

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

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All data contained in this form will be handled in accordance with the Data Protection Act 2018. 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 form – if any of the supporting documentation is missing, your application will NOT be processed.**

Part 1 – Your Details	
Full Name	
Address	
Postcode	
Telephone Numbers	Home:  Mobile:
Email address	
National Insurance Number	
Date of Birth	
Nationality	
Part 2 – Convictions	
Do you have any current criminal convictions (unspent under the Rehabilitation of Offenders Act 1974)	Yes <input type="checkbox"/> No <input type="checkbox"/>

If **yes**, 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.

**Part 3 – What goods/items will you be selling**

Proposed Trading Name		
Type of goods to be sold – <i>Please specify all items to be sold</i>		
If you intend to sell hot/cold food which Local Authority are you registered with		
If you have been inspected by Environmental Health what is your current Food Hygiene Rating and what date was it awarded	Food Hygiene Rating	Date awarded
Details of recyclable or biodegradable packaging you intend to use		
Proposed days and times of trading	Days:	Times:
Full details of the site, sites or peripatetic route you are applying for		

Vehicle registration number	
Vehicle make and model	
Revenue Weight of vehicle as on V5C (logbook)	
Address where the vehicle/trailer will be stored when not in use	
Please read page 5, paragraphs 5.9 of the Street Trading Policy and describe how you are going to meet the following factors in boxes (a)-(h) below	
Public Safety	(a)
Public Order	(b)
The avoidance of public nuisance	(c)
Appearance of the stall or vehicle	(d)
Needs of the area	(e)
Environmental Credentials	(f)

Food Traders	(g)
Highway	(h)
Will you be the sole operator of the vehicle or stall?	<p>Yes or No</p> <p>If the answer is No please complete an Employee Form for each member of staff.</p>
Do you agree to comply with the Street Trading policy?	Yes or No

Any additional information to add to this application form - please write here.

## 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/websitertools/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 New Applicants

Please tick

<p><b>A copy of your passport and/or right to work in the UK documentation</b></p> <p><b>Non UK Nationals must demonstrate that they have the right to work in the UK. You can do this by providing copies of documents or by sharing a right to work code - <a href="https://www.gov.uk/prove-right-to-work">https://www.gov.uk/prove-right-to-work</a></b></p>	
<p><b>Disclosure and Barring Service (DBS) Check</b></p> <p><b>Note:</b> A current DBS check dated no more than 30 days prior to the date of application, must be submitted in conjunction with your application if you are operating in the night time economy (late nights) or trade primarily to children (ice cream traders)</p>	
<p><b>Public Liability Insurance.</b></p> <p><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 operators 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>Photograph or detailed sketch of the proposed vehicle/stall with dimensions.</b></p>	
<p><b>If you are applying for a static street trading site, sites or a peripatetic route please attached a map and images of the proposed site(s) or route in as much detail as possible.</b></p>	
<p><b>Copy of a map showing all streets and other public areas within a radius of 500 metres from the proposed location of the street trading site(s).</b></p> <p><b>Note:</b> The map should be to a scale of 1:2500 and clearly indicate the location of the site in the centre of the map and the locations of the other street traders and outlets trading in similar commodities to those proposed.</p>	
<p><b>Waste Transfer Agreement</b></p> <p><b>Note:</b> You must provide a valid in date Waste Transfer Agreement that details your waste collection arrangements.</p>	
<p><b>Necessary application fee.</b></p> <p><b>Note:</b> Cheques made payable to 'Oxford City Council'. Alternatively you can pay by card over the telephone.</p>	
<p><b>Copies of an up to date Food Hygiene Training certificate of level 2 or higher for you and ALL those who handle food</b></p> <p><b>Note:</b> Your Certificate must be no more than 3 years old, accredited by The Chartered Institute of Environmental Health or The Royal Institute for Public Health.</p>	
<p><b>Gas safety certificate.</b></p> <p><b>Note:</b> If you sell hot food from a vehicle or trailer and use gas, you 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>Note:</b></p> <ul style="list-style-type: none"> <li>• A serviceable fire blanket and foam extinguisher must be provided in all vehicles selling hot food.</li> </ul>	

- A first aid kit must be present on the hot food van/trailer and knowledge of how to give first aid is necessary.
- You must always have a mobile phone available in an emergency.

**Applications received without the above supporting documents will be returned to you unprocessed**