

**Warrington Borough Council**  
**Street Trading Renewals 2016-2015**  
**Guidance to Applicants**

**FEES**

1. The fee for the Renewal of a Street Trading Consent is as follows:
  - a. £542.00 for traders NOT applying for discount
  - b. £442.00 for trader if you ARE applying for discount
  - c. £442.00 for those traders who do not sell food or drink
2. The payment is required in full and MUST accompany the application form.
3. Cheque or Postal Orders can be made payable to Warrington Borough Council.
4. You can make a payment by Credit or Debit card. Please make a note of this on your application form with a number to contact you on and a member of the licensing team will call to take payment from you.
5. A cash payment will ONLY be taken in exceptional circumstances.

**Payment instalment plans are no longer available.**

**PUBLIC LIABILITY INSURANCE CERTIFICATE**

1. You are required to supply an up to date Public Liability Insurance Certificate with your application form.
2. Public Liability MUST cover your business for up to 5 Million GBP.
3. Please use the criteria below to consider if you need an updated certificate with your application:
  - a. If your current certificate has either:
    - i. Expired already or;
    - ii. Is due to expire prior to the expiry of your consent

You will be required to send an updated certificate.

- b. If your current certificate has NOT yet expired and will not do so before the expiry of your consent;

You will not be required to send a certificate with your application.

**LANDOWNERS PERMISSION**

1. If you continue to trade on privately owned land you are required to obtain a letter of permission from the landowner of the land to satisfy the Licensing Authority that you are still permitted to trade on the land.
2. Please note that this letter MUST be signed and dated by the landowner.

## **NUTRITIONAL DISCOUNT & QUESTIONNAIRE**

1. Those traders who would like to take advantage of the discount offered to traders **MUST** complete a **new questionnaire** to accompany their application.
2. Traders should attach any recipes or other documentation to assist in the decision on whether the discount should be applied to a trader or not to the back of the questionnaire.
3. **A new questionnaire MUST be completed for EVERY application submitted.**
4. Applications that are submitted with the discounted fee of £442.00 but **NOT** the questionnaire will be returned to applicants.
5. A copy of the updated questionnaire is attached to this guidance note.
6. The Nutritional discount is **NOT** currently available to those trading in Ice Cream.

## **DISCLOSURE BARRING SERVICE (DBS) FORMERLY CRB**

The Licensing Authority has listened to the concerns of traders and has had it approved by the Licensing Committee that traders are only required to obtain a new DBS certificate **every three years** whilst trading. The Licensing Authority will notify traders when a new DBS is required upon renewal of a Street Trading Consent.

***\*\* 2016 is the first year that DBS certificates will be required for a number of traders renewing their consent. Please read your letter's carefully as details of your requirement to provide an up to date certificate will be found here.***

## **GAS SAFETY CERTIFICATES**

1. Up to date Gas Safe Certificates are required by all those traders who have identified that they use gas as part of their business. \*\*
2. It is a condition of every Street Trading Consent that applicant's will provide an updated certificate when requested by the Licensing Authority.
3. I have attached the current list of Gas Safe registered businesses who have been identified by the Health and Safety team as being most suitable for mobile catering.
4. Applicants are free to use their own gas safe registered engineer if they so wish.
5. Applicants only need to send certificates if:
  - a. Your certificate has expired already or;
  - b. Is due to expire prior to the expiry of your consent or;
  - c. You have not yet submitted any certificate to the Licensing Authority.
6. If applicants are experiencing problems with obtaining Gas certificates they should contact the Health & Safety team on 01925 442645 for advice.

***\*\* In order to ensure consistency, traders are required to enclose the previous gas safety certificate with the new certificate upon renewal to prove continuous cover has been provided for the duration of the consent.***

## **APPLICATION FORM**

1. An application form for renewal has been included within this pack.
2. Applicants should fully complete every section and provide updated address and contact details where necessary.
3. If Business Names and registered addresses have changed, these should also be updated on the application form.
4. You are NOT able to alter the goods that you sell on the renewal form.
5. You are NOT able to change your location on the renewal form.
6. You are NOT able to change the hours or the days in which you trade on the renewal form.
7. Please ensure that you have signed and dated the application.
8. Applicants are NOT required to obtain passport photographs or location plans with renewal applications.
9. Applicants may change vehicle registration numbers (Ice Cream and Sandwich Vans) on their Consent.
10. If Vehicle Registration numbers are to be changed, applicants should enclose photos of the new vehicles clearly showing the registration number.
11. Applicants are NOT permitted to add vehicles to an existing consent.
12. Applications should be returned with all of the above documentation and fees.
13. Failure to submit applications with all the relevant documentation will result in applications being rejected and returned to applicants.
14. If applicants experience any difficulties with any of the renewal process, they should contact the Licensing Office immediately on 01925 442119.

## **RENEWAL PROCESS**

1. Once applications are submitted along with all relevant fees and documentation, the applicant will receive a receipt for the fee and a confirmation that the renewal has been accepted and will be processed.
2. Applications are subject to a 14 day consultation with the following bodies:
  - i. Police
  - ii. Fire
  - iii. Planning
  - iv. Environmental Health Noise
  - v. Environmental Health & Safety (Food)
  - vi. WBC Highways
  - vii. WBC Property & Estates Department
  - viii. WBC Licensing Authority (Enforcement)
3. At the end of the 14 day consultation, assuming all the above bodies have no problems with the renewal, the application will be granted and the new consent printed and issued to the applicant.

4. **Due to the tight consultation timescales, it is important that applicants ensure that their applications are returned in full by the date specified in the renewal letter.**
5. Applications received after this date may result in consents lapsing.
6. The Licensing Authority will NOT accept applications outside of the above timescales except in exceptional circumstances which must be demonstrated to the Licensing Authority.
7. Applicants should note that a previously held consent does NOT guarantee your renewal application will be granted.]
  
8. Any problems identified by any of the above bodies in relation to renewals will be communicated back to applicants as soon as possible and discussed in detail with the Licensing Authority

## **SUMMARY**

Applicants must ensure they send back the following:

Application Form

Fee

Public Liability Insurance Certificate (If applicable)

Landowners Permission (If applicable)

Nutritional Discount Questionnaire (if applying for discount) including recipes

DBS certificate (if it has been requested by the Licensing Authority)

Gas Safety Certificate (If applicable)

Photos of vehicles (if changing registration numbers on consents)

## **DISCLAIMER**

The information provided in this document is provided for the assistance of applicants and other persons and represents a summary of the relevant legislation at the time of publication. Interpretation of the legislation is ultimately a matter for the courts, and applicants and other persons must take their own professional and legal advice where appropriate.