent is granted, and shall not undertake such changes until the Council has first approved the proposals.
11. The holder of the Mobile Trading Consent shall notify the Council of any proposed replacement vehicle to which the Mobile Trading Consent is granted, and shall not replace the existing vehicle until the Council has first approved the proposed replacement vehicle.

- 12.** The holder of the Mobile Trading Consent shall comply with all statutes, statutory instruments and byelaws currently in force; in particular the requirements of the Health & Safety at Work Act 1974, the Food Safety Act 1990 and associated regulations, The Food Hygiene (England) Regulations 2006 and the Environmental Protection Act 1990.
- 13.** All staff involved in the preparation of food shall hold a current Level 2 food safety certificate, accredited by the Chartered Institute of Environmental Health, the Royal Society of Health, or the Royal Institute of Public Health and Hygiene.
- 14.** The holder of the Mobile Trading Consent shall take adequate precautions to prevent the risk of fire in the vehicle. A serviceable fire blanket and suitable fire extinguisher/s shall be provided at all times.
- 15.** The holder of the Mobile Trading Consent shall ensure that where the vehicle has a 240 volt electrical system that an up to date annual electrical safety certificate is in force.
- 16.** The holder of the Mobile Trading Consent shall ensure that where gas cylinders are used that an up to date annual gas safety certificate is in force.
- 17.** The holder of the Mobile Trading Consent shall ensure that a first aid kit is maintained in the vehicle to treat any customers injured by the activities of the business operation.
- 18.** The holder of the Mobile Trading Consent shall notify the Council as to the identity of any person employed to operate his / her vehicle.
- 19.** The holder of the Mobile Trading Consent shall not sub-let his / her vehicle to another person.
- 20.** The holder of the Mobile Trading Consent shall ensure that the Mobile Trading Consent issued by the Council is clearly displayed within the vehicle when trading, and is to be produced on demand to any Authorised Officer.
- 21.** The holder of the Mobile Trading Consent shall have and maintain a proper insurance policy against public liability and third-party risks. The minimum insurance cover shall be £5,000,000 and shall cover the holders' vehicle and any additional equipment under their control. Proof of such cover must be produced to an Authorised Officer on demand.
- 22.** The holder of the Mobile Trading Consent shall maintain any instalment plan for the payment of the Mobile Trading Consent issued by the Council in accordance with the terms of the instalment arrangement. Failure to adhere to the terms of the instalment arrangement shall likely result in the forfeiture of the Mobile Trading Consent.
- 23.** The holder of the Mobile Trading Consent shall understand that any failure to comply with the conditions attached to the Mobile Trading Consent may result in the Mobile Trading Consent being revoked.
- 24.** The holder of the Mobile Trading Consent shall understand that should evidence be obtained that trading has occurred outside of the times and days permitted, or at locations within the Ashfield District not listed on the Mobile Trading Consent that he / she may be prosecuted for committing an offence.

DEFINITION OF A COMMUNITY & CHARITY EVENT TRADING CONSENT

Traders at an event organised and run by a registered charity or recognised community association (or other non-profit making organisation) for public benefit will be exempt from the requirement to obtain a Special Events Trading Consent for the location of the event, subject to the following restrictions:

- **Traders cannot remain at the event location for any period other than for the duration of the event.**
- **Traders must be invited to trade at the event by the event organisers.**
- **That the organisers of the event make no “commercial gain” from the event (i.e. that all profits made are put back into the purpose of the registered charity / community association).**
- **That the Traders make a financial contribution from any profits made to the community and / or charity for which the event is held.**
- **That no more than 4 Traders are permitted to attend the event.**
- **That when events are held on Council owned parks and recreational spaces, that the goods and services offered by Traders are not similar to those provided during the operating hours of any permanent structure sited at that location.**
- **Traders of hot foods and / or hot non-alcoholic beverages operating after 23:00 hours must submit a Temporary Event Notice in order to provide the licensable activity of “Late Night Refreshment” in accordance with the requirements of the Licensing Act 2003.**

HOW TO APPLY FOR A COMMUNITY & CHARITY EVENT TRADING CONSENT

The event organiser will notify the Events Team (events@ashfield.gov.uk) at Ashfield District Council of the intended event. Within the Event Application submitted by the event organiser to the Council, details of each trader and the goods being sold from each stall / vehicle / unit will be provided.

The Events Team at the Council will forward a copy of the Event Application to the Licensing Team, and will consult with the Licensing Team at the Council to determine whether the event is “not for profit”, and to establish that the Traders are making a financial contribution from any profits they make to the community and / or charity for which the event is held.

If the Licensing Team deem the event to be “not for profit” and that the Traders are making a financial contribution from any profits they make to the community and or charity for which the event is held, the Events Team will be notified, and the Events Team will confirm this status to event organiser, and forward a Community & Charity Event Trading Consent to the event organiser to provide to each Trader attending the event.

A copy of the Community & Charity Trading Consent Trading Consent (listing each Trader) must be displayed at all stalls / vehicles / units trading at the event.

DEFINITION OF A SPECIAL EVENT TRADING CONSENT

Traders attending an event organised for “commercial gain” on either Council owned land or on private land to which the general public have free access, require a Special Events Trading Consent **to be granted to the event organiser**, subject to the following restrictions:

- **Traders cannot remain at the event location for any period other than for the duration of the event.**
- **Traders must be invited to trade at the event by the event organiser.**
- **Traders must provide evidence of a valid Food Hygiene Certificate (if a food business).**
- **Traders must provide evidence of current Electrical and Gas Safety Certificates for their stalls / vehicles / units (if applicable).**
- **Traders must provide evidence of holding current Public Liability Insurance (to a minimum value of £5,000,000).**
- **Traders must provide evidence that they and any person(s) operating the stall / vehicle / unit holds a valid right to work in the U.K.**
- **That no more than 4 Traders are permitted to attend the event.**
- **That when events are held on Council owned parks and recreational spaces, that the goods and services offered by Traders are not similar to those provided during the operating hours of any permanent structure sited at that location.**
- **Traders of hot foods and / or hot non-alcoholic beverages operating after 23:00 hours, or Traders selling alcohol, must submit a Temporary Event Notice in order to provide the licensable activity of “Late Night Refreshment” in accordance with the requirements of the Licensing Act 2003.**

HOW TO APPLY FOR A SPECIAL EVENT TRADING CONSENT

All applications for the grant of a Special Event Trading Consent must be submitted to the Licensing Team, and shall include the following (if an incomplete application is submitted, it will be returned to you as void):

- **The completed Special Event Trading Consent Application Form (see Appendix 5);**
- **The Traders Food Hygiene Certificate(s) (if food businesses).**
- **The Traders current Electrical and Gas Safety Certificates (if applicable).**
- **The Traders current Public Liability Insurance (to a minimum value of £5,000,000).**
- **Evidence that the Traders and any person(s) operating their vehicle hold a valid right to work in the U.K.**
- **Evidence that the Traders vehicles may legally be driven on the highway be way of a valid M.O.T., valid Motor Insurance and valid Vehicle Excise Duty.**

On the first working day following receipt of your completed application form and all of the other necessary documents listed above, a Licensing Officer will contact you to take your debit / credit card payment for the fee (£30.00 per Trader).

DETERMINATION OF SPECIAL EVENT TRADING CONSENT APPLICATIONS

Officers of the Licensing Team will evaluate all applications in order to assess the suitability of the traders proposed by the event organiser. A Special Events Trading Consent will be automatically granted if the application meets with our criteria as detailed on the previous page of this Application Pack.

GRANT OF SPECIAL EVENT TRADING CONSENT APPLICATIONS

The event organiser will be advised by letter that the Special Event Trading Consent has been granted. The Special Event Trading Consent will be enclosed with the letter.

A copy of the Special Event Trading Consent must be displayed in each of the Traders stalls / unit / vehicle throughout the duration of the event.

ENFORCEMENT

The Council is committed to enforcing the provisions contained within the relevant legislation, and to work in partnership with all enforcement agencies, in order to promote a consistent, transparent and proportionate approach to the enforcement of licensing matters.

Where licensable activities are conducted without the relevant permissions having been granted by the Licensing Authority, or where conditions / permitted trading hours are breached, the Council will gather evidence and take the necessary enforcement actions as required.

The Licensing Officers will firstly seek to advise traders of the requirements of their Trading Consent, and should it be necessary issue Warnings.

Should a trader continue to fail to comply with the requirements of the Council's Street Trading Policy or the conditions applicable to his / her Street Trading or Mobile Trading Consent, the traders' suitability to continue to hold the Trading Consent will be reviewed by the Director: Place & Communities at a Hearing.

The options available to the Director: Place & Communities at such Hearings are to:

- a)** Review and (if necessary) vary the conditions attached to an existing Street Trading or Mobile Trading Consent when necessary to promote public safety and / or prevent nuisance or annoyance to any affected parties, or the Trader has failed to comply with the conditions of the Consent, or information has come to light as to the suitability of the Trader.
- b)** Review and (if necessary) suspend or revoke a Street Trading or Mobile Trading Consent issued to an existing Trader when necessary to promote public safety and / or prevent nuisance or annoyance to any affected parties, or the Trader has failed to comply with the conditions of the Consent, or information has come to light as to the suitability of the Trader.
- c)** Take no further action, if having reviewed matters, it is deemed that the Trader is not responsible for the issues that led to the Hearing being held.

LICENSING AUTHORITY CONTACT DETAILS

Licensing Team
Ashfield District Council
Council Offices
Urban Road
Kirkby in Ashfield
Nottinghamshire
NG17 8DA

Tel: 01623 457589

Email: licensing@ashfield.gov.uk

Web: www.ashfield.gov.uk/streettrading

APPENDIX 1

APPLICATION FOR A STREET TRADING CONSENT: STANDARD SITE

This application form must be completed in full and legibly.

TYPE OF APPLICATION: NEW / RENEWAL (delete as applicable)

Street Trading Consents are issued for a period of 12 months or 6 months.

Please tick below which period of "Consent" you are applying for:

Twelve Months (Cost: £1294.00 - see Payment Options below)

Six Months (1 x Single Card Payment of £697.00)

Preferred Payment Option (only applicable to a 12 month Consent):

Single Annual Card Payment (1 payment of £1294.00)

1 x Card Payment followed by 11 monthly direct debit payments
(1 payment of £194.00 followed by 11 payments of £100.00)

2 x Six-Monthly Card Payments (2 payments of £697.00)

APPLICANT DETAILS:

FULL NAME: _____

TRADING NAME: _____

ADDRESS: _____

POSTCODE: _____ **CONTACT TEL. NO.:** _____

EMAIL ADDRESS: _____

TRADING LOCATION DETAILS:

ADDRESS OF TRADING SITE: _____

PROPOSED TRADING TIMES & DAYS (PLEASE STATE A.M. & P.M. FOR CLARITY):

MONDAY: _____

TUESDAY: _____

WEDNESDAY: _____

THURSDAY: _____

FRIDAY: _____

SATURDAY: _____

SUNDAY: _____

STALL / UNIT / VEHICLE DETAILS:

METRIC SIZE OF STALL / UNIT / VEHICLE (including any canopy / awning):

LENGTH: _____

WIDTH: _____

HEIGHT: _____

PLEASE LIST THE TYPES OF GOODS / PRODUCTS THAT WILL BE SOLD (BELOW):

IS YOUR STALL / UNIT / VEHICLE REGISTERED AS A FOOD BUSINESS?

YES / NO (delete as applicable)

WITH WHICH COUNCIL IS YOUR STALL / UNIT / VEHICLE REGISTERED AS A FOOD BUSINESS ESTABLISHMENT?

INSERT NAME OF COUNCIL: _____

STALL / UNIT / VEHICLE OWNER DETAILS (if different from applicant):

FULL NAME: _____

ADDRESS: _____

_____ **POSTCODE:** _____

HOME TEL. NO.: _____

MOBILE TEL. NO.: _____

EMAIL ADDRESS: _____

Please now continue on to the next page entitled "**Check List**".

Please note that should you fail to provide all of the items listed on the following page (unless such items are not applicable to your application), then your application will be deemed "void" and returned to you.

CHECK LIST

The following additional information must be submitted with your application form:

Please “tick” each box to confirm that you have enclosed the following additional information with your application.

The completed Street Trading Consent (Standard Site) Application Form:

The completed Direct Debit Mandate (if paying by monthly instalments):

Food Hygiene Certificate (if a food business):

Current Electrical and Gas Safety Certificates (if applicable):

Current Public Liability Insurance (to a minimum value of £5,000,000):

Evidence that the applicant and any person(s) operating the stall / vehicle / unit holds a valid right to work in the U.K. to trade from the proposed location (UK or EU Passport, Birth Certificate, Residency Permit, etc.):

Evidence of consent given by the landowner for the business to trade from the location (private land only):

Evidence that Planning Permission has been granted, or is not required to trade from the proposed location:

A map showing the proposed trading site, and showing all streets and other public areas covering a 200 metre radius surrounding the proposed Street Trading location:

Photographs of the stall / vehicle / unit from which trading is to take place (the photographs must clearly show the internal and external visual condition of the unit and all signage affixed to it):

Copy of the A4 Yellow Notice placed at the proposed trading site (only applicable to new sites not already adopted by the Council):

PLEASE NOW COMPLETE THE DECLARATION ON THE FOLLOWING PAGE



General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold the information above provided by you for assessing your application. The lawful basis under which the Council uses personal data for this purpose is Public Task.

The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement: www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the address at the bottom of this form or by email to dpo@ashfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Declaration

I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.

I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.

I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.

Signature of Applicant: _____ **Date:** _____

APPENDIX 2

APPLICATION FOR A STREET TRADING CONSENT: MARKET SITE

This application form must be completed in full and legibly.

TYPE OF APPLICATION: NEW / RENEWAL (delete as applicable)

Street Trading Consents are issued for a period of 12 months or 6 months.

Please tick below which period of "Consent" you are applying for:

Twelve Months (Cost: £970.50 - see Payment Options below)

Six Months (1 x Single Card Payment of £485.25)

Preferred Payment Option (only applicable to a 12 month Consent):

Single Annual Card Payment (1 payment of £970.50)

1 x Card Payment followed by 11 monthly direct debit payments
(1 payment of £145.50 followed by 11 payments of £75.00)

2 x Six-Monthly Card Payments (2 payments of £485.25)

APPLICANT DETAILS:

FULL NAME: _____

TRADING NAME: _____

ADDRESS: _____

POSTCODE: _____ **CONTACT TEL. NO.:** _____

EMAIL ADDRESS: _____

TRADING LOCATION DETAILS:

ADDRESS OF TRADING SITE: _____

PROPOSED TRADING TIMES & DAYS (PLEASE STATE A.M. & P.M. FOR CLARITY):

MONDAY: _____

TUESDAY: _____

WEDNESDAY: _____

THURSDAY: _____

FRIDAY: _____

SATURDAY: _____

SUNDAY: _____

STALL / UNIT / VEHICLE DETAILS:

METRIC SIZE OF STALL / UNIT / VEHICLE (including any canopy / awning):

LENGTH: _____

WIDTH: _____

HEIGHT: _____

PLEASE LIST THE TYPES OF GOODS / PRODUCTS THAT WILL BE SOLD (BELOW):

IS YOUR STALL / UNIT / VEHICLE REGISTERED AS A FOOD BUSINESS ESTABLISHMENT?

YES / NO (delete as applicable)

WITH WHICH COUNCIL IS YOUR STALL / UNIT / VEHICLE REGISTERED AS A FOOD BUSINESS ESTABLISHMENT?

INSERT NAME OF COUNCIL: _____

STALL / UNIT / VEHICLE OWNER DETAILS (if different from applicant):

FULL NAME: _____

ADDRESS: _____

_____ **POSTCODE:** _____

HOME TEL. NO.: _____

MOBILE TEL. NO.: _____

EMAIL ADDRESS: _____

Please now continue on to the next page entitled "**Check List**".

Please note that should you fail to provide all of the items listed on the following page (unless such items are not applicable to your application), then your application will be deemed "void" and returned to you.

CHECK LIST

The following additional information must be submitted with your application form:

Please “tick” each box to confirm that you have enclosed the following additional information with your application.

The completed Street Trading Consent (Market Site) Application Form:

The completed Direct Debit Mandate (if paying by monthly instalments):

Current Food Hygiene Rating Scheme Score & Level 2 Food Hygiene Certificate (if a food business):

Current Electrical and Gas Safety Certificates (if applicable):

Current Public Liability Insurance (to a minimum value of £5,000,000):

Evidence that the applicant and any person(s) operating the stall / vehicle / unit holds a valid right to work in the U.K. to trade from the proposed location (UK or EU Passport, Birth Certificate, Residency Permit, etc.):

Evidence of consent given by the landowner for the business to trade from the location (private land only):

Evidence that Planning Permission has been granted, or is not required to trade from the proposed location:

A map showing the proposed trading site, and showing all streets and other public areas covering a 200 metre radius surrounding the proposed Street Trading location:

Photographs of the stall / vehicle / unit from which trading is to take place (the photographs must clearly show the internal and external visual condition of the unit and all signage affixed to it):

Copy of the A4 Yellow Notice placed at the proposed trading site (only applicable to new sites not already adopted by the Council):

PLEASE NOW COMPLETE THE DECLARATION ON THE FOLLOWING PAGE



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The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement: www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the address at the bottom of this form or by email to dpo@ashfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Declaration

I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.

I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.

I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.

Signature of Applicant: _____ **Date:** _____

APPENDIX 3

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 SCHEDULE IV

STREET TRADING CONSENT

An application has been made by [insert name of applicant] to Ashfield District Council for a Street Trading Consent to be granted for the following location:

[Insert address of proposed location i.e. Acacia Road, Sutton in Ashfield, Nottinghamshire]

The applicant intends to sell the following goods / services between the hours detailed below:

Sale of: [Insert brief details of goods / services to be sold i.e. Hot / cold food and hot / cold drinks]

Insert hours in 24 hours clock format (i.e. From: 06:00 Hours To: 19:30 Hours)

Monday:	From:	Hours	To:	Hours
Tuesday:	From:	Hours	To:	Hours
Wednesday:	From:	Hours	To:	Hours
Thursday:	From:	Hours	To:	Hours
Friday:	From:	Hours	To:	Hours
Saturday:	From:	Hours	To:	Hours
Sunday:	From:	Hours	To:	Hours

Representations regarding the proposed application must be made in writing to the Licensing Authority by no later than **XX.XX.20XX**

[The date is to be calculated as 28 days on from the first working day after you submit your application to the Council].

Representations are to be sent to: **The Licensing Authority, Ashfield District Council, Urban Road, Kirkby-in-Ashfield, Nottingham, NG17 8DA**; or by email to: **licensing@ashfield.gov.uk**

It is an offence on summary conviction to knowingly or recklessly make a false statement in connection with the application, the maximum fine for which is £5000.

APPENDIX 4

APPLICATION FOR A MOBILE TRADING CONSENT

This application form must be completed in full and legibly.

TYPE OF APPLICATION: NEW / RENEWAL (delete as applicable)

Mobile Trading Consents are issued for a period of 12 months or 6 months.

Please tick below which period of "Consent" you are applying for:

Twelve Months (Cost: £750.00 – see Payment Options below)

Six Months (Cost: £375:00)

Preferred Payment Option:

Single Card Payment (1 payment of £750.00 or £375.00)

1 x Card Payment followed by 11 monthly direct debit payments
(1 payment of £200.00 followed by 11 payments of £50.00)

1 x Card Payment followed by 5 monthly direct debit payments
(1 payment of £125.00 followed by 5 payments of £50.00)

APPLICANT DETAILS:

FULL NAME: _____

TRADING NAME: _____

ADDRESS: _____

POSTCODE: _____ **CONTACT TEL. NO.:** _____

EMAIL ADDRESS: _____

PLEASE LIST THE TYPES OF GOODS / PRODUCTS THAT WILL BE SOLD (BELOW):

PLEASE LIST THE LOCATIONS WHERE YOU PROPOSE TO TRADE FROM (BELOW):

PROPOSED TRADING TIMES & DAYS (PLEASE STATE A.M. & P.M. FOR CLARITY):

MONDAY: _____
TUESDAY: _____
WEDNESDAY: _____
THURSDAY: _____
FRIDAY: _____
SATURDAY: _____
SUNDAY: _____

STALL / UNIT / VEHICLE DETAILS:

METRIC SIZE OF STALL / UNIT / VEHICLE (including any canopy / awning):

LENGTH: _____
WIDTH: _____
HEIGHT: _____

IS YOUR STALL / UNIT / VEHICLE REGISTERED AS A FOOD BUSINESS?

YES / NO (delete as applicable)

WITH WHICH COUNCIL IS YOUR STALL / UNIT / VEHICLE REGISTERED AS A FOOD BUSINESS ESTABLISHMENT?

INSERT NAME OF COUNCIL: _____

STALL / UNIT / VEHICLE OWNER DETAILS (if different from applicant):

FULL NAME: _____

ADDRESS: _____

_____ POSTCODE: _____

HOME TEL. NO.: _____

MOBILE TEL. NO.: _____

EMAIL ADDRESS: _____

Please now continue on to the next page entitled "**Check List**".

Please note that should you fail to provide all of the items listed on the following page (unless such items are not applicable to your application), then your application will be deemed "void" and returned to you.

CHECK LIST

The following additional information must be submitted with your application form:

Please “tick” each box to confirm that you have enclosed the following additional information with your application.

The completed Mobile Trading Consent Application Form:

The completed Direct Debit Mandate (if paying by monthly instalments):

Food Hygiene Certificate (if a food business):

Current Electrical and Gas Safety Certificates (if applicable):

Current Public Liability Insurance (to a minimum value of £5,000,000):

Evidence that the applicant and any person(s) operating the stall / vehicle / unit holds a valid right to work in the U.K. to trade from the proposed location (UK or EU Passport, Birth Certificate, Residency Permit, etc.):

A map showing the proposed trading site, and showing all streets and other public areas covering a 200 metre radius surrounding the proposed Street Trading location:

Photographs of the stall / vehicle / unit from which trading is to take place (the photographs must clearly show the internal and external visual condition of the unit and all signage affixed to it):

Evidence that the vehicle may legally be driven on the highway by way of a valid M.O.T., valid Motor Insurance and valid Vehicle Excise Duty.

PLEASE NOW COMPLETE THE DECLARATION ON THE FOLLOWING PAGE



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The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement: www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the address at the bottom of this form or by email to dpo@ashfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Declaration

I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.

I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.

I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.

Signature of Applicant: _____ **Date:** _____

APPENDIX 5

APPLICATION FOR A SPECIAL EVENT TRADING CONSENT

This application form must be completed in full and legibly.

Special Event Trading Consents are issued for the duration of your event.

The fee for a Special Event Trading Consent is £30.00 per Trader

(A maximum number of 4 Traders are permitted, more than 4 Traders will require an application to be made to the Council's Markets Team).

EVENT ORGANISER DETAILS:

FULL NAME: _____

COMPANY NAME: _____

ADDRESS: _____

POSTCODE: _____ CONTACT TEL. NO.: _____

EMAIL ADDRESS:

EVENT DETAILS:

NAME OF EVENT: _____

DESCRIPTION OF EVENT: _____

LOCATION OF EVENT: _____

DATE(S) OF EVENT: From: _____ To: _____

DAILY START TIME: _____ (24 Hour Clock)

DAILY FINISH TIME: _____ (24 Hour Clock)

THIS SECTION IS FOR THE EVENT ORGANISER TO PROVIDE DETAILS FOR EACH TRADER FOR WHOM THIS SPECIAL EVENT TRADING CONSENT IS APPLIED FOR:

TRADER 1:

FULL NAME: _____

TRADING NAME: _____

ADDRESS: _____

POSTCODE: _____ **CONTACT TEL. NO.:** _____

EMAIL ADDRESS: _____

VEHICLE REGISTRATION: _____

VEHICLE MAKE / MODEL: _____

PLEASE LIST THE TYPES OF GOODS THAT WILL BE SOLD (BELOW):

IS THE TRADERS UNIT REGISTERED AS A FOOD BUSINESS ESTABLISHMENT?

YES / NO (delete as applicable)

WITH WHICH COUNCIL IS THE TRADERS UNIT REGISTERED?

Insert Name of Council: _____

PLEASE SEE OVERLEAF FOR COMPETING THE DETAILS OF THE OTHER TRADERS

TRADER 2:

FULL NAME: _____

TRADING NAME: _____

ADDRESS: _____

POSTCODE: _____ **CONTACT TEL. NO.:** _____

EMAIL ADDRESS: _____

VEHICLE REGISTRATION: _____

VEHICLE MAKE / MODEL: _____

PLEASE LIST THE TYPES OF GOODS THAT WILL BE SOLD (BELOW):

IS THE TRADERS UNIT REGISTERED AS A FOOD BUSINESS ESTABLISHMENT?

YES / NO (delete as applicable)

WITH WHICH COUNCIL IS THE TRADERS UNIT REGISTERED?

Insert Name of Council: _____

PLEASE SEE OVERLEAF FOR COMPETING THE DETAILS OF THE OTHER TRADERS

TRADER 3:

FULL NAME: _____

TRADING NAME: _____

ADDRESS: _____

POSTCODE: _____ **CONTACT TEL. NO.:** _____

EMAIL ADDRESS: _____

VEHICLE REGISTRATION: _____

VEHICLE MAKE / MODEL: _____

PLEASE LIST THE TYPES OF GOODS THAT WILL BE SOLD (BELOW):

IS THE TRADERS UNIT REGISTERED AS A FOOD BUSINESS ESTABLISHMENT?

YES / NO (delete as applicable)

WITH WHICH COUNCIL IS THE TRADERS UNIT REGISTERED?

Insert Name of Council: _____

PLEASE SEE OVERLEAF FOR COMPETING THE DETAILS OF THE OTHER TRADERS

TRADER 4:

FULL NAME: _____

TRADING NAME: _____

ADDRESS: _____

POSTCODE: _____ **CONTACT TEL. NO.:** _____

EMAIL ADDRESS: _____

VEHICLE REGISTRATION: _____

VEHICLE MAKE / MODEL: _____

PLEASE LIST THE TYPES OF GOODS THAT WILL BE SOLD (BELOW):

IS THE TRADERS UNIT REGISTERED AS A FOOD BUSINESS ESTABLISHMENT?

YES / NO (delete as applicable)

WITH WHICH COUNCIL IS THE TRADERS UNIT REGISTERED?

Insert Name of Council: _____

PLEASE NOW PROCEED TO THE "CHECK LIST" ON THE FOLLOWING PAGE

CHECK LIST

The following additional information must be submitted with your application form:

Please “tick” each box to confirm that you have enclosed the following additional information with your application.

The completed Special Event Trading Consent Application Form:

Your contact telephone number for a member of staff to call you to take your Special Event Trading Consent Application Fee:

The following additional information is applicable to each Trader for whom you have applied for this Special Event Trading Consent.

Please note that should you fail to provide all of the items listed for each Trader (unless such items are not applicable to a Trader), then your application will be deemed “void” and returned to you.

Food Hygiene Certificate(s) (if any Traders are a food business):

Current Electrical and Gas Safety Certificates (if applicable):

Current Public Liability Insurance (to a minimum value of £5,000,000):

Evidence that each of the Traders and any person(s) operating the stalls / vehicles / units holds a valid right to work in the U.K. to trade at the event:

Evidence that the the Traders vehicles may legally be driven on the highway be way of a valid M.O.T., valid Motor Insurance and valid Vehicle Excise Duty.

PLEASE NOW COMPLETE THE DECLARATION ON THE FOLLOWING PAGE



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Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold the information above provided by you for assessing your application. The lawful basis under which the Council uses personal data for this purpose is Public Task.

The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement: www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the address at the bottom of this form or by email to dpo@ashfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Declaration

I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.

I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.

I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.

Signature of Applicant: _____ **Date:** _____

APPENDIX 6

ASHFIELD DISTRICT COUNCIL Revenue Services

Urban Road
Kirkby-in-Ashfield
Nottinghamshire
NG17 8DA

Tel: 01623 457325
Web: www.ashfield.gov.uk
Email: revenuesrecovery@ashfield.gov.uk



Dear Sir or Madam

Payment by Direct Debit

Thank you for enquiring about paying your Sundry Debtor Invoices by Direct Debit and I have set out below the advantages of this easy and simple way to pay.

There are no cheques to write, no paperwork or postage and there's no queuing, because payments are made for you, by your Bank or Building Society - and it helps us to keep our costs under control. Receiving payment by Direct Debit enables the Council to reduce collection costs, a saving that will be passed to you in the form of better services.

Your Questions Answered

Q. A.	Will it cost to pay by Direct Debit? No - Banks do not normally charge for Direct Debit.	Q. A.	Can the Council take money out of my account as they like? No. We can only collect the authorised amount. If this or the date of collection changes, you have to be told in advance so that you have time to query the bill.
Q. A.	Can I cancel a Direct Debit instruction? Yes, instructions are cancelled by writing to your Bank/Building Society. Send a copy of the cancellation to the Revenues Division.	Q. A.	Can any organisation collect money by Direct Debit? No. All those wishing to join the scheme are subjected to a detailed investigation by their Bank or Building Society. Only those with proper financial standing are allowed to collect money by Direct Debit.
Q. A.	What happens if a mistake is made? The Bank/Building Society must give you an immediate refund if ever money is wrongly collected.	Q. A.	Can I pay on any date I like? No. Payments must be paid on the same date - the 14th of each month.
Q. A.	What sort of account do I need to use Direct Debits? Any Bank or Building Society current account can be used to pay by Direct Debit. Some special deposit accounts now allow them - just ask your branch.	Q. A.	How can I be sure that my Invoice has been paid? Direct Debit payments appear on your regular Bank or Building Society statement, but if you want information about a particular payment just contact your branch.
Q. A.	Will I still receive invoices? Yes. You will still get your Invoices, but they will be for information only.		

Ashfield District Council Revenue Services



Please fill in the whole form using a ball point pen with black ink and send it to:

Instruction to your Bank or Building Society to pay by Direct Debit.

Revenue and Customer Services
Ashfield District Council
Urban Road
Kirkby in Ashfield
NOTTINGHAM
NG17 8DA

Originators Identification Number

9	7	3	2	2	8
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This is not part of the instruction to your Bank or Building Society

Name(s) of Account Holder(s)

Instruction to your Bank or Building Society

Please pay Ashfield District Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Ashfield District Council and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager

Address:

.....Postcode.....

Signature(s):

Date:

Sundry Debtor's Reference Number

Bank and Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

- The Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Ashfield District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Ashfield District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your direct debit, by Ashfield District Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Ashfield District Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.