



## Street Trading Consent Application

This application is for a street trading consent where traders and/or organisers are looking to make a commercial profit. The consent permits trading on a consent street for six months, one year, or for a one-off event.

There are fees to be paid for these consents. Details of the current fees are available at <https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading>

If you are applying for a one-off event that is designed to provide support for the local community or a charity, then no fee is payable.

Swale Borough Council (SBC) is committed to protecting the privacy and security of your personal information. As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (GDPR). Any personal information you provide within this form will be used solely in connection to your Street Trading Consent Application.

The lawful basis which enables the Council to process your data for this purpose is: Public interest under Article 6, paragraph (e) of the UK GDPR and Schedule 1, part 1, paragraphs 10 and 11 of the Data Protection Act.

Information provided will be kept in accordance with the Council's retention and disposal guidelines, will only be shared with other departments within the Council and statutory organisations in relation to necessary enquiries regarding your application or where there is a legal requirement for us to do so.

As a data subject you have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information please visit the privacy pages on the Council's website at [www.swale.gov.uk](http://www.swale.gov.uk) or contact the data protection officer by emailing [dataprotectionofficer@swale.gov.uk](mailto:dataprotectionofficer@swale.gov.uk).

Applicant Details	
Title	Mrs
Full Name	Rachel Wynn
Date of Birth (dd/mm/yyyy)	
National Insurance Number	
Home Address (Registered Address in the case of a limited company)	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

Are you applying for a six month consent? <i>This includes trading one day a week throughout the six months</i>	<input type="checkbox"/>
Are you applying for a temporary consent? <i>i.e. . one-off consent</i>	<input type="checkbox"/>
Are you applying for a one-off charity event? <i>If so, no fee is payable</i>	<input checked="" type="checkbox"/>
Are you applying for a one-off commercial event? <i>E.g. Festivals, Carnivals where stall holders make a profit</i>	<input type="checkbox"/>
Are you applying for consent to authorise a number of other traders, <i>If so, you will need to complete Appendix 1</i>	<input checked="" type="checkbox"/>

Proposed Trading Period <i>Specify the dates of start and end for the consent, please note this cannot exceed one year.</i>	3rd September 2022	to	4th September 2022
Proposed Trading Days <i>Specify the days of the week you will be trading. E.g. Monday to Friday or Friday, Saturday and Sunday every week.</i>  <i>If you are only trading on specific days, state the day of the week and the date. E.g. Tuesday 7 May 2021.</i>	Saturday & Sunday		
Proposed Trading Times <i>Specify the exact times of trading and on what days in 24hr clock format.</i>  <i>Please note that any parking restrictions in place must be complied with at all times.</i>		<b>From</b>	<b>To</b>
	<b>Monday</b>		
	<b>Tuesday</b>		
	<b>Wednesday</b>		
	<b>Thursday</b>		
	<b>Friday</b>		
	<b>Saturday</b>	10am	17.30pm
	<b>Sunday</b>	10am	17.30pm

Business Details	
Name of Trading Business	Community Heritage Events Ltd
Registered Address of Business	3a Market Street Faversham Kent ME13 7AH
Is your business trading in food?	No
If yes, which Local Authority is your business registered with, and what is your current Food Hygiene Rating	N/A

**Tick off each of the following required documents you are submitting with this application form.**

The full fee – paid by calling 01795 417286 or online <a href="https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading/apply-and-pay#h2">https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading/apply-and-pay#h2</a>	
Proof of Public Liability Insurance	✗
Plan, showing precise location of intended trading location(s)  For event organisers this should show the location of each stall and should correlate with the information given on Appendix A	✗
Proof of consent from landowner(s) for trading and storage locations	
Proof of Planning Permission(s) (if intending to trade for more than 28 days in a year)	
Photographic Proof of Identity & RTW (passport or residence permit) if not a limited company	
Clear electronic passport style photograph of the applicant if not a limited company and if the applicant is unable to supply photographic proof of identity & RTW	
A Basic Disclosure Certificate (Dated within the last 9 months) for the applicant (or each company officer as named on Companies' House if a limited company)	✗
Colour photographs of front, side and back of stall, van, cart etc.	
A copy of your trade waste contract/agreement if applicable	
Authorisation under the Licensing Act 2003, if providing late night refreshment or selling alcohol	
A copy of the V5C for each vehicle you plan to use, showing you as the registered keeper	
A copy of the current MOT certificate for each vehicle, unless the vehicle is less than 3 years old	

**Declaration and Signature**

I hereby make an application to Swale Borough Council for the grant of a Street Trading Consent, subject to the 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 the legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.

Rachel Wynn	Company Secretary
<b>NAME</b>	<b>CAPACITY OF SIGNATORY</b>
	27/07/2022
<b>SIGNATURE</b>	<b>DATE</b>

## APPENDIX 1: Additional details required for each trader at an event

(Please use as many as required to cover all traders at your event). Alternatively, please submit this information electronically. (excel/word table is acceptable).

The information you provide on this form will be used by Swale Borough 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.

<b>Stall Number (should correlate with plan)</b>	
<b>Stall Name</b>	
<b>Stall Owner</b>	
<b>Stall Owner Address</b>	
<b>Stall Owner Email</b>	
<b>Stall Owner Telephone Number</b>	
<b>Name of stall manager at the event</b>	
<b>Description of articles or food to be sold</b>	

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