



**Application for Street Trading Licence or Consent
Special Event Trading Only
Local Government (Miscellaneous Provisions) Act 1982**

This application is for a special event street trading licence or consent. The licence/consent permits trading at one location at a pre-agreed Special Event.

This application is for a special event street trading licence or consent where traders are looking to make a commercial profit. The licence/consent permits trading at a specific location on a licence/consent street* for one pre-agreed Special Event.

*A street trading consent is required for trading throughout the borough with the exception of the licence streets below where a street trading licence is required:

- Market Place, Town Centre
- Sheep Street, Town Centre
- High Street, Town Centre

The application must be submitted to the Licensing Authority at least 30 days before you wish to start trading. It is an offence to carry out street trading activities without a licence or consent in place.

The application form must be fully completed and submitted with all the relevant supporting documents and fee.

Incomplete applications will not be validated or processed. The Licensing Authority will return any incomplete or invalid applications to the applicant if a period of 1 month has passed without the application being validated.

Current Special Event licence/consent fee

Standard Licence/Consent	£114
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CHECKLIST

Please tick off each of the following required documents which you are submitting with this application form

	Application fee, paid by card by calling 01788 533533
	Detailed plan, showing precise location of intended trading location(s)
	Clear passport style photograph of the applicant
	Basic disclosure certificate (dated within the last 3 months) for the applicant
	Two forms of ID for applicant, at least one photographic and one showing evidence of home address
	Evidence of right to reside and work in UK for applicant
	Public Liability certificate of insurance
	Valid food safety/hygiene certificates (food business only)
	Copy of trade/commercial waste removal contract, including oil if relevant
	Consent to use the proposed site location from the landowner
	Proof of planning permission(s) if required, please contact Rugby Borough Council Planning Department for advice
	Authorisation under the Licensing Act 2003, if providing late night refreshment or selling alcohol

What is the name and location of the Special Event you wish to trade at?



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SECTION 1 – APPLICANT DETAILS

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other title	
Full name	
Date of birth	
Full address	
Telephone no.	
Mobile no.	
Email address	
Do you have permission to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a consent refused or revoked by any authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provided full details of dates and reasons – you may attach the notice of decision if easier.	
Name of trading business	
Registered address	
Registration no.	



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SECTION 2 – DETAILS OF PROPOSED TRADING

Proposed trading location(s) <i>Please give details and provide an accurate site plan identifying where stall will be situated</i>			
Has the landowner's permission been given? <i>Please submit written consent from landowner</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>		
Proposed trading period <i>Specify the dates of start and end for the consent, please note this cannot exceed one year. E.g. 01/01/2022 to 31/12/2022</i>		to	
Proposed trading days <i>Specify the days of the week you will be trading. E.g. Monday to Friday, or Fridays, Saturdays and Sundays only. If you are only trading on specific dates, please list</i>			
Proposed trading times <i>Specify the exact times of trading in 24hr clock format. E.g. 11:00 – 19:00 Please note that any parking restrictions in place must be complied with at all times</i>			
Proposed articles to be sold <i>Please provide a list of all articles to be sold</i>			
Will you be selling food/drinks?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, which Local Authority is your business registered with?			



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<i>Please provide your registration certificate</i>	
What is your current Food Hygiene Rating? <i>You must hold and maintain a minimum score of 3 out of 5. Please provide evidence</i>	
Do you intend to sell hot food or hot drinks after 11pm and before 5am? <i>If YES you will need to also provide evidence of your authorisation under the Licensing Act 2003</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you intend to sell or supply alcohol? <i>If YES you will need to also provide evidence of your authorisation under the Licensing Act 2003</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dimensions and nature of trading stall <i>e.g. gazebo, trailer, catering van, table</i> <i>Full description and approximate dimensions required accompanied by colour photographs of front, sides and back of stall</i>	
Where is the stall stored when not trading? <i>The stall needs to be removed from site after each day's trading. Please provide proof of landowner's permission for stall to remain on site if this has been given</i>	



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SECTION 3 - DECLARATION

Please ensure that you have completed the application form fully before submission, included all the required supporting documents as listed in the checklist, paid the relevant fee and that you have read and understood the Street Trading conditions.

I hereby make an application to Rugby Borough Council for the grant of a Special Event Street Trading licence/consent, subject to any legislation, statutes, regulations, policies, byelaws and conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and, to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any consent issued revoked.

I declare that I have supplied all the appropriate supporting documentation listed in the above checklist, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the consent, if applicable.

I understand that I must undertake to comply with all relevant legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.

Signature:

Applicant name:

Dated: