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O/T**

CITY OF
WOLVERHAMPTON
COUNCIL

**APPLICATION
FOR AN
OCCASIONAL/
TEMPORARY
STREET TRADING
CONSENT**

OCCASIONAL / TEMPORARY STREET TRADING CONSENT
GUIDANCE NOTES

Wolverhampton City Council regulates street trading under the provisions of the Local Government (Miscellaneous Provisions) Act 1982. Therefore any persons engaging in street trading must obtain consent from the Council.

Street Trading is defined as “the selling or offering for sale of any article (including a living thing) in the street.

APPLICANTS

- (a) The Council reserves the right to take into account any factor which it considers relevant when considering an application, and reserves the right to grant or refuse a Street Trading Consent on the individual merits of a particular case.
- (b) There is a limit of 14 days in any calendar year.
- (c) Successful applicants will be notified when to collect their Street Trading Consent from Licensing Services.
- (d) All applications must be accompanied by the appropriate fees.
- (e) Consents are only valid for the period displayed on the consent.
- (f) Consent holders are reminded that it is their responsibility to be aware of all existing legislation with regard to their proposed street trading activities.
- (g) Dates and locations are subject to availability.
- (h) Applicants are required to give at least 14 days notice of dates required.
- (i) A photograph of the proposed stall/unit to be used must accompany the initial application.
- (j) All dimensions of the stall/unit must be provided in order to identify whether the location applied for is suitable.
- (k) Occasional/Temporary Street Trading Consents are not issued for food related tradelines.

Licensing Services

Civic Centre
St Peters Square
Wolverhampton
WV1 1DA

Tel: (01902) 551155
Fax: (01902) 554380
Email: licensing@wolverhampton.gov.uk

**APPLICATION FOR AN OCCASIONAL/TEMPORARY
STREET TRADING CONSENT**

I wish to apply for an occasional/temporary street trading consent in the location (Street/Road and area) within the boundaries of Wolverhampton City.

ABOUT YOURSELF	
Title:	
First Name(s):	
Surname:	
Date of Birth:	Age:
House Name/Number:	Street/Road:
District:	Town/City:
County:	Post Code:
Home Telephone Number:	Mobile:
Email:	

FIRM OR TRADING NAME DETAILS	
If the applicant is applying on behalf of a firm etc. please complete this section.	
Name:	
Address (if different from above):	
District:	Town/City:
County:	Post Code:
Telephone:	Email:

COMPANY DETAILS

If the application is being made on behalf of a limited company please complete this section.

Full Name of Company (Block letters):

Company Registration Number:

V.A.T. Registration Number:

Address of Registered Office:

Date of Incorporation:

Details of Directors/Secretary *Delete as necessary

Mr/Mrs/Miss/Ms* Surname:

Christian/Forenames:

Present Residential Address:

..... Post Code:

Date of Birth

Day	Month	Year

Telephone No: Home:

Business:

Mobile:.....

E-mail:.....

UNIT DETAILS

(a) Please give a description of unit to be used (including height, length and width and registration if applicable):

(b) Please enclose a photograph of the unit (initial application only).

TRADELINE

Details of Goods to be Sold – please list **all goods** to be offered for sale/offer: (NB. Applications may not be approved for tradelines that conflict with business in the area ie. Dudley Street, food businesses)

DAYS/DATES			
Please list days/dates required giving 14 working days clear notice.			
<u>DAY</u>	<u>DATE</u>	<u>MONTH</u>	<u>YEAR</u>

PUBLIC LIABILITY INSURANCE DETAILS	
Name of Insurer:	
Policy Number:	
Policy Amount:	
Policy Start Date:	
Policy Finish Date:	

I acknowledge that I have checked the information given on this application form to the best of my knowledge and believe it is correct.

Signature of Applicant **Date**

Check List:

- An original public liability insurance certificate
- Appropriate fee (please see page 8 for Schedule of Fees)

Cheques should be made payable to Wolverhampton City Council

THE INFORMATION GIVEN MAY BE HELD IN MANUAL OR COMPUTERISED FORM AND WILL BE SUBJECT TO THE PROVISIONS OF THE DATA PROTECTION ACT 1998.

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.wolverhampton.gov.uk/council/corporate/finance/corruption_fraud/nfi.htm

PLEASE CONTACT LICENSING SERVICES ON (01902) 550104 IN ORDER TO ARRANGE AN APPOINTMENT TO SUBMIT YOUR APPLICATION.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

Occasional/Temporary Street Trading Consents

Conditions

1. An Occasional/Temporary Street trader shall:-
 - (a) Display a copy of the consent prominently on the stall or pitch area.
 - (b) Display a complete price list of any good sold.
 - (c) If required by any person with reasonable cause, remove his/her items from the pitch where the items may be obstructing the arrival or departure of vehicles or persons from neighbouring premises.
 - (d) At the request of an authorised Council Officer or Police Constable remove his/her items from the pitch for as long as is necessary.
 - (e) Not continue trading/performing beyond the expiry of the consent.
 - (f) Ensure that no waste liquids are discharged onto the public highway.
 - (g) Make arrangements for the disposal of litter emanating from the pitch and shall not deposit said litter in bins provided by the City Council.
 - (h) Not allow the operation to damage the public highway in any way.
 - (i) Comply with any directions issued by the Council's Licensing Services and/or Enforcement Officers.
 - (j) Pay the City Council any monies payable for the removal of waste, or damage to property as a result of the trading taking place.
 - (k) Not create a nuisance as defined in the Environmental Protection Act 1990.
 - (l) Not cause a nuisance due to excessive noise.
 - (m) Remain within the pitch area during the trading or performance and must not canvass pedestrians outside of this area.
 - (n) Not distribute free printed material without a consent issued by the City Council. A copy of this consent must be available for inspection at the pitch.
 - (o) Not breach the provisions of the Good Rule and Government Byelaws, issued by the City Council.

2. These consent conditions are for Occasional/Temporary Street Trading Consents only and do not apply to regular Street Trading Consents.
3. Occasional/Temporary Street Trading Consents will normally only allow traders to operate between 0800 hours and 1800 hours, any variation to this must be requested when the application is made and if granted will be clearly displayed on the consent.
4. The consent holder must ensure that Public Liability Insurance to the value of no less than £5 million is in place at all times they operate their consent.
5. Where a consent holder wishes to provide entertainment, he/she must ensure that a Premises Licence or Temporary Event Notice granted under the Licensing Act 2003 is in place that authorises this activity.
6. No alcohol or tobacco products are to be sold from a temporary street trading pitch.
7. The fee payable for a temporary street trading consent application is non-refundable and may be reviewed at any time by the Council.
8. Details of any unit, trailer and/or display to be used must be provided with the application and traders must adhere to any recommendations given by Licensing Services on the trailer/unit/display(s) size, layout, livery, etc.
9. The minimum consent period is one day and is subject to availability.
10. If the consent holder is unable to trade for any reason they must inform the City Council at the earliest opportunity.

OCCASIONAL/TEMPORARY STREET TRADING FEES AND CHARGES

1 APRIL 2018 TO 31 MARCH 2019

	£
<u>City Centre (within Ring Road)</u>	
Individual Week Days (Monday to Friday, excluding Bank Holidays)	30.00
Mid-Week Consent (Monday to Friday inclusive, excluding Bank Holidays)	110.00
Weekends (Saturday and Sunday inclusive)	110.00
Bank Holidays and Specialist Market Days	55.00
 <u>Bilston and Wednesfield Town Centres</u>	
Individual Week Days (Monday to Friday, excluding Bank Holidays)	15.00
Mid-Week Consent (Monday to Friday inclusive, excluding Bank Holidays)	55.00
Weekends (Saturday and Sunday inclusive)	55.00
Bank Holidays and Specialist Market Days	30.00
 <u>Other Areas</u>	
Individual Week Days (Monday to Friday, excluding Bank Holidays)	10.00
Mid-Week Consent (Monday to Friday inclusive, excluding Bank Holidays)	35.00
Weekends (Saturday and Sunday inclusive)	35.00
Bank Holidays and Specialist Market Days	15.00
Special Outdoor Event (i.e. City Show, Vaisakhi, Steam and Vintage Rally, etc)	Up to 165.00 per event