



# Street Trading Policy

## 2022

Regulatory and Housing Services  
Licensing  
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Mae'r ddogfen hon ar gael yn Gymraeg hefyd  
**Conwy County Borough Council**

**Regulatory and Housing Service (Public Protection)**

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**Name of Policy:**

**Street Trading (issuing of Street trading/trading assistant licences/permits.**

<b>Author / Custodian:</b>	John Donnelly
<b>Date agreed and implemented:</b>	18/01/2021
<b>Agreed by:</b>	General Licensing Committee
<b>Frequency of Review:</b>	Annual review (if amended)
<b>Review date:</b>	(12/09/24)
<b>Equality Impact Assessment completed: (date)</b>	N/A
<b>Member involvement (if any)</b>	Cabinet Member/Licensing Committee
<b>Internal or Public Domain:</b>	Internal/public

**VERSION CONTROL:**

<b>Reference:</b>	<b>Status:</b>	<b>Authorised by:</b>	<b>Date:</b>
001	withdrawn	John Donnelly	14/01/19
002	withdrawn	John Donnelly	14/01/19
003	Live	John Donnelly	05/02/21
004	Updated,Llanwrst	John Donnelly	10/10/23
003	Live	John Donnelly	10/10/23

<b>FUNCTION</b>	<b>OFFICER</b>
Processing of application	Licensing Officer
Rejection of application	Principal Licensing Officer/Licensing Officer
Referral of application to Licensing Committee	Principal Licensing Officer/Licensing Officer
Grant/renewal of application	Principal Licensing Officer/Licensing Officer
Refusal of application	Head of Service / General Licensing Committee

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## 1 Purpose

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1.1 The Council's Street Trading Policy aims to create a street trading environment which:

- complements premises-based trading.
- provides diversity and consumer choice.
- supports community cohesion and equalities.
- enhances the character, ambience and safety of the local environment.
- is sensitive to the needs of residents and business.
- highlights the standards expected of street traders.
- provides guidance to those that administer the street trading service.

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## **2 What is Street Trading?**

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**2.1** The purpose of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 (the Act) is to ensure that Councils can properly regulate those who sell without the use of ordinary business premises and, particularly, traders who move from place to place. It is concerned, primarily, with commercial activities, excluding the provision of services.

**2.2** Conwy County Borough Council has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 for the whole of the County Borough Area. All the streets in this area are designated as Consent Street except those streets designated as Prohibited Streets (Appendix A) (excluding the Community of Llysfaen). The effect of this designation is that trading in any street is prohibited by law (subject to legal and other exemptions set out in Section 3 below), without first obtaining a Street Trading Consent (a Consent) from the Council.

**2.3** Street trading means 'selling, exposing or offering for sale any article (including a living thing) in a street'. The term 'street' includes 'any road, footway, beach or other area to which the public have access without payment'.

**2.4** The fact that a trader has a lease or licence i.e. a right to occupy the land, or has some other form of consent e.g. planning consent, lease or a licence under the Licensing Act 2003, will not override the requirement to obtain a Street Trading Consent where the trading amounts to street trading. Similarly, holding a Consent for street trading will not override any byelaws or remove the obligation on the trader to comply with any other legal requirements e.g. registration as a food business, nor override the duty to comply with the general law concerning e.g. trespass (e.g. the landowner's permission to occupy the land and trade must be obtained prior to an application), Conwy estates, highways, planning, licensing, health and safety, nuisance, waste disposal requirements etc.

**2.5** Any person street trading without a valid Consent commits a criminal offence. The courts have held that the definition of a 'street' does not depend upon the area of land in question being in public ownership and private land may be classified as 'a street' too if it meets the definition in the Act and the precise circumstances of the trading indicate that it amounts to street trading (street as defined in 2.3).

**2.6** The matters that the Council is likely to consider relevant when deciding whether an area is a 'street', or street trading is taking place, include:

- whether the trading outlet is built on solid foundations;
- whether the trading takes place within a building including areas where one or more sides are open to the elements
- the nature of construction of the trading outlet e.g. of brick/block □ which of the mains services are connected (if any)?
- whether permanent planning permission has been gained
- would the trading outlet be difficult to move? I.e. is a crane required to move it onto or off of a site?
- whether it comes and goes onto the site e.g. it is removed each day?
- whether the trading outlet moves or is capable of moving or being moved to a different site(s) each day?
- distance from the nearest highway. If you are trading within 15 metres of a street, road, car park or public footpath there is a presumption that you will need a street trading consent subject to the other exemptions applying. If you trade

from a position of more than 15 metres from a street, road or car park, please contact the Licensing Service to see whether a Consent is required as each case is judged on its own set of circumstances.

- the original purpose/nature of the item for sale e.g. whether it is a wholly charitable or domestic purposes or is the sale of a service rather than goods.

**2.7** No consent can be given to trade upon any dual carriageway or area under the Authority of the North and Mid Wales Trunk Road Agency (e.g. the A55, A470 & A5).

**2.8** No consent may be given to any area subject to a byelaw or area subject to a street trading Public Space Protection Order (PSPO)

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### **3 Exemptions**

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**3.1** Some types of trade are exempt from the need to obtain a street trading consent. These include:

- a person trading under the authority of a Pedlars' Certificate granted under the Pedlars Act 1871 (issued by the Police) excluding areas subject to a street trading Byelaw/PSPO or private property.
- trade carried on or at a licensed petrol filling station
- a market trader operating at a market venue which acquired this status by virtue of a grant, enactment or order.
- shops do not require a Consent if they operate within their defined curtilage outside the actual building, providing the trading is, essentially, an extension of the shop etc e.g. where a shoe shop has rails of shoes on display outside the shop; again this does not negate the need to comply with other legislation such as the requirement for a pavement licence (obtainable from CCBC), if appropriate:
- trade carried out by 'roundsmen.' A 'roundsman' has been defined as one who visits a 'round' of customers delivering the pre-orders of those customers". e.g. milkmen. N.B An operator of an ice cream unit is not a roundsman.
- charitable collection, unless goods are sold (although a collection permit, under the Charities Act 1992 may be needed).

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### **4 Street Trading Consents for which fees are not payable**

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**4.1** An application will still be required but Conwy County Borough Council will not require the payment of fees for the following street trading activities:

- Goods from working farms sold at or on the premises where they were produced.
- Sales of articles (not for trade) by householders on land contiguous with their homes.
- Goods sold by schools at or on the premises where they were produced.

**4.2** The above does not negate the need to comply with other legislation, such as a Temporary Events Notice, Pavement Licence or Planning Permission.

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### **5 Nature of goods**

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**5.1** The Council would not normally grant a Consent for the sale of goods which conflict with those provided by nearby shops or markets where it may provide an unfair economic advantage to the holder of the Consent.

**5.2** The type of goods allowed to be sold will be considered on a site by site basis having particular regard to local needs, product diversity and specialism e.g. artisan breads, and appropriateness of the proposed location in terms of space and balance.

**5.3** Street trading hours may mirror, normally, those of the shops or businesses in the immediate vicinity except for markets, events or hot food or other takeaway (street foods) where trading hours may be determined on a site by site basis.

**5.4** The Council will not allow the sale of:

- drugs or smoking/vaping paraphernalia,
- non-fishing catapults,
- BB-Guns, or weapons of any kind.
- live (not including fishing bait) or performing animals
- any item that might cause alarm distress or offence (determined by the delegated Officer).
- hot food and drink between 23:00 - 05:00 unless an authorisation is available under The Licensing Act 2003.

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## **6 Site Assessment**

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**6.1** In determining whether Street Trading in a particular area is appropriate the Council will have regard to:-

- the safe access and any effect on road safety, either arising from the siting of the pitch or from customers or, staff visiting or leaving
- any loss of amenity caused by noise, traffic or smell
- existing Traffic Orders e.g. waiting restrictions
- any potential obstruction of pedestrians or vehicular access
- whether there are any Consents already granted to a site in the vicinity, the design and appearance of the Trading Unit e.g. stall, barrow, van or cart.
- the character and ambiance of the requested site.
- the general use of the area.

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## **7 Applications**

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**7.1** Street Trading Consents (excluding prohibited streets and highways referred to in section 2.7) may be issued for:

**Prime fixed site**

- Colwyn Bay Promenade, West Promenade, Rhos Promenade and Marine Drive.
- Llandudno (West Shore) *where specifically permitted*
- Conwy, Lancaster Square *where specifically permitted*
- Conwy, Lower Gate Street (bandstand) *where specifically permitted*
- Conwy, Rosehill Street *where specifically permitted*
- Madoc Street, Llandudno.

The prime fixed sites will pay a higher fee to reflect the fact that trading in this part of the County is subject to a higher footfall and trading mainly takes place on the street rather than on private land, thereby not incurring additional charges for ground rent.

### **Standard fixed and roaming sites.**

All other areas of Conwy County Borough Council

The standard site pays a lower fee to recognise that trading in these areas are less lucrative and may face additional costs compared to the prime sites.

### **Special/seasonal event consent**

Maximum of two days (fixed single site/sole trader)

### **Temporary, traveling or seasonal commercial markets**

Maximum of three days (fixed site/up to 25 individual traders)

**7.2** In addition to the above, the following criteria will need to be met before any Street Trading Consent will be issued:

#### **Prevention of obstruction or danger to road users**

- To be sited in accordance with highways legislation as appropriate, such that no obstruction is caused to highway users or to adjacent properties
- The position of any vehicle/stand must be such that it does not encourage children to cross any road unsupervised.
- The trader shall not place on the street or in a public place any furniture or equipment other than as permitted by the consent and he/she must maintain the same in a clean and tidy condition and not place them so as to obstruct the entrance or exit from any premises.
- Operator to cease trading, if asked to by an Officer of the Highways Authority or the emergency services or any relevant Authorised Officer of the Council.

#### **Prevention of nuisance or annoyance**

- Traders and their assistants employed by them shall ensure the public are treated fairly and with courtesy at all times.
- No music or other broadcasts to be made from the Consent site other than with the permission of the Licensing Authority,
- The trader must not cause or allow to be caused any damage to the street surface, street furniture, lighting and landscaping within the permitted area and will be responsible for the making good of any such damage
- Must not cold call at dwellings within a Cold Calling Controlled Zone
- Noise nuisance must not be caused e.g. from portable generators, chimes, klaxons speakers, under no circumstances will public address systems be permitted (unless part of a commercial or traveling market).

#### **Hygiene/waste/H&S**

- All staff must be suitably trained in accordance with relevant Food Safety legislation. Evidence of Food Hygiene training must be available for examination by an Authorised officer of the Council at any time when the unit is trading.
- The business must comply at all times with relevant food safety and standards legislation, together with applicable health and safety legislation
- The premises must be currently registered or Approved by the Food Authority
  - The food premise must have Food Hygiene Rating of 5 (Very good).
- A refuse contract must be entered into where refuse is likely to be generated, or other suitable and legal waste disposal arrangements must be in place, including waste carriage
- Suitable numbers of Litter bins must be provided and litter collected as appropriate where litter is likely to be generated by customers.

### **Sustainability**

- In line with Conwy County Borough Councils Climate change declaration and the Well-being of future Generations (Wales) Act 2015 applicants must consider.
  - The use of electric, hybrids or low emission vehicles and energy production.
  - Providing locally sourced sustainable produce and goods.
  - The use of recyclable materials and consumables.
  - All food, drink containers and utensils passed to the customer should be compostable recyclable or from a sustainable source.

### **Suitability of the applicant**

**7.3** All applicants including assistants must produce upon application:

- valid basic DBS checks (within 3 months)
- proof of identity and address (driver licence, household bill, Passcard, Passport, bank statement).
- Valid immigration/right to work in the UK documentation as necessary
- 1 passport standard photograph.

**7.4** An application may be refused if the applicant is unsuitable to hold the consent for any reason made known to the Head of Regulatory and Housing Services, who will decide if the applicant is a fit and proper person.

**7.5** Consent cannot be issued to a person under the age of 18 years

**7.6** Applicants must upon application submit:

- A completed application form
- Proof of Public Liability insurance (£5 Million)
- Food premises registration (if providing food)
- Proof of fee payment or fee (cheques or debit card payment only)
- Photographs and or clear drawings of expected livery.
- List (including street name) or map of all proposed trading locations
- Valid Gas safety certificate if using LPG for cooking



- Written permission/lease agreement from the landowner (including any land owned, operated or under the control of CCBC).

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## **Enforcement**

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- 8.1** To achieve compliance with legislation all enforcement will be carried out in accordance with relevant legislation and the service Enforcement Policy.
- 8.2** Conditions may be attached to street trading consents detailing the holder's responsibilities to maintain public safety, avoid nuisance and preserve the general amenity of the locality.
- 8.3** All traders must ensure that the consent, permit/plate is clearly displayed to the public at all times.
- 8.4** All traders and assistants must clearly display on their person their trader and trader assistant ID badge at all times when trading.
- 8.5** Failure to comply with any condition may lead to the revocation of consent.
- 8.6** It is an offence to carry out street trading without the consent of the Council and any person convicted of such an offence shall be liable to a fine not exceeding £1,000. This will include any person who holds a certificate granted under the Pedlars Act 1871, but who fails to operate in accordance with the certificate.

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## **9 Fee Structure**

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- 9.1** The Head of Regulatory and Housing Services has delegated authority to review the fee structure and set fees annually. The fee structure is set out at appendix B.

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## **10 Delegation of Functions**

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- 10.1** Applications for Consent are delegated to the Head of Regulatory and Housing Services. However, the power to amend street trading designations or to determine contentious applications lies with the Council's General Licensing Committee.

- 10.2** The Head of Regulatory and Housing Services may:

- Issue Consents and attach such conditions that are deemed necessary under the Local Government (Miscellaneous Provisions) Act 1982.
- Reduce the applicable fee or amend any general or specific condition for any application.
- Refer any application to the Council's Licensing Committee for determination. Where an application is referred to the Committee, each application will be determined on its own merits. Members of the Committee will consider all information attached to the application.
- Refuse any application for Consent that:
  - I. In the opinion of the Head of Regulatory and Housing Services does not comply with the Council's conditions and policies.

II. Where a similar application has been refused by the Committee in the previous 2 years.

- Refuse an application or renewal for any reasonable reason.

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## **11 Renewals**

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**11.1** Street Trading Consents are issued for a period of up to one year from the date of grant (excluding 11.4).

**11.2** Wherever practical on renewal, consent will be issued where appropriate to the present Consent holder.

**11.3** Applicants wishing to renew their Consent must submit their application and pay the relevant fee at least one month prior to the expiry of their current consent.

**11.4** Applications for special/seasonal event consent and or temporary, traveling or seasonal commercial markets will be issued for a fixed period as determined by the Head of Regulatory and Housing Services but will be of no less than 1 day.

**11.5** Consents (sites/pitches/routes) cannot be transferred, sold or sub contracted.

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## **12 Decisions**

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**12.1** Following the determination of an application the Council will notify the applicant of the decision in writing as soon as possible.

**12.2** There is no statutory right of appeal against refusal to issue a Street Trading Consent.

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## **13 General**

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**13.1** This policy will complement and inform other Council initiatives including those With regard to street markets and life in the public realm.

**13.2** This policy will inform the detailed conditions attached to every Street Trading Consent.

**13.3** This policy will be applied in a manner that is consistent with the Council's equalities policies.

**13.4** The 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.

**13.5** The Authority collects, process and stores including some personal data in order to process your application please refer to:  
[www.conwy.gov.uk/en/Council/Access-toInformation/Privacy-Notices](http://www.conwy.gov.uk/en/Council/Access-toInformation/Privacy-Notices) for further information.

**13.6** At all times, each application will be determined on its own merit.

**13.7** Every vehicle, van, trailer, stall or other device to be used for the proposed street trading activity must be inspected by an Authorised Officer prior to any trading taking place.

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## **14 Review of the Policy**

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**14.1** This Policy will be reviewed annually. As well as the annual reviews, the policy will continue to be evaluated and may be updated at any time. Any changes to this policy must be agreed by the General Licensing Committee, unless this function is delegated to an appropriate officer.

**14.2** The determination of the fee structure is delegated to the Head of Regulatory and Housing Services and will be reviewed annually.

**14.3** Street trading Consent application fees and charges are not refundable.

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## **15 Contacts**

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Licensing (Street Trading)  
PO Box 1  
Conwy  
LL30 9GN

Email: [licensing@conwy.gov.uk](mailto:licensing@conwy.gov.uk)

- Conwy estates - [estates@conwy.gov.uk](mailto:estates@conwy.gov.uk)
- Conwy harbour - [harbour@conwy.gov.uk](mailto:harbour@conwy.gov.uk)
- Conwy Highways - [streetworks@conwy.gov.uk](mailto:streetworks@conwy.gov.uk)
- Planning - [CynllunioPlanning@conwy.gov.uk](mailto:CynllunioPlanning@conwy.gov.uk)

**CONWY COUNTY BOROUGH COUNCIL**

**Prohibited streets with effect from 01/06/84 (unless otherwise stated)**

**The Community of Betws y Coed**

**Ffordd Craiglan  
Dolydd Terrace  
Pentre Du**

**The Community of Conwy**

**Rose Hill Street (20/11/95) except where specifically permitted**

*(And ALL other streets leading into those squares and that street for a distance of 50 metres from the point of junction therewith, excluding Lancaster Square.)*

**Lower Gate Street (Conwy Quay) except Bandstand.**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Bandstand (Conwy Quay) except where specifically permitted.**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Marine Crescent, Deganwy**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Station Road, Deganwy (1/7/88)**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Ffordd Maelgwyn, Llandudno Junction (1/7/93)**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**The Community of Llandudno**

**Abbey Road**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Augusta Street**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Abbey Road**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Augusta Street**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Bryniau Road (from the Railway Bridge to its junction with Lloyd Street West)**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Chapel Street**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Clarence Road**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Clonmel Street**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Colwyn Road (from the parade to Bryn Y Bia Road)**

*(And ALL streets leading into the above mentioned streets for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Conway Road (from Vaughan Street to Maesdu Road)**

*(And ALL streets leading into the above mentioned streets for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Dale Road**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Deganwy Avenue**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Gloddaeth Avenue**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Gloddaeth Street**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Great Orme's Road**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Happy Valley Road**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Lloyd Street (from Mostyn Street to St Andrews Avenue/The Oval)**

*(And ALL streets leading into the above mentioned streets for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Lloyd Street West (from Bryniau Road to Maesdu Road)**

*(And ALL streets leading into the above mentioned streets for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Mostyn Avenue**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Mostyn Broadway**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Mostyn Street**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Nant Y Gamar Road**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**North Parade**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Prince Edward Square**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Queen's Road (from the parade to Mostyn Avenue)**

*(And ALL streets leading into the above mentioned streets for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**St George's Place**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**The Parade (from Happy Valley Road to Colwyn Road)**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Trinity Avenue (Excluding - The Trinity Centre)**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Trinity Square**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Vaughan Street**

*(And ALL streets leading into the above mentioned street for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

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**West Parade (from Marine Drive to Dale Road)**

*(And ALL streets leading into the above mentioned streets for a distance of 45.72 metres (50 yards) from the point of junction therewith)*

**Tudor Road**

*(And ALL streets leading into the above mentioned street for a distance of 50 metres from the point of junction therewith)*

**The Community of Llanfairfechan**

**Station Road**

**Village Road**

**Fee Structure proposed from 01/04/2023**

Prime Fixed Site

**Fixed Consent**

Annual	£1425.00
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Standard Site (fixed or roaming)

**Fixed Consent**

Annual	£990.00
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**Roaming Consent**

Annual	£990.00
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**Commercial/traveling market Maximum 25 individual traders.**

1 day (inc of Trader ID)	£195
Subsequent (maximum of 3 days)	£100

**Special occasion/seasonal**

Per day (plus id)	£40.00
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Trader/ Assistant /or Replacement ID	£35.00
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Replacement Consent/Licence (paper)	£25.00
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Pre application Check	£35.00 (no guarantee of consent being given)
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Pre application Advice	£64.00 1- hour (Inc. pre application Check)
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Replacement Vehicle Plate	£38.00 (Inc. bracket)
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**Appendix B**



Licensing Service, PO box 1, Conwy LL30 9GN

e-mail: [licensing@conwy.gov.uk](mailto:licensing@conwy.gov.uk)

**Local Government (Miscellaneous Provisions) Act 1982 – Schedule 4  
APPLICATION FOR A STREET TRADERS CONSENT**

Personal Details: Applicant No. 1 (**permit holder**)

1	Applicant full name and date of birth		
2	Applicant home address (including. postcode)		
2	Applicants business name		
4	Applicants business address (including postcode)		
5	Email		
6	Business web/social media sites		
7	Home Mobile		
8	DBS	Date of issue	Reference No
		Approved By	

**Do you intend to trade from?**

**Prime site**

Fixed Pitch

**Standard site**

Fixed Pitch  Roaming

**Commercial/traveling market**



Fixed Pitch

**Special occasion/seasonal**

Fixed Pitch

9	Trading Site (give street names and precise location)	
10	Trading name displayed on site or vehicle	(please include photographs and details of any artwork or livery)
11	Proposed Trade Days	
12	Proposed Trade Times (24hr format)	
13	Goods or Articles to be Sold – state type, standard and method of presentation of goods	
14	Type of vehicle / stall / unit	(please include photographs and details of any artwork or livery)
15	Vehicle registration number	
16	Vehicle / stall / unit - height	
17	Vehicle / stall / unit - width	
18	Vehicle / stall / unit – length	
23	Food Hygiene Rating	(please include a copy of certificate)

Have you ever been refused a Street Traders Licence or Consent by this or any other Local Authority?

YES/NO,

If yes, give dates and details below, (further information).

I declare that to the best of my knowledge and belief, the answers given are true and I realise that information disclosed in this application form may be made available to other authorised agencies.

If Consent is granted, I undertake to comply with the conditions attached to the grant of the licence, and also comply with the Food Safety Act 1990, where appropriate, and to any Regulations made hereunder. I also agree to provide a waste receptacle for napkins, rubbish etc, which I will remove at my own cost each day.

**I UNDERSTAND** that if I knowingly make a false statement I shall be guilty of an offence and liable to prosecution and that my licence, if granted, may be suspended or revoked.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Payment Methods:**

Payment may be made in the following ways:

Cheque Postal Applications Only (to be made payable to "Conwy CBC").

Debit/Credit Card. Online

Further Information



Licensing Service PO Box 1, Conwy, LL30 9GN

e-mail: [licensing@conwy.gov.uk](mailto:licensing@conwy.gov.uk)

**Local Government (Miscellaneous Provisions) Act 1982 – Schedule 4**

**APPLICATION FOR A STREET TRADERS ASSISTANT**

Personal Details:

1	Full name and date of birth			
2	Home address (inc. postcode)			
3	Home Phone Number	<input type="text"/>		
	Mobile Phone Number	<input type="text"/>		
4	Right to work in the UK	<input type="text" value="Yes"/>	<input type="text" value="No"/>	
5	DBS	Date of issue	Reference No	Approved By
		<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever been refused a Street Traders Licence or Consent by this or any other Local Authority?

YES/NO, If yes, give dates and details below, (further information).

I declare that to the best of my knowledge and belief, the answers given are true and I realise that information disclosed in this application form may be made available to other authorised agencies.

If Consent is granted, I undertake to comply with the conditions attached to the grant of the licence, and also comply with the Food Safety Act 1990, where appropriate, and to any Regulations made hereunder. I also agree to provide a waste receptacle for napkins, etc, which I will remove at my own cost each day.

**I UNDERSTAND** that if I knowingly make a false statement I shall be guilty of an offence and liable to prosecution and that my licence, if granted, may be suspended or revoked.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Payment Methods:**

Payment may be made in the following ways:

Cheque, Postal Applications Only (to be made payable to "Conwy CBC")

Debit/Credit Card online.

Further Information

## NOTES/CHECKLIST

- Consent can be held by more than one person, providing that person(s) has a business interest and authority to manage the street trading site. Once granted, all Consent holders will be held equally responsible for any breach of terms of conditions of a Street Traders Consent.
- Applicants must not be under the age of 18 years.
- Each assistant must complete an Assistant's application form which can be obtained from the Licensing Unit. Street trader/assistant ID badges are **£32.00** each.
- The loss of a trader/assistant ID badge must be reported immediately (replacement badges will be charged at £32.00 per badge).
- Applicants must each submit a colour identical recent passport type photographs (without hat or sunglasses) with their application.
- Applicants for temporary, traveling or seasonal markets must have a single point of contact (applicant) include the number of stall and the type of goods to be sold (any sale of alcohol must be authorised by either a premises licence or temporary events notice).
- **Please ensure you have read and understood the guidance notes. Before you submit your application, tick the following boxes to ensure you have all the necessary documents. Any omissions will result in the return of your application and the fee will not be refunded, (pre application a check is available please refer to appendix page 14).**

## Check List

<i>Completed application form signed by all applicant and assistants</i>	
<i>Proof of fee payment or fee (cheques or debit card payment only)</i>	
<i>Photographs and or clear drawings of expected livery.</i>	
<i>List or map of all locations</i>	
<i>Basic DBS (document)</i>	
<i>Proof of identity and address</i>	
<i>If selling food proof of food hygiene registration</i>	
<i>If using LPG gas safety certificate</i>	
<i>Public liability insurance Certificate (5 million)</i>	
<i>1 passport size photographs (per applicant/assistant)</i>	

<i>Proof of right to work in the UK</i>	
<i>Written permission/lease agreement from the landowner</i>	
<i>Renewals:</i>  <i>Consent Number and Expiry Date.</i> <i>Original Consent (licence)</i>	

## **Model conditions**

The licence/plate must be on display at all times in such a place that the Public are able to view it.

All consent holders and assistants must clearly display on their person the authorised identification all times while on the licensed premises.

No persons other than the consent holder, authorised assistants and authorised officers of the council may enter the licensed premises while trading.

Appropriate bins must be available at all times when trading, all rubbish/litter being removed from the site at the end of each working day (the consent holder is responsible for associated litter generated within 10 metres of their site).

Signs, tables, chairs, ancillary shelving or equipment must not be placed on the public highway and or obstruct any public footpath, escape route or cycle way.

Generators must be shielded and or placed to reduce noise and nuisance. Generators must stand off the footpath/hard standing on a drip tray. Spillages are the responsibility of the consent holder and must be cleaned immediately (any subsequent costs incurred by the Council will be charged to the consent holder),

No fuel other than that used for cooking may be stored on site.

No vehicles including towing vehicles may stand on any footway at any time (other than engagement/disengagement of towing equipment), towing vehicles must be disengaged and stand away from the licensed premise.

No amplified music (excluding ice cream chimes, when moving) or entertainment may take place at the premises without the appropriate permissions being in place.

Signage and advertising must not be intrusive and must be suitable for the ambiance of the location.

Where practical all signage and advertising should meet The Welsh language (Wales) Measure 2011 and promote the use of the Welsh language, facilitate the use of the Welsh language, and ensure that the Welsh language is treated no less favourably than the English language.

Where the sale of food takes place, food hygiene ratings must be clearly displayed (if the premises has no hygiene rating upon application, a period of three months is given, for the rating as highlighted in the Street Trading Policy to be achieved, failure to achieve this rating without reasonable excuse may result in the suspension and or revocation of the consent.

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**Mae'r ddogfen hon ar gael yn Gymraeg hefyd.**