



Planning and Public Protection Service, Fourth Floor, County Hall, Cwmbran, NP44 2WN

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 SCHEDULE 4
APPLICATION FOR STREET TRADING CONSENT

Please indicate the type of application you are making: Grant Renewal

1. Personal Details

Surname: _____ (Mr / Mrs / Miss / Ms)

Other Name: _____

Date of Birth: _____ Age: _____

Home Address _____

_____ Post Code: _____

Name of Business: _____

Telephone Number: _____ Mobile: _____

Please note a basic criminal record check issued within the last 3 months, for the applicant, must be included as well as two passport type photographs

2. Proposed Location of Trading

State the precise location at which you want to trade:

(Please provide a site plan (to scale) showing the exact trading location – see policy for further guidance)

Is the proposed location situated on PRIVATE or PUBLIC land?

Name and address of Landowner:

Do you have permission from the Landowner: YES / NO (delete as appropriate)

(Written consent is required from the landowner and must be enclosed with the application form or your application will not be accepted)

3. Requested dates and times of trading

If less than 12 months, please indicate Months / dates of which you wish to trade.

Requested days and times of trading:

Day	From	To
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

Other: _____

4. Types of goods:

What goods do you wish to sell? (Please be specific) _____

5. Method of Street Trading

Please indicate proposed means of street trading

E.g. Van, Stall, Vehicle, Tricycle, Barrow etc _____

Registration Number (if applicable): _____

Dimensions: Length: _____ Width: _____

Height: _____ Colour: _____

Make: _____ Model: _____

Give details of arrangements you intend to make in relation to the deposit of refuse that is likely to be generated at the proposed site: _____

Please detail below the sanitary facilities that will be in place for both your use and customer use

9. Employees

Do you intend to employ persons other than yourself on the pitch:

Yes

No

(delete as appropriate)

If yes, please provide details below: (if more than 3, please provide the relevant information on a separate sheet of paper)

Name: _____

Address: _____

_____ Post Code: _____

Date of Birth: _____ Age: _____

Telephone number: _____ Mobile: _____

Name: _____

Address: _____

_____ Post Code: _____

Date of Birth: _____ Age: _____

Telephone number: _____ Mobile: _____

Name: _____

Address: _____

_____ Post Code: _____

Date of Birth: _____ Age: _____

Telephone number: _____ Mobile: _____

Please note a basic criminal check issued within the last 3 months, for each employee, must be included with the application.

10. Declaration

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IS TRUE. IF CONSENT IS GRANTED, I UNDERTAKE TO PAY THE APPROPRIATE FEE AND COMPLY WITH THE CONDITIONS ATTACHED TO THE CONSENT AND ALSO COMPLY WITH ANY APPLICABLE LEGISLATION AND TO ANY ORDER MADE THEREUNDER.

SIGNED: _____

DATE: _____

I ENCLOSE TWO PASSPORT TYPE PHOTOGRAPHS OF THE APPLICANT AND EACH ASSISTANT AND A BASIC CRIMINAL RECORD CHECK FOR THE APPLICANT AND EACH EMPLOYEE.

(CRB checks must have been issued within the last three months)

This form and all accompanying documentation should be sent to:-

Torfaen Licensing Authority

PO Box 93

CWMBRAN

NP44 7WZ

Telephone number: 01633 647284

Fax: 01633 647329

PLEASE NOTE: *Torfaen County Borough Council (The Council) is under a duty to protect the public funds which it administers and to this end may use the information you have provided on this form within Torfaen County Borough Council for the prevention and detection of fraud. The Council may also share this information with other bodies administering or in receipt of public funds solely for these purposes.*

Notes to accompany Street Trading application

These notes must be read in conjunction with the Operating Policy for Street Trading issued by Torfaen County Borough Council.

Once your application is received by the Licensing Authority, there is a consultation period which takes up to 28 days. It is an offence to trade during this time without a street trading consent being in place. Trading without the necessary consent may result in a formal course of action taking place.

1. Personal Details

Please provide details of the consent holder. A home address and land line number must be given. A basic criminal record check, issued within the last three months, must be included with the application. These can be obtained from www.disclosurescotland.co.uk Two passport type photographs of the applicant must also be included.

2. Proposed location of Trading

All 'streets' within the Borough are designated as 'Consent' streets with the exception of:

- A472 Pontymoile Gyratory
- A4043 Pontypool Wetsern Bypass including St Lukes Road, Snatchwood Road, Broad Street, New Road and Cwmavon Road
- A4051 Cwmbran Drive
- Treherbert Road, Croesyceiliog

The above have been designated as **prohibited** streets.

Please see policy document for further guidance.

Please provide a site plan (to scale) showing the exact location of where you wish to trade. The department offers an OS-based mapping system for applicants if required, for which a separate charge may be made.

You must indicate whether your proposed location of trading is on public or private land. If on private land, written consent is required from the landowner and must be enclosed with the application form.

3. Requested dates and times

A Street Trading consent is issued for a maximum period of 12 months.

Please see attached document for a schedule of fees.

The days of the week and the proposed times of trading must be indicated on the form.

Please provide specific dates and times in the 'other' field for one off or scheduled events.

4. Types of Goods

This section requires you to list all of the types of goods to be sold. Please note that if the intention is to sell hot food and / or drinks between the hours of 23:00hrs and 05.00hrs, a separate permission will be required under the Licensing Act 2003. Advice can be obtained from the Licensing section.

5. Method of street trading

Please provide details as specified in the application together with a vehicle registration number if applicable. A photograph of the van, stall etc must be included with the application.

6. Food Traders

If your intention is to sell food or drink, you must register your business with the local authority in whose area the vehicle is stored when not in use. This must be completed 28 days prior to you starting to trade. The Food Health and Safety team can be contacted on 01633 647623.

A copy of your food registration certificate must be included with your application.

7. Planning permission

If applicable, planning permission from Torfaen County Borough Council must be in place prior to you submitting an application for a street trading consent. A copy of the decision notice must accompany the application. It is recommended that you speak to a planning officer for any advice you require in relation to planning matters. An officer can be contacted on 01633 648009.

8. Information in support of the application

Please provide details if you have or have held a street trading consent in this Borough as well as in any other area.

Details must also be included as to the methods that you intend to take in relation to removing any refuse that is likely to be generated at the site. Details of any refuse contracts that will be entered into must be included.

Please note, sanitary facilities are to be available adjacent (within 250m) to the vehicle / stall whenever the vehicle / stall is trading.

9. Employees

If it is your intention, to employ persons other than yourself to work at the pitch, their details must be included on the application form. Two recent passport type photographs of each employee must also be included.

A basic criminal record check issued within the last 3 months, for each employee, must be included with the application. These can be obtained from www.disclosurescotland.co.uk

**It is recommended that you read thoroughly the accompanying document,
“Operating Policy for Street Trading” for further guidance.**

**Please ensure that you have completed all relevant sections of the application form
and that you have completed the checklist which accompanies the application.**

Incomplete application forms will be returned.

Please check that you have included the following:

A small map to indicate the proposed location

If the pitch is on private land, written permission from the landowner

Written details, including dimensions, of any awning or covering

Photograph of the stall

Copy of planning permission decision notice (if applicable)

Copy of food registration (if applicable)

Basic criminal record check for:

- the applicant

- each employee

Two passport type photographs for:

- the applicant

- each employee