



**WARWICK DISTRICT COUNCIL**

**MULTIPLE TRADER/SPECIAL EVENT STREET TRADING  
CONSENT APPLICATION**

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

Data protection: We will use the information supplied by you and/or obtained on your behalf for the purpose of licensing and enforcement. This information may be used internally and shared with other bodies administering public funds to prevent and detect crime and fraud and to apprehend offenders. Information held about you will not be released to other third parties unless it is shown that they are entitled to the information by law.

**THIS FORM WILL BE RETURNED IF YOU HAVE NOT COMPLETED ALL OF THE  
QUESTIONS IN FULL**

Name of event organiser: CJ's Events Warwickshire Limited

Address of event organiser: 1a Budbrooke Road, Warwick, Warwickshire, CV34 5XH

Contact Tel No: [REDACTED]

Date of birth: [REDACTED] National insurance Number

Have you ever been refused a street trading consent in this, or any other area?

(Answer Yes or No) No If yes, Which Area:

Name/Title of the event: Eurovision Festival

What is the nature of the event: Market during the day, with Live Screening in the evening

Where is the event taking place? Rump Room Gardens, Leamington Spa

If required, do you have permission from the land owner? Yes

How many stalls/traders will be present at the event? 75

You are required to provide a map of the area at least 1:1250 scale. The map should clearly identify the proposed site position by marking the site boundary with a red line. You are also required to provide a complete list of all traders that will be attending the event, detailing the Traders Name, the Product they will be selling and details of any additional licences/permits that they may require. This information should be displayed in a numbered list clearly linked to numbered pitches/positions on the map. This may be submitted at any time, but must be submitted not later than 5 working days before the event takes place. (Please use the form provided)

What date(s) do you intend to trade? Saturday 11th May 2024

**State the days and times you wish to trade (Up to a maximum of 72 hours or 3 consecutive days)**

Monday	_____ to _____	Tuesday	_____ to _____
Wednesday	_____ to _____	Thursday	_____ to _____
Friday	_____ to _____	Saturday	10:00 to 00:00
Sunday	_____ to _____		

The consent holder is required to be on site for the duration of the event, and must be contactable throughout. Please provide an emergency contact number: [REDACTED]

## It is an offence to make a false declaration on this form

### Declaration and Signature

Please tick



I understand that this application will be considered by the Licensing Team, Warwick District Council and that if granted, I shall comply with any lawful condition under which the Street Trading Consent is granted.	
I have enclosed a current Basic DBS Certificate (not more than 6 month old)	
I have enclosed a current passport style photograph of myself (not more than 1 month old)	
I, as the consent holder, and duly authorised traders will be in attendance at the trading site.	
I have attached completed details forms for each of the traders attending the event.	

I declare that all the information given is true to the best of my knowledge. If any information is subsequently found to be untrue or incomplete, any consent granted may be suspended pending a full investigation of the matter.

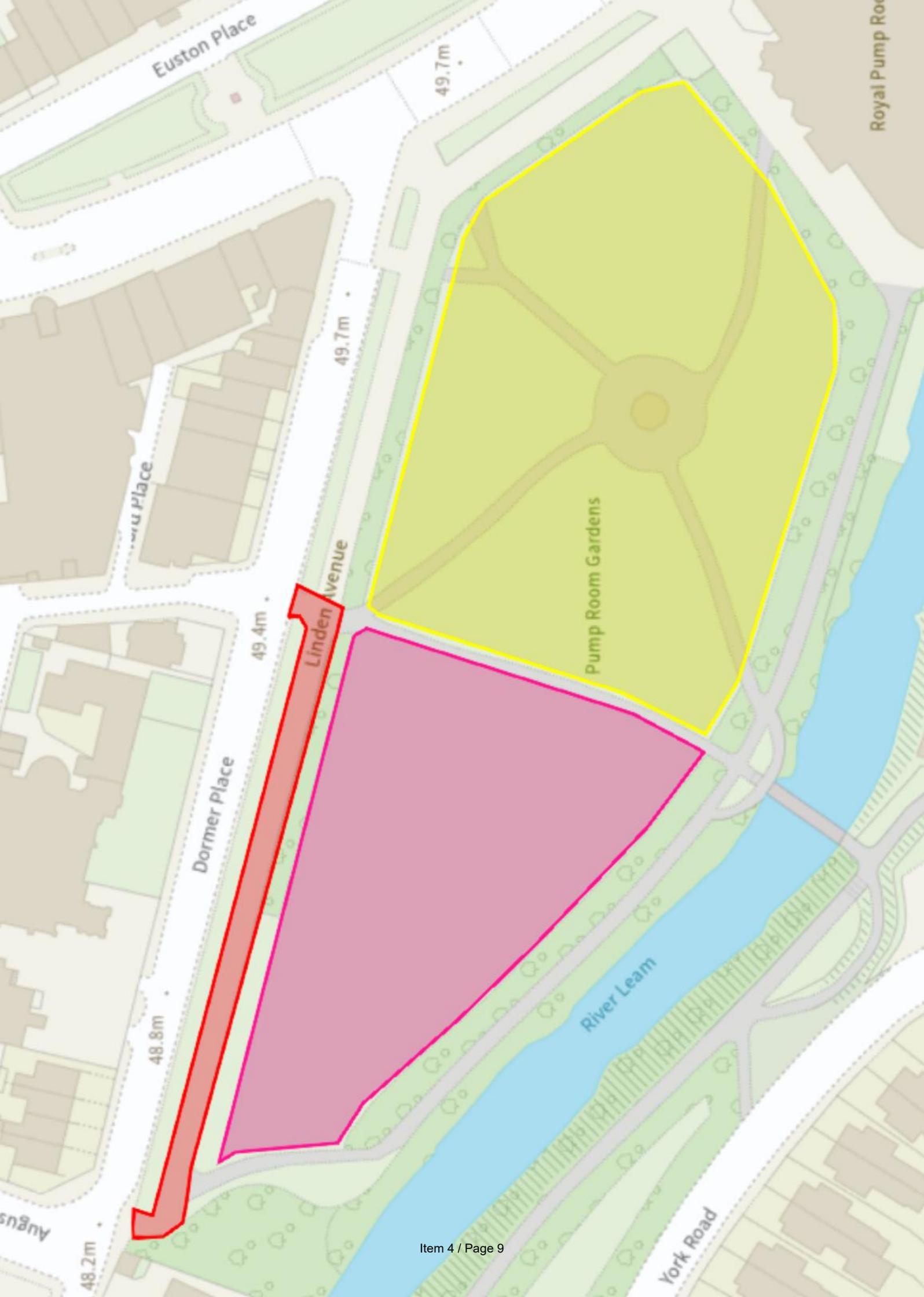
Signature of applicant	Date
Aaron Probert	27/02/2024

### You must submit the following with the application

- A completed and signed Application Form.
- The full fee as appropriate.
- A recent Basic Disclosure Certificate (DBS) for the applicant (not more than 6 month old).
- A copy of a map of the area.
- A photograph of the proposed site.
- A passport sized photograph of the applicant.
- An original copy of the certificate of insurance that covers the street trading activity for third party and public liability risks.
- Permission from the land owner.
- A complete list of traders attending the event.

Approved Traders - Eurovision Festival - 11th May 2024

Business Name	Business Name
BAKE BOX	Iubi Design 3D Ltd
3R's Craft	JH Football Prints
Ali Hansen Art	Judes Toy Box
Annabella Bakes	Knots of weaves. Carina create designs.
Astra and Sol	KNOTTED
Barker's Catering	Lala's Pet Treats
Becci's Bows / Toakley Cool Pawtraits	Laura's Bakes Solihull
BeHoptimystic	Lauren-Faye Coffee-Bar
Bests Jamaican Cuisine	Liz's Pet Bakery
Boho clothing by SarahB	Love Lane Brownies
British Bus Bar	Lucy and Jane
Cajun Kitchen	Macy's Lifestyle ( A division of Life Assembly Limited)
Carl Stanbridge Woodturning	Made in India Ltd
Churros Susanna	Mark Kaiser Art
CL&RE Wellness	mercury gifts
Colombo Street	Mimi's Treats & Sprinkles
Crochet Matters	Mister V
DGM Slush	Neon candy Ltd
Divine Doughnuts	Noonoo
Dragonfly	O'Donnell Moonshine LTD
Draycote Ceramics	Percy's Hotdogs
Fizz Origin	Pergola Drinks Ltd
For the love of pies	Pimms&Gins
FuzionDezigns	Pizza Nostra
GGs Mobile Cafe & Bar	Poach and Press limited
Good Food Bar	Poutine Punks
Good Food Cartel Ltd	Punjaban
Goulash Taste of Hungary	Rampe
Horse and crown mobile bars	Redfern Kitchen
INTI Latin American Crafts and Gifts	Roo Roos Chocolate Emporium
iris Katoen	smyrneika
The Sweet Tooth	Tasty-States
Time for Tea Kenilworth	The Bead Cove
Track & Taste	The Crafty Brewer
Travel SPIRIT!	The Doughnut Stop
Two Peas in a Pottery	The Little Cocktail Bar
Victoria Creperie/Street Souvlaki	The Silver Queen
Warwickshire Gelato Limited as Swirls	



Euston Place

49.7m

Royal Pump Ro

Dormer Place

49.7m

49.4m

Linden Avenue

Pump Room Gardens

Dormer Place

48.8m

River Leam

Augustus

48.2m

York Road



## Warwick District Council

### Street Trading Consent Policy Local Government (Miscellaneous Provisions) Act 1982

#### Introduction and Scope

Warwick District Council recognises the valuable contribution that street trading can make to the local culture and economy, and the service that street traders provide to residents of the district, some of whom are unable to travel to centralised shopping centres. Street trading can provide people with a flexible way of working, to meet the demands of the public where and when that demand arises.

The Council is also committed to improving the support provided to small businesses, ensuring there are no unnecessary burdens placed on them and they are provided with sufficient advice to enable them to operate successfully. However, issues arise where vendors do not pay due regard to their siting, and create an obstruction in the street, or make it dangerous for people to move around them.

Street trading can also result in unnecessary littering and other nuisance to persons visiting, living or working in the vicinity. For this reason, Local Authorities have a legal discretion to regulate street trading in their area. Street trading is covered by the Local Government (Miscellaneous Provisions) Act 1982 Schedule 4.

Warwick District Council has designated **all** streets within its boundaries as “Consent Streets”. The effect of this designation is that if you want to sell goods on the street, you are classed as a Street Trader and, subject to legal exemptions, will need to have the appropriate consent. Conditions can be attached to the consent as is considered ‘reasonably necessary’. Trading without the required consent is a criminal offence.

#### What is a Street?

A street means any road, footway, beach, service area as defined in section 329 of the Highways Act 1980 or other area to which the public have access without payment. The Courts have confirmed that any land located away from the highway which the public can access without payment, including privately owned land, is capable of being a street for these purposes. For example, this could include car parks, trading estates, forecourts, open spaces etc. However, the Council takes the view that street trading controls would not normally apply within buildings.

#### What is Street Trading?

Street trading means selling, exposing or offering for sale any article (including a living thing) in a street. This includes a wide range of retail activities e.g. food, beverages, arts and crafts, jewellery, household goods, clothing etc. It also includes the sale of vehicles from the roadside.

#### What is not Street Trading

Certain activities are exempted from street trading control by the legislation. These include:

- trading as a pedlar under a pedlar's certificate;
- trading at an established market or fair;
- trading as a news vendor;
- trading at a petrol station or shop or from a street adjoining a shop which is used as part of the business of the shop;
- trading as a roundsman (i.e. delivering pre-ordered goods to customers);
- trading from a licensed highway area (Tables and Chairs licence);
- trading under a street collection permit

## **Objectives of the policy**

Central to the Council's policy are a number of key objectives which are:

- To prevent public nuisance by taking measures to reduce the risk of nuisance from obstruction, noise, refuse, vermin, fumes and smells.
- To ensure that traders operate within the law and act fairly in their dealings with the public so as not to present a risk to public order.
- To ensure the suitability of the structures used for the sale of goods on the street.
- To permit temporary or occasional street trading, where appropriate.
- To ensure that the process involves opportunities for consultation with relevant agencies.

## **Purpose**

This Policy seeks to ensure that these objectives are achieved in a consistent, fair and proportionate way.

## **Requirement to Obtain Consent**

A person intending to sell items from a street in accordance with the above definitions of "street" and "street trading" will be required to obtain full written consent from the Council to do so, unless they fall within any of the 'Deemed Consent' categories or 'Prohibitions' listed below:

## **Deemed Consent**

The following activities will be deemed to have consent (i.e. it is assumed that an application has been made and granted without the need to actually do so):

- a) A registered keeper displaying a vehicle for sale at the registered address for that vehicle subject to a maximum of two vehicle sales per household per year;

### **Note 1**

*No application is required or fee payable for traders who operate with 'Deemed Consent'*

## **Prohibitions**

The following will not be issued with street trading consents:

- a) Suitcase salesmen and similar itinerant traders.
- b) The selling of cars and other vehicles in the course of a trade or business.
- c) The sale of live animals.

## **Applications**

In considering applications for the grant or renewal of a street trading consent the following factors will be considered:

- a) Public Safety  
Whether the proposed activity represents or could present a risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions.
- b) Public Order  
Whether the proposed activity presents or could present a risk to public order.
- c) The Avoidance of Public Nuisance  
Whether the proposed activity presents or could present a risk of nuisance to the public from noise or misbehaviour, particularly in residential areas.
- d) Local Area Needs  
Consideration will be given to the character of the area (eg conservation area)

## **Street Trading Consent Conditions**

Upon grant of a street trading consent a street trader will be required to comply with the conditions that are attached to the consent (see Appendix 1). Any breach of the conditions may result in the revocation of the consent.

Under the terms of the legislation, the Council may, at any time vary the conditions of a street trading consent.

## **Consent Period**

Warwick District Council has 3 types of consent.

1. A Daily Consent – for trading with a static pitch for a period not exceeding 72 hours (or 3 consecutive days)
2. An Annual Consent which may be granted for any period not exceeding 12 months
  - a. For static pitches
  - b. For touring traders
3. Multiple Trader/Special Event Consent
  - a. At special events, the council will issue one consent to the person organising the event/market, rather than to each individual trader. This policy is aimed at promoting events and encouraging more traders to attend them.
  - b. We will issue a single consent, which will cover a number of traders for a period not exceeding 72 hours (or 3 consecutive days). The number of traders covered is as follows:
    - Category 1 – Up to 20 traders
    - Category 2 – Between 21 and 49 traders
    - Category 3 – Between 50 and 75 traders
    - Category 4 – Between 76 and 99 traders
    - Category 5 – over 100 traders

## **Fees**

A fee will be charged for processing any application for consent, transfer, variation or the issue of a replacement notice. The scale of charges will be published on the Warwick District Council web site. Fees are broken down into 2 elements, an Application fee and a Licence fee. Where an application is unsuccessful the Licence element of the fee will be refunded.

There are no charges for anyone who falls under the category of 'Deemed Consent'.

## **Application Process**

Applicants for a new (or renewal) Annual street trading consent should give not less than 28 days notice of the application to:- Licensing Team, Health and Community Protection, Riverside House,

Milverton Hill, Royal Leamington Spa, CV32 5HZ. Tel: 01926 456705 or email [licensing@warwickdc.gov.uk](mailto:licensing@warwickdc.gov.uk)

Upon receiving a full application and fee the Licensing Team will consult with interested parties for a period of 14 days. If there are no objections raised to the application and the applicant has no convictions it is likely the Regulatory Manager will grant the application.

If objections are received to an application or the applicant has any convictions it is likely that the application will be referred to the Regulatory Committee for a decision to be made. The applicant will be invited to attend a Committee hearing to respond to any objections made.

Applicants for a Daily consent should give not less than 14 days notice of the application to:- Licensing Team, Health and Community Protection, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ. Tel: 01926 456705 or email [licensing@warwickdc.gov.uk](mailto:licensing@warwickdc.gov.uk)

Upon receiving a Daily consent application and fee the Licensing Team will inform interested parties of the application. If all other permits/licences are in place it is likely the Regulatory Manager will grant the application.

Applicants for a Multiple Trader/Special Event consent should give not less than 28 days notice of the application to:- Licensing Team, Health and Community Protection, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ. Tel: 01926 456705 or email [licensing@warwickdc.gov.uk](mailto:licensing@warwickdc.gov.uk)

Upon receiving a Multiple Trader/Special Event consent application and fee the Licensing Team will consult with interested parties for a period of 14 days. If all other permits/licences are in place and there are no objections raised, it is likely the Regulatory Manager will grant the application.

#### **Plan of Location**

The applicant shall provide a map showing all streets and public areas in a radius of 0.25 a mile from the proposed location.

The map should be an Ordnance Survey map or equivalent and will mark clearly the proposed trading site.

If a proposed street trading site is located on private land, including forecourts, satisfactory evidence must be provided to the Council that the permission of the landowner or lessee has been obtained.

#### **Suitability of the Street Trading Unit**

The application must be accompanied by 3 colour photographs of the unit to be used.

Full details of any van, barrow, other vehicle or portable stall which the applicant intends to use must be supplied to the Council at the time of making the application. Arrangements shall be made for the van, barrow, other vehicle or portable stall to be inspected by a duly authorised officer prior to the application being considered if requested.

#### **Suitability of the Applicant**

The Council will not grant a street trading consent to persons under the age of 17.

All applicants and 'assistants' are required to submit a recent Basic Disclosure Certificate. The certificate must not be more than 4 weeks old at the time of submission. Applicants with previous convictions or cautions are not necessarily debarred from holding a consent unless the authority considers that the conviction renders them unsuitable. In making this decision the Council will consider the nature of the offence and how long it has been since the applicant was convicted.

**Each case will be dealt with on its own merits with the overriding consideration being the protection of the public.**

Applicants whose street trading activity includes the provision of food in any form, must be in possession of a current CIEH Level 2 Award in Food Safety Certificate, or suitable equivalent.

## **Consultations**

Before a street trading consent is granted or renewed the Licensing Team will consult with the following agencies as considered appropriate:

- Police
- Highways Department
- Environmental Health

The Council shall consider any representation made in writing to the Authority in respect of any application. The applicant will be provided with a copy of any representation received and given an opportunity to comment before a final decision is taken.

## **Decision to Refuse or Revoke a Licence**

If the Council is unable to grant a licence the applicant will be informed of the reason for the refusal within 21 days of the decision being made.

## **Appeals**

There is no statutory right of appeal in respect of refusal or revocation of street trading consent, other than by means of a judicial review of the administrative action in reaching the decision. However, applicants also have recourse to the council's complaints procedure if the applicant considers that a council service has not been properly delivered. Full details are available on request or on the internet at - [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

## **Permitted Trading Hours**

The Council generally will only permit street trading between 06:00 and 18:00. Any trading outside these hours will have to be approved by the Regulatory Committee. Street Trading outside the guideline hours will be assessed in terms of the criteria detailed above. The Council however retains the right to specify permitted hours of trading that are less than those specified above if local circumstances dictate.

## **Market days**

Those Consent Street licensees who have consent to trade in the town centres will not be able to do so on Market days on the Parade in Leamington, Market Square in Warwick, Abbey End in Kenilworth or any area designated by the Council from time to time. (Unless they trade as part of the General Market)

## **General Information on Street Trading Consents**

Street Trading Consents will be issued only at the Council Offices. The applicant must attend in person to collect any documentation.

An Equality Impact Assessment on this policy was undertaken on 16/05/2016 and will be reviewed on 16/05/2019.

## Appendix 1

### General Conditions

#### Definitions:

**Street Trading** – the selling or exposing or offering for sale any article (including a living thing) in a street

#### Street

- a) any road, footway, beach or other area to which the public have access without payment; and
- b) a service area as defined in section 329 of the Highways Act 1980

**The Council** – Warwick District Council

**Authorised Officer** – an Officer employed by Warwick District Council and authorised by the Head of Service (Health and Community Protection) in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982

#### Consent Details

1. A copy of the consent must be displayed prominently on the unit at the street trading site.
2. The consent holder shall not sell any type of food, goods or merchandise other than those specified in the consent.
3. The consent holder shall not trade outside the time and days permitted by the consent.
4. The consent holder shall not trade within the consent area other than at the location permitted by the consent.
5. Touring consent holders shall not trade from the same location for more than 15 minutes (or until queuing customers have been served) at any one time. There is to be no return to any location within 2 hours of previous trading.
6. The consent is personal to the consent holder and shall not be assigned or transferred to another person or company without the appropriate notification of such transfer. (See application for consent transfer.)
7. The consent holder shall produce the consent if required to do so by a police officer or authorised officer at the time.
8. The consent may be revoked by the council at any time for non-compliance with conditions, or surrendered by the consent holder at any time.
9. The Consent Holder may employ another person to 'assist' with trading but shall be expected to be in attendance at the site in order to remain in control of trading for the majority of trading hours.
10. Nothing in these conditions shall excuse the consent holder from any legal duty or liability and the consent holder shall indemnify the council in respect of all claims, actions or demands arising from the consent except where due to the Council's own negligence.

#### General Conduct

11. The consent holder shall not trade in such a way that is likely to cause obstruction of any part of any street or public place.
12. The consent holder shall not trade in such a way that is likely to cause an injury to any person using the street or place.

13. The consent holder shall not trade in such a way that is likely to cause damage to any property in the street or place.
14. The consent holder shall not trade in such a way that is likely to cause a nuisance or annoyance to persons using the street or public place, or to occupiers of premises in the vicinity. Noise from equipment must not be persistently audible in nearby residences.
15. The consent holder shall not trade from a vehicle parked in the lay-by outside the Royal Pump Rooms, the Parade, Leamington Spa, or in the entrance to the park opposite.
16. Applicants who wish to operate within the district **must** obtain a Basic Disclosure Certificate from Disclosure Scotland. A DBS check will have to be completed every year, or more frequently, at the discretion of the Council

### **Protection of Young People**

17. Street trading will not normally be authorised within 50 metres of any entrance or exit to a school or nursery or within a designated conservation area. (The distance from the entrance to a school or nursery may be extended where issues of public safety are raised during the consultation of the application).
18. No child aged 16 or below shall be engaged in or employed to undertake any street trading under a consent issued by the Council.

### **Noise Nuisance**

19. The consent holder shall not use any device for the reproduction or amplification of sound; or any device or instrument to attract vendors to the stall/vehicle/trailer by sound. Ice cream vans may use a chime only in accordance with the Code of Practice on Noise from Ice Cream Van Chimes etc. 1982.

### **Visual Appearance**

20. Any vehicle/stall/trailer used by the consent holder in the course of trading shall be constructed and maintained to the satisfaction of all reasonable requirements of the Council. A high standard of presentation and appearance will be expected.

### **Health & Safety**

21. The use and storage of LPG will comply with the requirements of the Health and Safety at Work etc. Act 1974 and any Fire Authority requirements.
22. Where any LPG or electricity is used then suitable fire extinguishers must be provided and maintained in a satisfactory condition.
23. The consent holder shall at all times maintain a valid third party public liability insurance policy to the value of £5,000,000 and shall produce a valid certificate of insurance at any time.
24. The consent holder will not be permitted to erect additional awnings, tents or other structures at the site without permission.

### **Advertisements / Signage**

25. Advertisements must not be placed outside the perimeter of the trading site or affixed to any street furniture - e.g. lamp posts, road signs, fences, bollards.

### **Waste Management**

26. The consent holder shall provide and maintain adequate refuse receptacles for litter and shall remove all litter in the trading vicinity; suitable arrangements must be in place for the disposal of commercial waste. The consent holder shall be responsible for any damage to the highway resulting from the trading activity.

27. The consent holder must prevent the deposit in any street of solid or liquid refuse and shall not discharge any water (except as may be necessary for cleansing) to the street surface or to the surface water drains. The surrounding area shall be kept clean and tidy including the necessary washing of street surfaces.

#### **Additional Requirements for Food Operations**

28. When street trading includes the provision of food, the Food Business Operator (FBO) must ensure that any van/barrow/vehicle or stall is sited, designed, constructed and kept clean and maintained in good repair and condition as to avoid the risk of contamination, in particular by animals and pests. Any food handler must keep a high degree of personal cleanliness, shall wear suitable protective clothing and have received suitable hygiene training. In addition the FBO shall ensure that:-

- a) appropriate facilities are available to maintain adequate personal hygiene (including facilities for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing facilities)
- b) surfaces in contact with food are to be in a sound condition and be easy to clean and, where necessary, to disinfect. This will require the use of smooth, washable, corrosion-resistant and non toxic materials, unless the food business can satisfy the Authorised Officer that other materials used are appropriate.
- c) adequate provision is to be made for the cleaning and, where necessary, disinfecting, of working utensils and equipment
- d) an adequate supply of hot and/or cold potable water to be available
- e) where foodstuffs are cleaned as part of the business operation, adequate provision is to be made for this to be undertaken hygienically
- f) adequate arrangements and/or facilities for the hygienic storage and disposal of hazardous and/or inedible substances and waste (whether liquid or solid) are to be available
- g) adequate facilities and/or arrangements for maintaining and monitoring suitable food temperature conditions are to be available
- h) foodstuffs are to be so placed as to avoid the risk of contamination so far as is reasonably practicable

Furthermore, the consent holder must put in place, implement and maintain a permanent procedure based on the HACCP principles.

**Any person who engages in street trading in a designated consent street unless authorised by the Council under the provisions of Schedule 4, Local Government (Miscellaneous Provisions) Act 1982 commits an offence and is liable, on conviction, to a fine not exceeding £1000 per offence i.e. for each day of trading without consent.**