**Application for Street Trading Consent
Group Consent for Special Events and Markets
Local Government (Miscellaneous Provisions) Act 1982**

Please complete all relevant sections of the form and ensure you sign and date it.

Submit the form to:

Markets, Operations, East Herts Council, Pegs Lane, Hertford SG13 8EQ

Email: markets@eastherts.gov.uk

**SECTION 1 – ABOUT YOU**

|  |  |
| --- | --- |
| Full Name |  |
| Home Address and Post Code |  |
| Date of Birth |  |
| National Insurance Number |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Business/Trading Name, Address and Contact Details (if you have one) |  |
| If you are not the business owner who is |  |
| Have you traded in East Herts before? |  |
| Are you currently trading elsewhere. If so, where |  |
| Have you or anyone that is working with you ever had a Street Trading Consent/Licence suspended or refused. If YES, provide details |  |

**SECTION 2 – LOCATION, DATES AND TIMES REQUIRED**

Describe below where your market or event will take place and include a plan if appropriate to clarify the extent of your proposal

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Confirm the date (s) and time (s) you propose to start and finish including allowance for set up and dismantling

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| --- |
| Date (s) |
| Start time: | Finish time: |

Please confirm the type of stalls / market: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maximum number of pitches: 10

**SECTION 3 – TRADING DETAILS**

Can you confirm that the traders on whose joint behalf you are applying for consent have the following (as applicable):

* Public liability insurance of at least £1m. **YES/NO**
* A current Gas safety certificate **YES/NO**
* No outstanding convictions **YES** – if there are convictions give details:

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* Right to work in the UK **YES/NO**
* Completed risk assessments **YES/NO**
* Food hygiene rating of 3,4 or 5 **YES/NO**
* Food training to level 2 within the last 3 years **YES/NO**
* A completed Food Safety Management System in place such as the Food Standards Agency Safer Food Better Business Pack **YES/NO**
* I will provide suitable receptacles for the deposit of litter and will ensure that all rubbish is removed from the vicinity of the market at the end of the day’s trading **YES/NO**

**Please Note**

* You should have copies of the above as appropriate available for auditing by the Council.
* All traders will be expected to have all relevant certificates and policies available for inspection. New traders need to submit above documents to the Council at least 7 days before trading, so they can be reviewed.
* Failure to produce documentation on request will result in you being required to remove the trader and his/her stall and equipment from the site

**SECTION 3 – ADDITIONAL INFORMATION (optional)**

Please provide any other information you wish to assist with your application, for example describing how you will achieve the Council’s policies on reducing crime, preventing nuisance and ensuring street trading fits well into the neighbourhood in which it is to take place:

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Continue on a separate sheet if required

**SECTION 4 – DECLARATION**

 **Data Protection Notice**

East Herts District Council is a Data Controller and can be contacted at: Wallfields, Pegs Lane, Hertford, SG13 8EQ. The Council has an appointed Data Protection Officer who can be contacted at the same address. We are collecting your personal data in order to process your application under for street trading as the licensing authority.

Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share such data under other legislation.

Your data will be kept for 2 years, after the expiry date of the licence in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information.

Any concerns or complaints regarding your personal data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

Please note that if you do not provide the information required on the form, then we will not be able to process your application for consent.

This Privacy Notice should be read with the Council’s general Privacy policy which may be found on our website [Data Protection - East Herts District Council](https://www.eastherts.gov.uk/dataprotection). If you do not have access to a computer, please let us know if you would like a copy of this.

* I consent to the Council and the Police making enquiries into this application to ascertain its truthfulness.
* If I am granted a street trading consent I agree to comply with the Council’s policy, conditions, guidelines or codes of conduct which apply.
* I agree to indemnify the Council against all claims, liabilities, actions, demands, and expenses whatsoever in respect of, or in any way arising out of any Consent to Trade granted to me by the Council.
* I agree to pay the street trading fee of £…………………… to the Council 28 days prior to each market day.

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| **Signed** |  |
| **Full Name (Capitals)** |  |
| **Date** |  |