



# Street Trading Consent Application

This application is for a street trading consent where traders and/or organisers are looking to make a commercial profit. The consent permits trading on a consent street for six months, one year, or for a one-off event.

There are fees to be paid for these consents. Details of the current fees are available at <https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading>

If you are applying for a one-off event that is designed to provide support for the local community or a charity, then no fee is payable.

Swale Borough Council (SBC) is committed to protecting the privacy and security of your personal information. As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations(GDPR). Any personal information you provide within this form will be used solely in connection to your Street Trading Consent Application.

The lawful basis which enables the Council to process your data for this purpose is: Public interest under Article 6, paragraph (e) of the UK GDPR and Schedule 1, part 1, paragraphs 10 and 11 of the Data Protection Act.

Information provided will be kept in accordance with the Council's retention and disposal guidelines, will only be shared with other departments within the Council and statutory organisations in relation to necessary enquiries regarding your application or where there is a legal requirement for us to do so.

As a data subject you have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information please visit the privacy pages on the Council's website at [www.swale.gov.uk](http://www.swale.gov.uk) or contact the data protection officer by emailing [dataprotectionofficer@swale.gov.uk](mailto:dataprotectionofficer@swale.gov.uk).

**COMPLETED APPLICATION FORMS SHOULD BE EMAILED TO:**  
[licensing@swale.gov.uk](mailto:licensing@swale.gov.uk)

Applicant Details	
Title	
Full Name	
Date of Birth (dd/mm/yyyy)	
National Insurance Number	
Home Address (Registered Address in the case of a limited company)	
Postcode	
Telephone Number	

Mobile Number	
Email Address	
Have you been convicted of any of the following offences:  Violence Dishonesty/theft/handling/ burglary Consumer protection or fair trading Public health or food hygiene contraventions	<b>If yes</b> please specify details giving date, place of conviction and sentence imposed:

Trading Period			
Are you applying for a one-off charity event? <i>If so, no fee is payable</i>			
Yes	No		
Are you applying for a one-off commercial event? <i>E.g. Festivals, Carnivals where stall holders make a profit</i>			
Yes	No		
What is the name of the event that you intend to trade at:			
Date(s) of event			
Proposed Trading Times <i>Specify the exact times of trading and on what days in 24hr clock format.</i>	<b>Monday</b>		
	<b>Tuesday</b>		
	<b>Wednesday</b>		
	<b>Thursday</b>		
	<b>Friday</b>		
	<b>Saturday</b>		
	<b>Sunday</b>		

Are you business trading in food?	
If yes, which Local Authority is your business registered with, and what is your current Food Hygiene Rating	

Articles to be traded (full description)	
Do you intend to sell or supply alcohol?	If you say <b>YES</b> you will need to also provide evidence of your authorisation under the Licensing Act 2003.

Tick off each of the following required documents you are submitting with this application form.	
The full fee – paid by calling 01795 417286 or online <a href="https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading/apply-and-pay#h2">https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading/apply-and-pay#h2</a>	
Proof of Public Liability Insurance if not provided by the event organiser	
Plan, showing precise location of intended trading location(s) if known	
Proof of registration as a food business, if selling food and drink	
Authorisation under the Licensing Act 2003, if selling alcohol	

Declaration and Signature	
<p>I hereby make an application to Swale Borough Council for the grant of a Street Trading Consent, subject to the Statutes, Regulations, Policies, Byelaws and Conditions relating to the same for the time being in force.</p> <p>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.</p> <p>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.</p> <p>I understand that I must undertake to comply with the legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.</p>	
<b>NAME</b>	<b>CAPACITY OF SIGNATORY</b>
<b>SIGNATURE</b>	<b>DATE</b>

## NOTES

### Event Organisers

Organisers of an event will need to hold **Public Liability Insurance (PLI)** for a minimum of £5m per claim which will cover all traders. The insurance should include the structures, goods and persons operating the stalls including the build and dismantling of the event.

## **Temporary Event Notice (TEN) / Premises Licence**

A TEN or Premises Licence is required to hold an event with:

- The retail sale of alcohol, and/or
- The provision of public entertainment, and/or
- The provision of late night hot food or drink (between 11pm -5am)

A TEN authorises licensable activities on unlicensed premises for a limited time, where no more than 499 people are in attendance at any one time. Further information is available at [Temporary Events Notice \(England and Wales\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/temporary-events-notice-england-and-wales)