

**APPLICATION**

**FOR AN OCCASIONAL / TEMPORARY**

**STREET TRADING  
CONSENT**



Occasional / Temporary  
Street Trading Consent

Applicant Guidance Notes

City of Wolverhampton Council regulates street trading under the provisions of the Local

Government (Miscellaneous Provisions) Act 1982. Therefore, any persons engaging in street trading must obtain consent from the Council.

Street Trading is defined as “the selling or offering for sale of any article (including a living thing) in the street or on private land (free to access at any one time). This includes food such as burgers, sweets, doughnuts, flowers, ice cream etc or other things such as household items.

**Applications**

(a) The Council reserves the right to take into account any factor which it considers relevant when considering an application and reserves the right to grant or refuse a Street Trading Consent on the individual merits of a particular case.

(b) There is a limit of 30 days in any calendar year.

(c) Successful applicants will require a Compliance visit. The Markets Services will make contact to arrange the visit.

(d) Applicants will need to provide all necessary **Risk Assessments** during the Compliance Visit which will cover:

* The consideration of any flammable substances (their storage etc)
* Control measures identified to reduce the risk of the vehicle being used as a measure of attack, and measures to mitigate against violent persons
* The consideration of handling cash and the time of trading

More information on the Risk Assessments can be found in the [City of Wolverhampton Council Street Trading Policy April 2023](https://www.wolverhampton.gov.uk/sites/default/files/2023-01/Street%20Trading%20Policy.pdf)

(e) Applicants will also need to present the following documents during the Compliance Visit:

* **Valid MOT certificate** for the required vehicle (where applicable)
* **Valid motor vehicle insurance** for the required vehicle (where applicable)
* **Valid Gas Certificate** (any gas works carried out on the unit)
* **Valid safety certificate** for any electrical works carried out
* **Portable Appliance Testing (PAT) certificate/s**
* **The public and employers’ liability insurance schedule**

(f) Successful applicants will be notified when to collect their Street Trading Consent from Markets Services.

(g) All applications must be accompanied by the appropriate fees.

(h) Consents are only valid for the period displayed on the consent.

(i) Consent holders are reminded that it is their responsibility to be aware of all existing legislation with regard to their proposed street trading activities.

(j) Dates and locations are subject to availability.

(k) Applicants are required to give at least 14 days notice of dates required.

(l) Photographs of the proposed stall/unit to be used must accompany the initial application.

(m) All dimensions of the stall/unit must be provided in this application, in order to identify whether the location applied for is suitable.

(n) All Applicants applying for a consent of any type, must comply with all the requirements laid out in the [City of Wolverhampton Council Street Trading Policy April 2023](https://www.wolverhampton.gov.uk/sites/default/files/2023-01/Street%20Trading%20Policy.pdf)

(o) A Check List of required documentation accompanies this Application Form. If you have not received the Check List, please contact [street.trading@wolverhampton.gov.uk](mailto:street.trading@wolverhampton.gov.uk) to obtain one.

Application for Occasional /

Temporary Street Trading Consent

**City of Wolverhampton Council,** Market Services

City Centre Market, Temple Street, Wolverhampton WV2 4AN

*Telephone Number:* **01902 551155** [*Email:* ***street.trading@wolverhampton.gov.uk***](mailto:Email:%20street.trading@wolverhampton.gov.uk)

**Notes:**

* Please complete all sections fully
* Please email your completed application form, plus associated document evidence to [street.trading@wolverhampton.gov.uk](mailto:street.trading@wolverhampton.gov.uk)

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| Please provide details of the location of the temporary / occasional street trading consent you are applying for, within the boundaries of City of Wolverhampton (e.g. street / road name and area): |

**1 Applicant Details**

Title:

First Name(s):

Surname:

|  |  |
| --- | --- |
| Date of Birth: (DD/MM/YYYY)   /  / | Age: |

National Insurance Number

House Name/Number:

Street/Road:

|  |  |
| --- | --- |
| District: | Town/City: |

|  |  |
| --- | --- |
| County: | Post Code: |

|  |  |
| --- | --- |
| Home Telephone Number:  Mobile: | Email Address: |

**2 Trading or Company Details**

Trading Name:

|  |
| --- |
| Address (if different from above): |

|  |  |
| --- | --- |
| District: | Town/City: |

|  |  |
| --- | --- |
| County: | Post Code: |

Name of Company Contact (if different from above):

Telephone Number of Company Contact (if different from above):

Email address of Company Contact (if different from above):

Company Registration Number (if applicable):

VAT Registration Number (if applicable):

Name of Responsible Person on Site (if different from Applicant or Company Contact):

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| “Unit” includes vehicle, trailer, cart, barrow and portable stall.  Brief description (e.g. colour, design):  Maker’s name:  Overall size (height x length x width):  Size of canopy projection:  Counter height from floor: |

**4 Unit Details**

Registration/Distinguishing Number:

Vehicle MOT Expiry Date:

**5 Tradeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of Goods to be Sold – please list **all goods** to be offered for sale:    **6 Days / Dates Requested**  Please list days/dates required giving 14 working days clear notice. | | | | |
| **DAY** | **DATE** | **MONTH** | **YEAR** |
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**Declaration**

**I acknowledge that I have checked the information given on this application form to the best of my knowledge and believe it is correct.**

**I shall accompany this application with all necessary documents and acknowledge that all documents must be submitted to** [**street.trading@wolverhampton.gov.uk**](mailto:street.trading@wolverhampton.gov.uk) **before my application can be processed (please refer to Documents Check List).**

**I will notify you immediately if my vehicle details change from those provided in this application.**

|  |  |
| --- | --- |
| Signature of Applicant: | Date:   /  /     (DD/MM/YYYY) |

**THE INFORMATION GIVEN MAY BE HELD IN MANUAL OR COMPUTERISED FORM AND WILL BE SUBJECT TO THE PROVISIONS OF THE DATA PROTECTION ACT 1998.**

**This 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 for these purposes.**

**For further information, see:**

[**http://www.wolverhampton.gov.uk/article/3057/Fraud-and-Corruption**](http://www.wolverhampton.gov.uk/article/3057/Fraud-and-Corruption)

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| **For Office Use Only** |
| Date Payment Received: |
| Amount: |
| Method of Payment: Cash  Cheque  Cheque No |
| Initials: |
| Receipt No: |
| Receipt Issued By: |