



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 SCHEDULE 4
APPLICATION FOR STREET TRADING CONSENT

1. **Personal Details** (See note 1)

SURNAME _____ (Mr, Mrs, Miss, Ms)

OTHER NAMES IN FULL _____

DATE OF BIRTH _____ AGE _____

NAME OF BUSINESS _____

ADDRESS _____

Post Code _____

Telephone Number _____ Mobile Number _____

EMAIL ADDRESS _____

2. **Proposed Location of Trading** (See Note 2)

State the precise location at which you wish to trade

*A small map **IS REQUIRED** with **ALL NEW** applications to indicate your proposed location(s)

The proposed location is situated on **PUBLIC / PRIVATE** land (Please delete as appropriate)

Name and address of the Landowner _____

Do you have permission from the land owner **YES / NO** (Please delete as appropriate)

WRITTEN CONSENT FROM THE LAND OWNER MUST BE ENCLOSED WITH THIS APPLICATION FORM. FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING RETURNED TO YOU UNTIL YOU HAVE WRITTEN CONSENT

3. **Dates and Times of Consent Requested** (See note 3)

Number of months (No less than 3 months to maximum of 12 months) Please indicates which months you wish to trade.

Date to Start _____ Date to Finish _____

Requested days / times for trading

Day	From	To
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

4. **Type of Goods** (See note 4)

What goods do you wish to sell? _____

5. **Method of Street Trading** (See note 5)

Please indicate proposed means of trading e.g. van, stall, tricycle etc

_____ Vehicle Registration _____
(Registration of vehicle being used to tow)

Dimensions of area / vehicle / stall to be used:

Length _____ Width _____ Height _____

Please provide details of any awnings or other coverings to be used on the stall or other vehicle / other storage facility used in connection with the business

6. **Food Traders** (See note 6)

Are you registered to sell food with the appropriate Food Safety team? **YES / NO**

If YES, please give the following details:

Date of registration _____

Which Local Authority are you registered _____

On a separate piece of paper please provide your answers to the following questions:

- 6a) Arrangements for the washing and drying of hands
- 6b) Sanitary arrangements
- 6c) Changing facilities (Where appropriate)
- 6d) Provision for the cleaning and disinfecting of work utensils and work equipment
- 6e) Arrangements for the supply of wholesome water
- 6f) Arrangements for the disposal of used water
- 6g) Arrangements for maintaining and monitoring suitable food temperature conditions
- 6h) Details of any instructions and / or training in food hygiene matters
- 6i) Details of availability of fire extinguisher

7. **Information in support of the application** (See note 7)

7a) Do you hold or have a Street Trading Consent / Licence in any other Authority **YES / NO**

If so please provide details of which Authority _____

7b) Do you intend to use liquid petroleum gas or other fuel? **YES / NO**

If so, please provide details what you will be using _____

7c) Give details of arrangements you intend to make to prevent the deposit in the street of solid / liquid refuse and the discharge of any water to the street surface or to the surface water drains:

7d) Do you intend to employ persons other than you? **YES / NO**

If more than one, please provide full names and addresses on a separate sheet

NAME _____

ADDRESS _____

Date of Birth _____

8. Bank Details to which your Direct Debit will be set up

Name of Account _____

Account Sort Code _____ Account Number _____

Which Bank / Building Society the account is held in, including the full address

9. Declaration

I declare that to the best of my knowledge and belief, the answers to the questions are true. If Consent is granted, I undertake to pay the appropriate fee on time and comply with the conditions attached to the Consent, complying with the applicable legislation and to any order made there under.

Signed _____

Date _____

I enclose two passport sized photographs of the applicant and each assistant

HAVE YOU ENCLOSED WITH YOUR APPLICATION?

1. If you are applying for a pitch in the **OUTER ZONE**, a **map** to indicate the proposed location required
2. If the pitch is on **Private land**, **written permission** from the Landowner is required. New permission to be provided with **EVERY** application
3. Written details, including dimensions of any owning or other covering
4. Photograph of stall, vehicle etc. being used as part of your business
5. Written responses to all questions 6a-6i
6. First month's application fee
7. Two passport sized photographs of applicant and all assistants
8. Copy of Public Liability Insurance, minimum of £5million cover
9. Completed Direct Debit form

Failure to provide all of the above will result in your application being returned to you until you can provide everything which will delay your Street Trading application and result in you not being able to trade until Consent is issued

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CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Name:	
Address:	
Business address (if different):	
Home Telephone Number	
Mobile Telephone Number	

Enquiries to: Accounts Receivable

Telephone/Ffon: 01792 - 635847

PAYMENT BY DIRECT DEBIT
TALU TRWY DDEBYD UNIONGYRCHOL

As part of the Street Trading application all payments are to be made either in full or by Direct Debit, which is the easiest and most convenient method of payment.

All you have to do is complete the instruction overleaf and return it with your application

Fel rhan o'r cais Masnachu ar y Stryd, mae'n rhaid gwneud pob taliad naill ai'n llawn neu drwy Ddebyd Uniongyrchol, sef y dull talu hawsaf a mwyaf cyfleus.

Y cyfan mae angen i chi ei wneud yw cwblhau'r cyfarwyddyd drosodd a'i ddychwelyd erbyn

FINANCE DEPARTMENT/ADRAN GYLLID

The Guildhall, Swansea, SA1 4NR

Neuadd Y Ddinas, Abertawe, SA1 4NR

(01792) 635847 (01792) 636457 <http://www.swansea.gov.uk>

Instruction to your bank or building society to pay by Direct Debit

Cyfarwyddyd i'ch Banc neu Gymdeithas Adeiladu i dalu drwy Ddebyd Uniongyrchol

Please fill in the whole form using a ball point pen and send it to:
Cwblhewch y ffurflen gyfan gan ddefnyddio pen inc, ac anfonwch hi at:

Accounts Receivable
City and County of Swansea
Room 407, The Guildhall
Swansea
SA1 4NR

Service user number / Rhif Defnyddiwr Gwasanaeth

9 4 2 6 4 9

Name(s) of account holder(s) / Enw(au) Deiliad/deiliaid y cyfrif

Reference / Cyfeirnod (For Office Use Only /At Ddefnydd y Swyddfa'n Unig)

Bank/building society account number
Rhif y cyfrif banc/cymdeithas adeiladu

Branch sort code / Cod didoli cangen

Name and full postal address of your bank or building society
Enw a chyfeiriad post llawn eich banc/cymdeithas adeiladu

To: The Manager At: Y Rheolwr	Bank/building society Banc/cymdeithas adeiladu
Address / Cyfeiriad	
Postcode / Cod post	

Instruction to your bank or building society

Please pay the City and County of Swansea Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the City and County of Swansea and, if so, details will be passed electronically to my bank/building society.

Cyfarwyddyd i'ch banc neu gymdeithas adeiladu

A fydddech crystal â thalu Dinas a Sir Abertawe o'r cyfrif a nodir ar y cyfarwyddyd hwn yn amodol ar y mesurau a sicheir gan y diogelwch Gwarant Bebyd Uniongyrchol. Deallaf y gall y cyfarwyddyd hwn aros gyda Dinas a Sir Abertawe ac, os felly, anfonir manylion yn electronig i'm Banc/Cymdeithas Adeiladu.

Signature(s) / Llofnod(ion)

Date / Dyddiad

Banks and Building Societies may not accept Direct Debit Instructions for some types of account
Gall Banciau/Cymdeithasau Adeiladu wrthod derbyn cyfarwyddiadau i dalu Debydau Uniongyrchol o rai mathau o gyfrifon

This guarantee should be detached and retained by the payer.
Dylai'r talwr ddatgysylltu a chadw'r gwarant hwn

DD19

The Direct Debit Guarantee Gwarant Debyd Uniongyrchol



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

Mae'r Warrant hon yn cael ei chynnig gan bob banc a chymdeithas adeiladu sy'n derbyn cyfarwyddiadau i dalu Debyd Uniongyrchol

If there are any changes to the amount, date or frequency of your Direct Debit the City and County of Swansea will notify you (10) working days in advance of your account being debited or as otherwise agreed. If you request the City and County of Swansea to collect a payment, confirmation of the amount and date will be given to you at the time of the request

Os bydd unrhyw newid yn symiau, dyddiadau neu amllder eich Debyd Uniongyrchol, bydd Dinas a Sir Abertawe yn rhoi gwybod i chi (10) diwrnod gwaith cyn i'ch cyfrif gael ei ddebydu, neu fel y cytunwyd fel arall. Os byddwch chi'n gofyn i Dinas a Sir Abertawe gasglu taliad, bydd cadarnhad o'r swm a'r dyddiad yn cael ei roi i chi pan wneir y cais

If an error is made in the payment of your Direct Debit, by the City and County of Swansea or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society

Os bydd Dinas a Sir Abertawe neu eich banc neu gymdeithas adeiladu, yn gwneud camgymeriad ynghylch talu eich Debyd Uniongyrchol, mae gennych yr hawl i dderbyn ad-daliad llawn ar unwaith o'r swm a dalwyd gan eich banc neu gymdeithas adeiladu

- If you receive a refund you are not entitled to, you must pay it back when the City and County of Swansea asks you to
Os byddwch chi'n derbyn ad-daliad nad oedd gennych yr hawl i'w dderbyn, mae'n rhaid i chi ei dalu yn ôl pan fydd Dinas a Sir Abertawe yn gofyn i chi wneud hynny
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us. Gallwch ganslo Debyd Uniongyrchol unrhyw bryd drwy gysylltu â'ch banc neu gymdeithas adeiladu. Efallai y bydd angen cadarnhad ysgrifenedig. Rhwch wybod i'n ninnau hefyd, os gwelwch yn dda.

Notes for Applicants

When your application is received by the Street Trading Officer, it first has to go through a consultation process, which takes up to 28 days. To trade during this time without the benefit of a Street Trading Consent is an offence which may result in you being reported for Enforcement action.

Please use the following as reference when completing the application form.

1. **PERSONAL DETAILS**

This section requires you to provide details of the applicant and their contact details for the Consent. The Consent holder **MUST** take an active part in the running of the business.

2. **PROPOSED LOCATION OF TRADING**

The City and County of Swansea has split its trading areas into two separate areas, The **INNER Zone** (City Centre) and **OUTER Zone** (All other land within the Authorities area).

This application is only for the **OUTER Zone** trader.

To trade in the **OUTER Zone** you must provide the **EXACT location** where you intend to trade, be it for a static pitch or mobile trading. A map indicating your proposed location is required. You must also indicate if you intend to trade on Public or Private land. If on Private land you are required to obtain written permission from the landowner and submit with the application.

If you are intending to trade from a Pitch, be it on Public or Private land, for more than 3 hours per day and for more than 28 days per year, you will be required to apply for planning. Evidence of applying for planning must be provided as part of your application. Failure to do so will delay the issuing of your Consent.

3. **REQUESTED DATES AND TIMES OF CONSENT**

The minimum time you can apply for Consent is 3 months to a maximum of 12 months. Consideration will be given to day Consents to work at Fetes, Carnivals or events, but the fee will be a month's fee.

You must indicate your intended days and proposed times of trading.

4. **TYPE OF GOODS**

You must list ALL the type of goods to be sold. Do not be too general in listing the type of goods.

5. **METHOD OF STREET TRADING**

This requires details of the type of vehicle, stall etc you intend to use together with the vehicle registration, or in the case of a catering van etc. the registration of the vehicle being used to tow it. You are required to indicate the dimensions of the vehicle / or pitch

6. FOOD TRADERS

There are specific requirements relating to the sale of food:

The legal requirement to register your food business is found in Article 6(2) of Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs. You are required to register your mobile / static food business with the local authority in whose area the vehicle is stored when not in use.

You are required to state which authority you are registered with, what date you registered with them.

On a separate sheet of paper answer the questions 6a to 6i and submit as part of your application.

7. INFORMATION IN SUPPORT OF THE APPLICATION

7a. If you hold or have held a Street Trading Consent / Licence in any other Authority, you are required to provide those details

7b Detailed quantities and storage facilities of any liquefied petroleum gas or other fuel you intend to use as part of your trading is required

7c. You are required to provide details of any arrangements you intend to make to prevent the discharge of solid or liquid refuse

7d. If you intend to employ assistants, you are required to provide their name, address, date of birth and 2 x passport sized pictures before they start working for you.

8. BANK DETAILS

You need to provide the bank details which will be used to pay your Street Trading Fees

You will also be required to submit a completed Direct Debit form supplied with your Street Trading application.

9. DECLARATION

The applicant for the Street Trading Consent is to sign and date the application.

ADDITIONAL INFORMATION

If handing in the application to the Reception, Civic Centre, Oystermouth Road, Swansea they will check your application against the appropriate checklist on page 4 of the application. Any missing parts then the application will be given back to you to provide ALL required parts to the application. Alternatively if you are sending by post please make sure you have all the relevant documents or proof of applying for them and a completed application form or all will be returned to you until you can provide a completed application pack.

You must apply for a Police National Computer check (PNC) online from Disclosure Scotland. A copy of this must be provided before Consent can be issued.

Please remember that **ALL APPLICATIONS** can take up to 28 days to go through the Consultation Process. ***To trade during this time without the benefit of a Street Trading Consent is an offence which may result in you being reported for Prosecution***

The Authority is under a duty to protect 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 and administering public funds for these purposes. For further information, please see

National Fraud Initiative – Fair Processing Notice – City and County of Swansea