

Telephone: 01424 451042  
 Website: [www.hastings.gov.uk](http://www.hastings.gov.uk)  
 Email: [licensing@hastings.gov.uk](mailto:licensing@hastings.gov.uk)  
 Muriel Matters House, Breeds Place, Hastings, TN34 3UY



**APPLICATION FOR STREET TRADING CONSENT**

**Local Government (Miscellaneous Provisions) Act 1982, Schedule 4**

Please write clearly in **block capitals** and in **black ink**.

<b>Section 1: Applicant's Details</b>			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____		
First name (s):			
Surname:			
Business Name:			
Residential Address:			
Post Code:			
Business Address: (if different from residential address)			
Postcode:			
Daytime phone number:		Mobile phone number:	
Email address:			

<b>Section 2: Period of Licence applied for: A minimum of <u>28 days notice</u> is required</b>			
From:		To:	

<b>Section 3: Location(s) applied for: (describe the streets or places in which you wish to trade)</b>

**Section 4: Type of Commodity** (Give details of all the goods/services that you want to sell)

If **food**, please complete **sections 5 & 6**, otherwise please go to **section 7** and complete the remainder of the form

**Section 5: Food Traders**

**You MUST answer all questions that apply to you below. Give as much information as possible to help us with Licensing. Applications will not be processed without the required accompanying documentation.**

**5a: Food Business Registration:** A food business must be registered with the appropriate food authority, in the area in where the stocks of food are ordinarily kept overnight (Forms for new Registration and further information available at: [www.hastings.gov.uk/foodregistration](http://www.hastings.gov.uk/foodregistration))

Name & Address of the local authority that you are registered with:

The name & address under which your business is registered:

Business contact telephone number:

**5b: Food Hygiene Rating Scheme** Please note any food business with a food hygiene rating **below 3** will not be permitted to trade (evidence of score must be provided)

Food Hygiene Rating:

**5c: Food Hygiene Training:** Food handlers must have received food hygiene training to a minimum CIEH Level 2 in Food Safety in Catering standard (copies of Food Hygiene Certificates must accompany application)

Date Food Hygiene Training carried out:

**5d: Personal Hygiene:** Any business selling open food **MUST** provide appropriate hand washing facilities.

Please provide details of how you will provide hot water:

**5e: Food & Drink – Product Description:**

Please provide full details of all food and drink products you intend to sell. Including all non alcoholic and alcoholic drinks:

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**5f: Presentation & Packaging:** Failure to notify us of all product details may prevent you being able to sell these products on the day

Please specify how each of these products are to be sold e.g. wrapped, boxed, bottled, open

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**Section 6: Health & Safety**

**YOU MUST SUPPLY ALL REQUIRED CERTIFICATES AND INSURANCES ETC WITH YOUR COMPLETED APPLICATION OTHERWISE THIS MAYBE RETURNED AND YOU WILL NOT BE ABLE TO TRADE**

**6a: Electrical Safety**

Will you be using an electrical appliance(s)?

Yes       No

**Any electrical appliance must have undergone PAT testing and a CURRENT PAT test certificate MUST be supplied with the application form.** Please note that appliances purchased within the last twelve months may be exempt from this requirement **proof of purchase will be required**

**6b: Gas Safety**

Will you be using a gas appliance(s)?

Yes       No

**Any gas appliance must have an LPG gas safety certificate issued within the last 12 months by a competent Gas Safe registered engineer and MUST be supplied with this application form. *The Gas Safe Engineer must be registered to work on the appropriate non-domestic catering appliances***

**Section 7: Insurance** (Please refer to the guidance notes on page 5)

Insurance Company:

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Valid From:

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Valid To:

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Amount of public liability cover?

£2m       £5m       £10m

**Section 8: Description of Stall**

Type of Stall:	
Dimensions:	

**Section 9: Declaration**

I hereby apply for consent to hawk, sell, offer or expose for sale the commodities described above in the streets designated by Cabinet. I declare that the information given above is true to the best of my knowledge and belief.

Signed:		Date:	D	D	M	M	Y	Y	Y	Y
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Print Name:	
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The completed form with the appropriate fee (see the scale of fees), should be returned to the address at the top of page one. Cash or cheques made payable to Hastings Borough Council and accompanied by a valid cheque card will be taken at the public counter. Credit or Debit cards are also accepted.

**Terms & Conditions**

1. We reserve the right to refuse or withdraw any booking at our discretion.
2. The stall must not be moved from the position where it is sited.
3. Traders must send in a copy of their Public Liability insurance, Products Liability and Employers' Liability (unless a sole trader) for the amount outlined on the last page. Failure to provide this will mean your non-participation in the event.
4. If using gas, the appliance must comply with the LP Gas Association Code of Practice 24 (i.e. have a current LPG appliance certificate – a copy will be required.) Attached/ enclosed.
6. If using electrical appliances, these must still be in warranty period (copy required) or have a current PAT-testing certificate (a copy will be required). Please see accompanying note overleaf.
7. All Traders must comply with the Food Hygiene (England) Regulations 2006 and EU Regulation 852 2004 (copies available on request) and maybe expected to show they have appropriate understanding of food hygiene (e.g. by having a food hygiene certificate).
8. Traders refused must be taken to designated collection areas as and when required and cleared completely by the end of the event
9. Please ensure any oil or other contaminant material needs to be cleaned from the surface of the site under and around your stall after trading.

## Insurance Requirements

### 2M + Public Liability and Products Insurance

Very Low Risk - "Small cottage type" stall selling goods and products e.g. an individual selling trinkets, baskets, pottery, items of clothing [hats/gloves etc.].

### £5M + Public Liability and Products Insurance

Medium Risk - Small trader/organisation stalls selling goods and products e.g. soft furnishing, edible or liquid products (e.g. wine) with low risk of allergic reactions, not using gas or electric appliances on the stall, face painting, stick on tattoos,

### £10M + Public Liability and Products Insurance

Larger trader/organisation/ company selling goods and products e.g. combustible furnishing and or furniture, edible and liquid products with a risk of allergic reactions (may contain nuts), using gas or electric appliances on the stall or storing gas cylinders, bouncy castles, animal rides, or small fairground type attractions.

Please also note that where there are significant numbers of people congregating or where for example there are vehicles or equipment operating then significantly higher cover than £10m may be required.

If the stall holder employs anyone the Council requires £10M Employers Liability Insurance to be in place.

## Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

Hastings Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

## Section 10: Documents required

If your application is not submitted with the following documents it will be rejected:

- Copy of your current insurance certificate
- Copy of your Food Hygiene Rating
- Copy of your Food Hygiene Certificates
- Copy of your current PAT Certificate
- Copy of your current LPG Gas Safety Certificate
- Application fee – please see current fees list (Cash or card payments can be taken and cheques must be made payable to 'Hastings Borough Council')

### Office use only

Date received:	
Receipt no:	
Licence no:	

## **Selling on the streets of Hastings**

This is general advice for guidance only. For specific matters, items and locations you should contact the named officers.

If you want to sell goods or services on the streets of the Borough, its parks, open spaces or seafront then you will require some sort of permission and there will often be a fee or charge payable.

**What** ever you want to do, the Council staff will need details, so first of all write or email the relevant officer with your ideas. The document can be in any format but should include:

**What** you want to sell (in some detail)

**Where** you want to sell it (you may have a specific location in mind or something general like 'the promenade').

**When** you want to carry this out, time of day and dates (every day? – evenings? - for one event?).

**How** you intend to do it, selling from a stall perhaps, in which case supply details of the stall (size, design)

**Why** you want to do this is, Is it for charity? An established business or new venture?

**Who** is going to be selling, yourself? Other staff? How many? Who will be on site on a daily basis in charge of the operation? What experience of this sort of operation have you got?

**Noise & Rubbish** Will there be any disturbance to residents or traders, how will rubbish be disposed of.

**If you haven't got it YOU WILL NEED Public Liability Insurance and Products Liability Insurance, we need to see the current insurance certificate to verify that it is in place. Please read the insurance requirements carefully.**

Other licences & certificates, some trades or activities require additional licences and these must be in place before the Council would let you trade, for example **If you intend to sell food you would require to be registered as a food premises (even for a mobile food stand), you would have to have had certified training and have had your premises inspected. (We will expect to see proof of food registration)**

If you are going to run any sort of **Charity event** at which you intend to collect money **you will need a permit** obtainable from the Licensing Officer (see next page).

If you are going to run any sort of **Raffle, Tombola or Lottery**, anywhere in the Borough including private property, you **MAY** need a permit obtainable from the Licensing Officer.

**Under normal circumstances we will require street trading applications with all supporting documentation 1 month prior to the start date of the requested permission. Later application will not normally be accepted.**