Swale Borough Council

Street Trading Policy

Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982

Version 0.1

15 October 2026

Next Scheduled Review:

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All enquiries relating to this document should be sent to:

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Issue & Review Register

Summary of Changes	Issue Number & Date	Approved by

All changes to this document are tracked using a different colour and/or marked with a vertical line at the side of the page.

If amendments have been made, this will be redistributed to all named on the distribution list.

Compiled by: Johanna Thomas

Date:

Approved by:

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Street Trading Policy 2027 - 2030

Local Government (Miscellaneous Provisions) Act 1982 Street Trading Local Policy Document

1. Legislation & Policy

1.1 Local Authorities have a legal discretion to regulate street trading in their area. Street trading is covered by the Local Government (Miscellaneous Provisions) Act 1982 Schedule 4 – Street Trading, which Swale Borough Council adopted in 1993 and resolved to control within its boundaries.

On 23rd July 2010 the Council formally designated all streets within its boundaries as 'Consent Streets'.

The effect of this designation is that if you want to sell goods on the street (see para 3.2. for definition), you are street trading (see para 3.1 for definition) and you will need to have the appropriate consent from the Council unless you are legally exempt (see para 3.5).

Trading without the required consent is a criminal offence.

1.2 Swale Borough Council adopted this policy on Date to be inserted to become effective on 1st April 2027.

Every three years the Policy will undergo a full review involving widespread consultation with the existing traders, relevant authorities and the general public, any consultation will be in line with Government guidelines.

2. Purpose & Objectives

2.1 Street trading can add variety and vibrancy to the character of this Borough as well as diversity of shopping opportunities. The aim of the Council is to give consent to traders who will help to create a vibrant street scene which complements retail activity, community events and activities.

2.2 The purpose of this policy is to provide a framework setting out the Council's procedures which will be used to inform the various decision making processes to ensure a consistent approach and expectations of those engaged in street trading either from an individual pitch as a mobile trader or as part of a large scale event/festival

2.3. This policy aims to give clarity and transparency to potential and existing traders, explaining how the Council will promote its objectives and deliver compliance with imposed conditions.

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The Council's key objectives are:

2.3.1 To protect the public through the control of street trading within Swale by improving standards of food safety, health and safety and environmental management to enhance the image of the area

2.3.2 To ensure that permitted street trading is properly regulated as to where, when and how it takes place.

2.3.3 To prevent public nuisance by the use of conditions designed to reduce the risk of nuisance from obstruction, noise, refuse, vermin, fumes and smells.

2.3.4 To ensure the suitability of the structures used for the sale of goods.

2.3.5 To ensure that traders and the people that they employ are 'fit and proper' in accordance with the Act. This will include a requirement for a basic Disclosure and Barring Service Criminal Records check for those applicants applying for a 6 month or yearly consentare ok.

3. Street Trading Definition and Exemptions

3.1 Street Trading is defined under the Act as 'selling, exposing or offering for sale any article (including a living thing) in a street'.

3.2 A 'street' is broadly defined to include any road, footway, beach or other area to which the public have access without payment and a service area as defined in s.329 of the Highways Act 1980.

3.3. This can include areas adjacent to a street, car parks and privately owned land where the public have access, without payment, as a matter of fact.

3.4 Street trading includes the sale of food and beverages. It does not include the provision of services (such as face painting or hair braiding) even if payment is made.

3.5 The following activities are **exempt** from the need to obtain a street trading consent under the Act:

3.5.1 Trading by a person acting as a pedlar under the grant of a Pedlar's Certificate granted under the Pedlars Act 1871 and issued by the police – see 3.7 below

3.5.2 Anything done in a market or fair, the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of an enactment or order. This means markets that have a 'charter' or are permitted by other legislation e.g. The Food Act 1984. All other so called 'markets' will require a Street Trading Consent and for the purposes of this policy will be referred to as 'events' to avoid confusion.

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3.5.3 Trading in a trunk road picnic area as defined in Section 112 of the Highways Act 1980.

3.5.4 Trading carried out as a news vendor selling newspapers or periodicals (only without a stall/receptacle) or one which is not over 1m long or wide or over 2m high.

3.5.5 Trading carried out at a petrol filling station.

3.5.6 Trading which is carried out at a premises used as a shop or in a street adjoining premises so used and as part of the business of the shop

3.5.7 Trading carried out by a 'roundsman' e.g. milk deliveries. However, this does not include ice cream sellers and mobile catering vehicles

3.5.8 Use for trading from an object or structure placed on, in or over the highway under Part VIIA of the Highways Act 1980

3.5.9 The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980.

3.5.10 Doing anything authorised as a public charitable collection made under section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916 – see 11.4 below

3.6 Trading at the following events requires a Street Trading Consent but no fee will be charged:

3.6.1 Street Trading at Fetes and Carnivals – outdoor events for which no entry fee is charged staged mainly for public entertainment and benefiting charitable concerns. It is expected that at least some of the monies raised will be contributed to the beneficiary individual, organisation or charity.

3.6.2 Street Trading at non-commercial or charitable events for which no entry fee is charged organised by not-for-profit organisations and charitable trusts.

3.7 As detailed in 3.5 above pedlars acting under a certificate are exempt. However, a pedlars' certificate is not required to sell food, and such sales are not exempt, although some traders do have certificates. If the sale is in a street, then it will be street trading and require the appropriate consent.

4. Consideration of an application for a Street Trading Consent - location

4.1 The Council does not designate pitches and applicants must therefore propose trading which is compatible with the location being applied for. When considering the proposal, the Council will have regard to other trading taking place in the immediate vicinity.

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The aim of this policy is not to discourage competition, rather to ensure an appropriate mix of trading so as to avoid over saturation of any given area. Every application will be considered on its own merits.

Consent will not usually be given for any fixed locations where:

4.1.1. Road safety would be compromised either from the siting of the trading activity itself, or from customers visiting or leaving the site.
4.1.2. There would be a significant loss of amenity to those in the area caused by additional traffic, or disturbance (e.g. noise, odour or fumes, etc.)
4.1.3. There is already significant provision of similar goods in the immediate vicinity of the site to be used for street trading purposes.
4.1.4. There is a conflict with Traffic Management Orders such as waiting restrictions.
4.1.5. The trading obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger.
4.1.6. The Consent Holder, staff and customers have no appropriate place to park in a safe manner, if required
4.1.7. The pitch would be sited on the A249 or M2 as these locations are prohibited by Highways England. Layby's on any other road will be considered on a case by case basis.
4.1.8. The pitch would be on a council owned carpark or council owned land.

4.2 The consent holder must be granted permission for the use of any land adjacent to the highway from the landowner and adjoining landowners where appropriate. The granting of a consent does not imply that landowners permission has been granted;

Consent to trade does not imply the grant of planning permission and applicants are strongly recommended to consult the Planning Department to check if permission is required prior to commencement of trading

5. Application Procedure

5.1 Only persons aged eighteen or over may apply for consent. However, a person under eighteen may be employed as an assistant.

5.2 New applications for sole traders will be determined following a 28 consecutive day consultation period. With the exception of applications for Unattended Stand Consents and One-Off Consents which are not subject to consultation.

5.3 One - Off Consents. The Council will grant one-off consents up to a maximum of 12 times per calendar year. These types of consents include events

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that are not exempt from street trading requirements under separate legislation.

5.3.1 One-off consents can last for up to 4 days.

5.3.2 Each individual trader at an event must obtain their own consent. However, event organisers can co-ordinate the applications.

5.3.3 Applications for one-off consents must be submitted no later than 7 days before the event.

Proposal for New Type of Consent for Unattended Stands/Honesty Box trading to be inserted here if agreed following public consultation

5.4 All applicants for the consents above will be required to provide documents as shown at Appendix I.

5.5 Renewal applications - For sole traders

5.5.1 Applicants should submit their renewal application at least 8 weeks prior to the expiry of their consent if they wish to continue to trade. The Council will normally send reminders of the expiry of consents three months before expiry. It does however, remain the responsibility of the trader to ensure that an application is submitted in time for the consent to be renewed.

5.5.2 At renewal, the Council will only consult if there are any concerns regarding the street trader or if there have been any complaints.

5.5.3 Where a renewal application has been made and there have been no justifiable complaints, no enforcement issues and all fees have been paid on time, the consent will normally be renewed.

5.5.4 Where a renewal application has been made and there have been complaints or enforcement issues which did not result in revocation then the application may be rejected. The council may choose to consult with such agencies and interested parties it considers relevant in this regard before making a decision.

5.5.5 Applicants will need to submit documents as shown in Appendix I.

5.5.6 Applicants will be expected to demonstrate how, as far possible, they will ensure that waste and rubbish generated from their customers is disposed of responsibly, not only at the area of trading but in the wider locality. This can be by ensuring an adequate number of waste bins are provided and by signage to ask individuals to consider the environment and behave responsibly.

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6. Consent Fees

6.1 The Council can charge such fees as it considers reasonable and will recover the cost of administration and compliance.

Payment will be required for the following street trading applications:

a) An annual consent for a fixed location or non-fixed location (mobile traders)
b) A six month consent for a fixed location or non-fixed location (mobile traders)
c) A One-off consent for individual traders where there is no exemption applicable (an event)

The Council's adopted fees, for the above-mentioned applications, are shown in Appendix III of this Policy.

7. How the Council makes its decisions

7.1. The Council is bound to act reasonably and consistently with its general obligations (e.g. those under the Human Rights Act and Equalities Act) but has a wide discretion when making a decision to give consent for Street Trading. The Council does not have to rely upon specific statutory grounds in order to refuse an application for Street Trading consent or whether or not to renew that consent.

7.2 The Licensing section will assess the proposed location, taking into consideration the concerns raised in Section 4 of this policy. The application will then be consulted with various public serving authorities and Council services. The consultees who will be consulted on all applications are:

a) Kent Police
b) Kent Fire and Rescue Service
c) KCC Highways
d) Swale BC Environmental Health
e) Swale BC Environmental Response Team
f) Swale BC Planning
g) Swale BC Property Services
h) Swale BC Economy and Community Services
i) Swale BC Green Spaces team
j) Ward Councillors
k) Parish and Town Councils
l) KCC Safeguarding Unit

And in some cases:

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m) Other businesses/organisations if it is considered that they are likely to be affected by a successful application

The consultation will run for 28 consecutive days.

7.3. A representation will be considered to be relevant if it is made by a person, business or body that is likely to be directly affected by a successful application.

7.4 If the Licensing section receives a representation then it will be forwarded to the applicant for their comment. The name and address of the objector will be published unless the Council receive a request for this not to be done for a good reason. The Council will not accept anonymous representations.

7.5 Any comments that the applicant may wish to make should be received by the Licensing section within 10 working days of the applicant being notified of the representation.

7.6 If the representations cannot be mediated and remain unresolved the application will be referred to the Licensing Sub-Committee. The hearing will normally take place within 20 days from the end of the consultation period.

7.7 A Licensing Officer will be responsible for preparing a report for Licensing Sub-Committee, which will be made available to the applicant at least five working days before the date of the meeting. The applicant and the persons making representations will be invited to attend and will be advised in writing of the date, time and place when the application will be heard. Any party can be represented by a lawyer or supported by a representative of their choice.

7.8 The Committee may grant the consent as applied for or impose additional restrictions limiting the days and/or times when street trading is permitted. In some circumstances the Committee may restrict the goods which may be sold, the size of the trading pitch or any other relevant detail, depending on the specifics of the application. The Committee could also refuse the application.

7.9 If an application for consent is refused following a decision by a Licensing Officer, an applicant can make a written appeal to the Community Safety Manager, who will reconsider the case based on any new evidence given.

7.10 If an applicant's appeal is rejected, they will be made aware of the reasons for refusal and advised the only right of appeal against the Council's decision is by way of Judicial Review.

7.11 A Judicial Review is where a decision is made by a High Court Judge who will look at all aspects of the application and decide whether or not the Council has acted lawfully

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7.12 The Council can revoke any street trading consent after it has been given.

7.13 In these circumstances, the Council will give notice of any intent to revoke a street trading consent, which will provide a detailed explanation as to why the consent has been revoked. The Council reserves the right to put any contentious matters before the General Licensing Sub-Committee.

7.14 If an application is refused or renewal is refused or consent is revoked, following a decision made by the Licensing Sub-Committee applicants will be advised the only right of appeal against the Council's decision is by way of Judicial Review..

7.15 Applicants can also make a formal complaint to the Council at www.swale.gov.uk/compliments-and-complaints

7.16 Where a consent is refused the Council may refund the fee, or a part of it as it considers appropriate. Refunds will be considered on a case by case basis.

7.17 All of the above relates to applications for 6 monthly or yearly consents. In respect of 'one-off' consents then no consultation will take place and provided the correct documentation is received as detailed at Appendix 1 the consent will normally be granted as these type of consents are intended to be 'light touch' and usually traders are participating in events which will have been through the Safety Advisory Group process.

8. Surrendering a Street Trading Consent

8.1 The consent holder may at any time surrender in writing the consent issued to them. Where a consent is surrendered, the Council is under a duty to remit or refund the whole or part of the fee paid for the Consent as they consider appropriate as shown at para 9(5) of the Local Government (Miscellaneous Provisions) Act 1982.

9. Conditions

9.1 The Council has adopted standard conditions, as shown in Appendix II, based on the objectives and expectations set out in this policy document as well as the responsibilities of each trader, which will be attached to each Street Trading Consent. Additional conditions may be imposed, or amendments made to the standard conditions, should specific circumstances make this reasonably necessary. Breach of conditions could ultimately lead to enforcement action, which may include, but is not limited to the revocation of a Consent.

9.2 The Council may amend the consent conditions at any time. Any substantial amendment to the standard conditions would involve consultation with all affected parties and the responses being presented before the Licensing

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Committee for formal adoption. Once adopted the amended conditions will be imposed on all existing consent holders immediately thereafter or as decided by Committee.

9.3 Failure to comply with our standard conditions may lead to enforcement action, which may include, but is not limited to consent being revoked by the Council. This may affect any future applications.

10. Enforcement

10.1 A person engaging in street trading without consent, trading from a stationary van, barrow, other vehicle or portable stall without specific permission for that trading or who fails to comply with conditions at time of trading or location, will be guilty of an offence and may be liable to prosecution under paragraph 10 of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

10.1.1 It is also an offence to make a false statement which you know to be false in any material respect or which you do not believe to be true in connection with an application for consent.

10.1.2 These offences are punishable on conviction with a fine up to £1,000.

10.2 The aim of enforcement within the borough of Swale, is to protect the health and safety and welfare of the public who may be exposed to risks from unauthorised or poorly run street trading. We aim to:

a) Ensure that all street traders are fit and proper to trade
b) Promote compliance with the law
c) Ensure those who fail to abide by the Standard Conditions or relevant legislation (depending on the nature of the business) are held accountable, which may result in prosecution or revocation of their consent
d) Be proportionate and consistent in our dealings with applicants and consent holders
e) Be transparent, open and honest

10.3 Decisions regarding enforcement action will be made in accordance with this policy, the Swale BC Enforcement Policy, Licensing Enforcement Policy and on a case-by-case basis. The enforcement function for any breaches in legislation is currently delegated to the Community Safety Manager, supported by Licensing Officers.

10.4 In regard to ice cream traders, a ‘Code of Conduct’, issued by the Department for Environment Food and Rural Affairs (www.defra.gov.uk) provides guidance to traders and Local Authorities on aspects of the trade such as the sounding of chimes. The Local Authority’s Environmental Department may refer to this guidance when investigating allegations of noise nuisance.

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10.5 The licensing team will only carry out enforcement on Ice Cream Sellers in the following circumstances:

a) Trading without a consent
b) Trading in an area not specified on the Street Trading Consent
c) Trading outside of the permitted hours

10.6 Enforcement of the following will be carried out by other departments of the Council:

a) Incorrect disposal of waste
b) Health and Safety/ Food Hygiene and Environmental Issues

11. Other Legislative Requirements – This is not intended as an exhaustive list

11.1 Any food traders would need to be compliant with food hygiene regulations. All food businesses that prepare, sell, store or cook foods and drinks need to register as a food business with Environmental Health.

11.2 Where food is sold the consent holder must comply at all times with ALL current hygiene legislation.

11.3 Exposing vehicles for sale on a road is regulated under Section 3 of the Clean Neighbourhoods and Environment Act 2005. Complaints relating to commercial sales, of two or more vehicles within 500 metres of each other should be reported to Swale BC Environmental Response Team.

11.4 Persons collecting money under section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916 require a Street Collection Permit from the Council but not a Street Trading Consent.

11.5 Some charities employ collectors who canvass the public in order to obtain a direct debit mandate to contribute to the charity (these collectors are sometimes known as ‘chuggers’). This type of collection requires neither a Street Collection Permit nor a Street Trading Consent. However, Swale Borough Council does have an expectation that all proposed collectors of this type will contact the relevant market manager or the licensing team to liaise over the location, days and times that this type of activity will take place, especially to ensure that they do not interfere with any markets or events taking place. It is expected that there will be no tables or structures such as gazebos erected by the collectors. Most important is the expectation that direct debit collectors will behave in a respectful and courteous manner toward members of the public and not harass them in any way.

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11.6 Promotional stands are not covered under this legislation as no sale takes place. However, there is an expectation that anyone wishing to erect such a stand should, in the first instance contact the relevant market manager or licensing team to check suitable locations so as not to interfere with any events or markets that may be taking place.

11.7 Any sale of alcohol will also require a Temporary Events Notice (TEN) under the Licensing Act 2003. The notice period for giving a standard TEN is statutory and is 10 clear working days between and not including serving the notice and the date of the event. A late TEN requires at least 5 clear working days' notice between and not including serving the notice and the date of the event.

11.8 There are limits on the number of standard TEN's and late TEN's that can be applied for within a year.

11.9 In respect of a consent issued to an Event Organiser, it is the responsibility of the organiser to ensure that any stall wishing to sell alcohol is aware of the requirement for a TEN.

12. **Data Retention**

12.1 Under the General Data Protection Regulations the Council has set out the period of time that personal information shall be retained.

12.2 All personal information provided on an unsuccessful application, will be retained for a period of six months before being destroyed.

12.3 All personal information relating to the consent holder, irrespective of its level of sensitivity, will be retained for the period of consent; once the consent has expired or been revoked or the trader notifies the Council they no longer wish to have consent; the information shall be retained for a period of 24 months before being destroyed. DBS checks will not be retained by the Council

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Appendix 1 – Documents to provide on application

New Applications and Renewal Applications	Unstaffed Stand New Applications and Renewal Applications	One off consents
A completed and signed street trading consent application form. Applications forms are available online at https://www.swale.gov.uk/street-trading-consent by email at licensing@swale.gov.uk or they can be sent by post on request from the licensing team	A completed and signed street trading consent application form. Applications forms are available online at https://www.swale.gov.uk/street-trading-consent by email at licensing@swale.gov.uk or they can be sent by post on request from the licensing team	A completed and signed street trading consent application form. Applications forms are available online at https://www.swale.gov.uk/street-trading-consent by email at licensing@swale.gov.uk or they can be sent by post on request from the licensing team
The application form must be accompanied by the full fee (unless para 3.6 applies and no fee is due). Details of fees are shown at Appendix III	The application form must be accompanied by the full fee (unless para 3.6 applies and no fee is due). Details of fees are shown at Appendix III	The application form must be accompanied by the full fee (unless para 3.6 applies and no fee is due). Details of fees are shown at Appendix III
Where the proposed street trading activity is from a fixed position, a plan showing the precise trading position and its proximity to other similar retail outlets within a 100 metre radius. The proposed position and orientation of the stall, van, barrow, cart etc. is to be shown on the plan. The plan shall also include any additional vehicles that will be parked on the site		
Ice Cream Vans and Mobile Food Vans are exempt from providing location plans unless the van is stationary. However, details should be given of the proposed route/streets/stopping places where it is intended street trading will take place as well as the proposed trading hours. This may vary from day to day.		
One colour photograph of the stall, van, barrow, cart that will be	One colour photograph of the stall, van, barrow, cart that will	Event organisers do not need to provide photographs of the

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used for street trading activity. The photograph shall show any proposed awnings fully extended, whether integral or not.	be used for street trading activity. The photograph shall show any proposed awnings fully extended, whether integral or not.	individual pitches but must provide a numbered site plan of pitches together with a list giving the name of each individual trader
One passport size colour photograph of the applicant. If there are assistants, then they too must supply a photograph of themselves		
If the land is privately owned, written permission from the land owner, this includes Kent County Council Highways.	If the trader is not the landowner, written permission from the land owner this includes Housing Associations, Private landlords and the Council	If the land is privately owned, written permission from the land owner this includes Kent County Council Highways.
Applicants and where applicable their assistants, must submit a Standard Disclosure and Barring Service criminal records check. This can be obtained as shown below: Email: customerservices@dbs.gsi.gov.uk Phone: 03000 200 190 Address: PO Box 165. Liverpool L69 3JD The original certificate must accompany the application form and must be submitted within one month of issue. .		
Public Liability Insurance to the value of £5,000,000	Public Liability Insurance to the value of £5,000,000	Public Liability Insurance to the value of £5,000,000
Copy of food hygiene certificate where applicable	Copy of food hygiene certificate where applicable	Copy of food hygiene certificate where applicable
Evidence of the right to work in the UK. Documents that demonstrate this are attached as Appendix IV.	Evidence of the right to work in the UK. Documents that demonstrate this are attached as Appendix IV.	Evidence of the right to work in the UK. Documents that demonstrate this are attached as Appendix IV.

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Appendix II: General Consent Conditions

1. When consent is granted the consent holder will be issued with formal written consent which shall be available for inspection by authorised officers of the Council or the Police at any time that trading is taking place.

2. When consent is granted the Consent Holder and any assistants will be issued with a badge, which must be worn at all times while street trading.

3. The consent holder shall ensure their street trading activities subject to consent do not create any obstruction to the flow of pedestrians or other traffic using the street or part of the street to which their consent relates or create any danger to persons using it.

4. The consent holder shall ensure that their street trading activities subject to consent do not cause a nuisance or annoyance, to person(s) or residents using the street or part of the street or running a business within the vicinity of where their consent applies.

5. No signs advertising the trading shall be placed where it can cause an obstruction to vehicles or pedestrians using the street.

6. Where food is sold the consent holder must comply at all times with ALL current hygiene legislation.

7. No street trading will take place within 400 metres of a school. **(proposed amendment following consultation, *opinions being sort on the distance from the school entrance to specify a linear distance and the days and timings of such trading*)**

8. Consent holders must identify their preferred method of waste disposal at the time of making their application, and keep records of their waste management, which must be available, upon request by Swale Borough Council's Licensing or Environmental Department or from the Environment Agency.

9. The consent holder shall not deposit trade refuse or litter of any kind on the street or part of the street to which their consent relates; (Note under the Environmental Protection Act 1990 everyone has a duty of care to dispose of any refuse in a correct manner.)

10. The consent holder shall at the end of each trading day or session, whichever is the shortest, clear around their permitted site.

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11. It is recommended that a licence holder has a waste management plan in place, to ensure that:
    a) Suitable waste containers will be made available to customers, where it is appropriate, for any potential waste products generated by the sale of goods.
    b) No waste liquids shall be disposed of into any highway channel, gully or manhole or in any other manner which is likely to cause pollution of any surface water channel.
    c) All refuse generated by the business must be taken to a licensed waste disposal site.

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Appendix III: Current Fees and Charges

Fees generally increase each 1st April and can be viewed at https://swale.gov.uk/news-and-your-council/performance-and-transparency/service-fees-and-charges

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Appendix IV:

Documents which demonstrate entitlement to work in the UK

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.

2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

3. A Registration Certificate or Document Certifying Permanent Residence issued by the UKVI to a national of a European Economic Area country or Switzerland.

4. A Permanent Residence Card issued by the UKVI to the family member of a national of a European Economic Area country or Switzerland

5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the UKVI to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

6. A **current** Immigration Status Document issued by the UKVI to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer.

7. A birth (short or long) or adoption certificate issued by the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

8. A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

9. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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