

## Application for a Street Trading Consent as part of an Event in Oxford Local Government (Miscellaneous Provisions) Act 1982

All data contained in this form will be handled in accordance with the Data Protection Act 1998. Information about how Oxford City Council will handle this data can be found at [www.ico.gov.uk](http://www.ico.gov.uk) and also on [www.oxford.gov.uk](http://www.oxford.gov.uk).

**Note: Please refer to the checklist attached before you send in your application - failure to provide the information and supporting documentation listed on page 4 means we will not process your application or grant Consent. The organiser of the event needs to complete this application form and send it back 4 weeks before the event takes place.**

Applicants Full Name (Event Coordinator)	
Trading Name (if any)	
Address of Event Coordinator	
Postcode	
Telephone Numbers	Home:  Mobile:
Email address	
Applicants National Insurance number	
Date of Birth	
Do you have any current criminal convictions (unspent under the Rehabilitation of Offenders Act 1974)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>yes</b> , please give details including date of conviction, court, offence and penalty/sentence (continue on separate sheet if necessary) Please refer to Oxford City Council Street Trading Policy, Annex 4 for further information.	

Description of articles to be sold at the event – you <b><u>MUST</u></b> complete the excel spreadsheet shared with you to list full details of each and every trader attending the event	
If you intend to sell food & drink what is the address where the vehicle/trailer will be stored when not in use	
What date(s) is the event taking place?	
What is the name of the event?	
Where will the event be held?	
How many street trading stalls are going to be at the event?	
Dates and times of <u>trading</u> during the Event	Dates:  Times:
What is your Premises Licence reference number? <b>Note:</b> If you are providing hot food or drink between 23:00 and 05:00 this will apply.	
Do you agree to comply with the Street Trading policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### DECLARATION

This authority 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 <http://www.oxford.gov.uk/websitetools/privacy.cfm>.

The data you provide will assist in preventing crime and ensuring public safety. When you sign this application you are consenting to the sharing of this data with other Government Agencies in their efforts to combat crime.

*I am aware that if any person knowingly or recklessly makes a false statement or omits any material, particular in giving information on this form, that person shall be guilty of an offence.*

This means that if you as the applicant or anyone else gives false information or leaves out any information to help you get a Street Trading Consent, you and/or they can be prosecuted in court.

Signed \_\_\_\_\_ (The declaration must be signed by the applicant)

Date:        /        /

### Checklist and Notes for Applicants

Please tick

<p><b>Public Liability Insurance?</b>  <b>Note:</b> Consent Holders 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 operator's vehicle, or stall and any additional equipment under your control. If food is sold the insurance shall specifically include cover against food poisoning to the same amount.</p>	
<p><b>Fee enclosed?</b>  <b>Note:</b> The fee for street trading at an Event is £32.00 per stall for events up to 5 days and £50.00 per stall for events 6 days and over. Cheques made payable to 'Oxford City Council'. Payment can also be made over the phone if you provide us with a number to call. Payment must be made prior to the event taking place.</p>	
<p><b>Copies of an up to date Food Hygiene Training certificate of level 2 or higher for stall holders and their staff?</b>  <b>Note:</b> This must be no more than 3 years old and accredited by the Chartered Institute of Environmental Health, The Royal Society of Health or The Royal Institute of Public Health and Hygiene.</p>	
<p><b>Gas safety certificate?</b>  <b>Note:</b> If stall holder is selling hot food from a vehicle or trailer and use gas, they are required to have the gas equipment checked annually by a qualified gas engineer. This is to ensure public safety and that the equipment is safe to use.</p>	
<p><b>List of traders?</b>  <b>Note:</b> Please provide us with a complete list of traders who will have stalls at the event. For each stall holder we require a contact name, contact details and a description of articles that will be sold. We will provide you with an Excel spreadsheet to complete.</p>	

**Oxford City Council, Business Regulation Team, Town Hall, St Aldates, Oxford, OX1 1BX**

**Email: [street\\_trading@oxford.gov.uk](mailto:street_trading@oxford.gov.uk)**