



## **APPLICATION FOR GRANT OF STREET TRADING CONSENT**

### **- LARGESCALE EVENTS AND MARKETS -**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**

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This application is for organisers of commercial events (e.g. special events and non-established markets) to apply for a “blanket consent” therefore eliminating the requirement for each separate stall to apply or consent. Please consult the Policy to understand the requirements and conditions relating to this type of consent.

Please note that street trading is only permitted in consent streets. A list of streets where street trading is prohibited in the Three Rivers District is attached to this application form.

The application form must be submitted to the Licensing Authority at least 30 days before the event. It is an offence to carry out street trading activities without a consent in place.

The application form must be fully completed and submitted with all the appropriate supporting documents.

Incomplete applications will not be validated or processed. The Licensing Authority will return any incomplete or invalid applications to the applicant if a period of 1 month has passed without the application being validated.

The consent will only permit trading at the event by traders whose details have been included with this application form. Each trader must display a copy of the consent, provided to them by the organiser/applicant.

#### **Current consent fee**

Standard consent	£228.00
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## CHECKLIST

Please tick off each of the following required documents which you are submitting with this application form. Please note that incomplete applications will not be processed.

<input type="checkbox"/>	Application fee of £228.00, payable by card only by calling Customer Services on 01923 776611
<input type="checkbox"/>	Detailed plan(s), showing precise location of event(s)
<input type="checkbox"/>	Clear passport style photograph of the applicant
<input type="checkbox"/>	Basic disclosure certificate (dated within the last 3 months) for the applicant
<input type="checkbox"/>	Two forms of ID for applicant, at least one photographic and one showing evidence of home address
<input type="checkbox"/>	Evidence of right to reside and work in UK for applicant
<input type="checkbox"/>	List giving full details of each trader attending the event. This list <u>must</u> include; <ul style="list-style-type: none"><li>• the name of the trader and/or trading business</li><li>• contact email address and telephone number for trader</li><li>• type of goods for sale</li><li>• confirmation that the you as the organiser have seen clear evidence that each trader has:<ul style="list-style-type: none"><li>○ the appropriate food business registration if selling food</li><li>○ a valid LA2003 licence if selling alcohol/providing late night refreshment</li></ul></li></ul>
<input type="checkbox"/>	Public Liability certificate of insurance (minimum £5 million)
<input type="checkbox"/>	Complete event management plan, which must include; <ul style="list-style-type: none"><li>• risk assessment</li><li>• insurance details</li><li>• traffic management</li><li>• stewarding provisions</li><li>• emergency procedures</li><li>• fire safety</li><li>• additional street cleansing</li><li>• plan(s) showing location(s) of stalls.</li></ul>
<input type="checkbox"/>	Copy of trade/commercial waste removal contract, including oil if relevant.
<input type="checkbox"/>	Consent to use the proposed site location from the land owner



**APPLICATION FORM FOR GRANT OF STREET TRADING CONSENT FOR LARGESCALE  
EVENTS AND MARKETS**

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

What type of consent is being applied for (please tick):

- New  
 Renewal

**SECTION 1 - APPLICANT DETAILS**

<b>Mr</b> <input type="checkbox"/> <b>Mrs</b> <input type="checkbox"/> <b>Miss</b> <input type="checkbox"/> <b>Ms</b> <input type="checkbox"/> <b>Other title</b>	
<b>Full name</b>	
<b>Date of birth</b>	
<b>Full address</b>	
<b>Telephone no.</b>	
<b>Mobile no.</b>	
<b>Email address</b>	
<b>Do you have permission to work in the UK?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you ever had a consent refused or revoked by any authority?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, provided full details of dates and reasons – you may attach the notice of decision if easier.</b>	
<b>Name of business/organisation that you represent</b>	
<b>Registered address</b>	
<b>Registration business/charity no.</b>	

**SECTION 2 – DETAILS OF EVENT**

<p><b>Proposed event location</b>  <i>Please give details of location of event.          You are also required to provide accurate site plan(s) identifying location of event(s) and showing where stalls will be situated</i></p>	
<p><b>Has the land owner's permission been given?</b>  <i>Please submit written consent from each landowner</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/></p>
<p><b>If you have ticked 'not applicable' please give reason(s) why</b></p>	
<p><b>Proposed event dates and times</b>  <i>Please specify the date of the event including the start and end time.(in 24hr clock)</i></p> <p><i>If the event is a regular occurrence e.g. a monthly market, please specify all of the exact dates including times during which the street trading event will take place. Please note that the consent will be valid for 1 year only, therefore only events that fall within the 1 year consent period will be permitted to take place.</i></p>	
<p><b>Proposed stall holders/traders</b>  <i>Please provide a full list of <u>all</u> traders attending the event on a separate sheet(s), including all the information as advised in the checklist</i></p>	
<p><b>Will there be stalls selling food/drinks?</b>  <i>If yes please ensure that you have seen evidence of their food business registration and food hygiene rating. Confirmation of this must be given as part of the list of traders</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Will there be traders selling hot food or hot drinks after 11pm and before 5am?</b>  <i>If yes you will need obtain evidence of their authorisation issued under the Licensing Act 2003. This authorisation must be displayed on their stall, and a copy must be provided to the licensing department along with the list of proposed traders</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Will there be traders selling or suppling alcohol?</b>  <i>If yes you will need obtain evidence of their authorisation issued under the Licensing Act 2003. This authorisation must be displayed on their stall, and a copy must be provided to the licensing department along with the list of proposed traders</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

### SECTION 3 - DECLARATION

**Please ensure that you have completed the application form fully before submission, included all the required supporting documents as listed in the checklist, paid the relevant fee and that you have read and understood the street trading conditions including the list of prohibited and consent streets.**

I hereby make an application to Three Rivers District Council for the grant of a street trading consent, subject to any legislation, 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 all relevant legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.

I understand that I am taking full responsibility for the street trading aspect of the events taking place under the consent, if issued.

**Signature:**

**Applicant name:**

**Dated:**

*The information you provide on this form will be used by Three Rivers District Council for licensing purposes.*

*We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.*

*We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.*



## **PROHIBITED and CONSENT STREETS**

### **Local Government (Miscellaneous Provisions) Act 1982 – Street Trading**

At the Council meeting on 10<sup>th</sup> July 2007 (and subsequently) the Three Rivers District Council resolved to adopt certain provisions of the above legislation relating to street trading.

The effect of the proposals will be:-

- (a) To provide a list of roads where street trading will be prohibited completely (designated as Prohibited Street); and
- (b) To prohibit street trading in all other roads without the written consent of the Council (designated Consent Streets).

The new list of Prohibited and Consent Streets are as follows:-

### **PROHIBITED STREETS**

**These are streets where Street Trading is prohibited and an application for Street Trading Consent will be refused.**

#### **Trunk Roads**

- A41
- A405 - between A41 and Watford Borough boundary.
- A405 - that part which lies between the roundabout at Long Lane and the A412 Denham Way.
- A405 - that part of the road which lies within the Three Rivers District at Garston.

#### **Principal Roads**

All of the following roads which lie within the Three Rivers District:-

- A412
- A404
- A4145
- A4008
- A4125

#### **Abbots Langley**

- High Street
- Langley Road
- Adrian Road
- School Mead
- Abbots Road
- The Crescent
- St Lawrence Close
- Chequers Lane
- Langleybury Lane to 200m from A41
- College Road
- High Elms Lane
- Bucknalls Lane from its junction with the A405 to Tudor Manor Gardens

#### **Bedmond**

- Bedmond High Street
- Station Road
- Lower Road
- Primrose Hill

### **Carpenders Park**

- Delta Gain
- Carpenders Avenue

### **Chorleywood**

- Station Approach
- Link roads between A404 and North Hill
- Heronsgate Road
- Whitelands Avenue

### **Croxley Green**

- The Green.

### **CONSENT STREETS**

Any other street within the District of Three Rivers not designated as a Prohibited Street subject to meeting the application criteria specified on the application form.