



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Application for Street Trading Licence

Applicant Details

First Name

Surname

Email

Telephone No.

Mobile No.

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Is your business registered outside the UK? Yes No

Business Name

VAT Number

Legal Status

Your position in the Business

Business Address

Building No. or Name

Street

City or Town

Postcode

Further details about Applicant

Former Name(s)

Home Address

Is the address the same as (or similar to) the address given? Yes No

If no, please enter address

Building No. or Name

Street

City or Town

Postcode

Type of Application

New Renewal Temporary*

*Specify the period for which the licence is required (if applicable)

Trading Name

What you want to Trade

You must list all goods and services you want to offer on sale:

Does this include selling food or drink? Yes No

Are you registered as a food business? Yes No

Do you have a Food Hygiene Certificate from the Local Authority?
(please provide a copy) Yes No

If yes, please fill in the following:

- Local authority where you are registered
- Registration number

Where will goods be stored when not on sale?

When you want to Trade

Day or Days

Time from

Time to

Trading Location

Please select the locations in which you would like to trade

- The Hub Carpark
- Great Cambourne Cricket Pavilion Carpark
- Lower Cambourne Cricket Pavilion Carpark
- Other locations:

Details of Vehicle, Stall and/or Container

Will you be using a vehicle in connection with your work as a trader? Yes No

Details of Vehicle

Make

Model

Colour

Registration No.

Description of unit from which you intend to trade, including dimensions:

Where will the unit be stored when not in use?

Public Liability Insurance

You must have a suitable level of public liability insurance to cover your activity.

Do you have Public Liability Insurance? Yes No

If yes, please provide details of Policy:

Insurance Cover

Policy Number

Period of Cover

Amount of Cover (£m)

If no, please state the steps you are taking to obtain such insurance

Previous Applications

Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? (select all that apply)

- No Yes – application granted
 Yes – application granted & revoked Yes – application refused

If any answer other than no selected, please explain further

Convictions

Have you, or any person named in or associated with this application, been convicted of any crime or offence? (subject to Rehabilitation of Offenders Act 1974)

Yes No

If yes, please give the following details:

First name

Family name

Date of Conviction

Court

Offence

Penalty/Sentence

Additional Details

Please provide any additional information which is required or relevant to your application

Payment Details

This fee must be paid to Cambourne Parish Council. Fees are calculated based on the number of the days you wish to trade.

Fee amount (£)

Declaration

The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Full Name

Position

Signature



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Street trading licences on Cambourne Parish Council premises.

Cambourne Parish Council **does not** issue licences to trade on streets in Cambourne or any part of South Cambs District Council Area. The aim of this Street Trading Licence is to cover the use of carparks in the ownership or control of Cambourne Parish Council.

South Cambs District Council considers application for a Street Trading Licence under Local Government (Miscellaneous Provisions) Act 1982. The Local Government (Miscellaneous Provisions) Act 1982 - part III allows Councils to adopt a policy whereby designated streets or villages require consent for people to trade on them. The Consent Street trading provisions were adopted to control street trading within the South Cambridgeshire District.

The Council may by resolution designate any street in this district as a consent street, that is a street in which trading is prohibited without consent from the Council.

Who needs to apply?

Any person wishing to sell or offer for sale any article in a consent street, including the following examples:-

- Fish and Chip vans
- Kebab & Burger vans
- Ice Cream vendors
- Indian & Chinese Food vendors
- Flower Sellers

If the list above does not cover the type of items you wish to sell, it does not mean you are exempt from the requirement to have a consent. You must check with the Parish Officer in all cases.

If you are thinking about trading in Cambourne, do not presume that you will be granted a licence. Speak with the Parish Office prior to submitting an application or purchasing a van, as there is no guarantee you will be granted a license within Cambourne.

Application of consent

Application forms are issued for street trading and the following details must be given:-

- Full name and address;

- The venue in which you wish to trade;
- The days and times you wish to trade;
- A description of articles proposed for sale;
- A description of the stall or vehicle you propose to use in connection with the trade of those articles; and
- A location map with an indication of where stall/vehicle to be sited.

Applications once received will be reviewed by the Parish Office in consultation with the Chairman of the Leisure and Amenities Committee and can take four weeks to complete. If the Applicant does not agree with the decision of the Parish Office they can appeal against the decision. The application will be referred to the Leisure and Amenities Committee for decision. The Leisure and Amenities Committee does not meet each month and consequently the application may take several further weeks to be decided upon.

Objections to the application

If objections are received, the Parish Office will try to resolve any problem between the applicant and objector. If a compromise cannot be met and the objector, applicant and Council do not agree, the application is referred to the Leisure and Amenities Committee for decision. The Leisure and Amenities Committee does not meet each month and consequently the application may take several further weeks to be decided upon.

Where you can trade and what to consider

It is advisable to contact the Parish Office to discuss whether the venue you want to site your stall or van on is available, or if it is a venue requiring trading consent.

When applying it is important to consider the following: -

- Suitability of site
- Parking safety/traffic management
- The environmental impact on local residents (i.e. noise, litter and air pollution)
- If the village needs another food outlet
- Hours of operation
- Frequency of trading

Fees

The fee for your application will depend on where you wish to apply.

Street Trading Fees

- i) Mobile Traders in villages up to 2 nights a week - £235.00 per annum
- ii) Fees for temporary licences are subject to agreement with the Parish Office.

The Street Trading Licence must be applied for each year complete with a new Application Form and fee. A renewal is not automatically approved.

OFFENCES

The Parish Council reserves the right to terminate the Street Trading Licence if the applicant does not:

- Adhere to the venue agreed,
- Adhere to the day's agreed,
- Adhere to the times agreed,
- Loses its food hygiene certificate

- Does not have suitable insurance cover with the current certificate displayed.
- The activity becomes an unacceptable nuisance to surrounding residential properties.

Food Hygiene Regulations/Food Safety

You will need to speak with an Environmental Health Officer (Food/Health & Safety) on **03450 450 063** for further advice.