Application for

Street Trading Consent

Document Check List

**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)

**Guidance Notes**

The Street Trading consent application form must be submitted along with the documents listed below to [street.trading@wolverhampton.gov.uk](mailto:street.trading@wolverhampton.gov.uk). If your total file attachment size is over 10mb, please split them out across multiple emails to ensure they are successfully received. Emails over 10mb may not be delivered successfully.

Documents will be required for any **annual consent** or **occasional / temporary consent** applications. For repeat annual applications, please note that documents will be required every year.

Use this document to check you have collated all necessary documentation before sending. You don’t need to submit this form.

**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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| **Document Reference** | **Document** | **Included** |
|  | **Completed and signed application form** |  |
|  | **A basic disclosure check (DBS)** no more than one month old. This can be obtained from [DBS Checks For Individuals | DBS Check Online](https://dbscheckonline.org.uk/individuals) |  |
|  | **Photographic identification** (e.g., Passport, photo card driving licence) |  |
|  | **An electronic photograph of the applicant(s)** (for ID card) |  |
|  | **An electronic photograph of any assistant(s**) (for ID card) |  |
|  | **Clear and legible plan of site** (if static application) on a scale 1:1250 |  |
|  | **3 X photographs of the trailer, unit, or vehicle** proposed for use from all sides (showing front, rear and side) |  |
|  | **The make and model of any generator to be used** (if applicable) |  |
|  | **Proof of food registration** (if a food business) |  |
|  | **Proof of right to work in the UK** for the applicant and any assistant/s working under the consent. A document assessment can be undertaken [here](https://www.wolverhampton.gov.uk/licences/taxi-licences/right-to-work-in-the-uk/right-work-document-assessment). |  |
|  | **Additional worker application forms and evidential checks** (if relevant) |  |
|  | **Written permission to trade from private land site** (if applicable) |  |
|  | **Written permission to trade from parks and open spaces** (if applicable) |  |
|  | **Public liability insurance certificate** (minimum £5 million) where relevant will be required.  **Please note:** a copy of the public and employers’ liability insurance schedule will need to be provided at the first Compliance visit. |  |
|  | **Action Counter Terrorism (ACT) Awareness e-Learning Certificate.** This can be obtained from undertaking the [online training](https://www.protectuk.police.uk/group/84?type=group).  Select **‘Individual training’** when starting a new training session and provide your email address when prompted, to receive your certification. |  |
|  | **City of Wolverhampton Safeguarding Awareness e-Learning.**  Undertake the [online training](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3Dw8brB3Rwh0OmJbnZGLpKlyh7MEpkfq9Ph18Wy7mxRdlUMzBJUTJaTVdMVUpHTU1YTkg4SU40VURWNi4u&data=05%7C01%7CAlison.Johnston%40wolverhampton.gov.uk%7C982c42872bfb4b8b2f0c08db52d4ec78%7C07ebc6c370744387a625b9d918ba4a97%7C0%7C0%7C638194846683595406%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=q62G5yFrBsQsVhzpZjt5VFzwZqdxjPgxlu10z1VV2qc%3D&reserved=0) and complete the form to confirm completion. Confirmation will be sent direct to the Street Trading team. You will also receive a copy of the confirmation email for your records. |  |