

WYRE FOREST DISTRICT COUNCIL

CABINET MEETING
THURSDAY 29th JUNE 2006

Street Trading Policy

OPEN	
COMMUNITY STRATEGY THEME	Shared Prosperity
CORPORATE PLAN THEME	Promoting Economic Prosperity
KEY PRIORITY	Town Centres
CABINET MEMBER	Cllr Anne Hingley
HEAD OF SERVICE	Head of Planning, Health & Environment
CONTACT OFFICER	Mike Parker Extension 2500 mike.parker@wyreforestdc.gov.uk
APPENDICES	Appendix 1: Street Trading Policy & Standard Conditions Appendix 2: Information Pack & Application form

1. PURPOSE OF REPORT

- 1.1 To agree a Street Trading Policy for consultation.

2. RECOMMENDATION

The Cabinet is asked to decide to:

- 2.1 agree the proposed Street Trading Policy, Information Pack and Application Form to go out to public consultation.

3. BACKGROUND

- 3.1 At present the Council has no adopted policy on Street Trading. Applications for Street Trading consents are considered and determined by the Council's Licensing & Environmental Committee as they see fit.
- 3.2 In considering recent applications for street trading consents, members of the Licensing & Environmental Committee requested the development of a criteria based policy which would enable their considerations to be consistent, transparent and fair in determining proposals for and issuing decisions on street trading consent applications.

AGENDA ITEM NO.9.6.

- 3.3 The Council charges an application fee for determining street trading applications which is intended to cover the administration costs and handling of the application. The fees are reviewed annually as part of the normal budget setting procedure undertaken by the Council and come into force from April 1st each year.
- 3.4 The draft policy was agreed at the Council's Licensing & Environmental Committee on 5th June 2006 where it was resolved to commend it to Cabinet for consultation.

4.0 PROPOSALS

- 4.1 Appendix 1 (attached) sets out for consultation a Street Trading Policy Statement with the underlying principles upon which street trading is considered within Wyre Forest and the criteria to be used for consideration of applications for Street Trading consents. Appendix A to the Policy Statement establishes that all streets within Wyre Forest district will be deemed to be 'consented streets', except those as set out in Bewdley and Kidderminster which are 'prohibited streets'. This means that Council will consider, in principle, applications made for street trading in all streets within the Wyre Forest District, except those designated as prohibited. Any applications received will then be considered, based on the criteria set out in the policy. Appendix B to the Policy Statement sets out the Standard Conditions which will be applied to the issue of any street trading consents.
- 4.2 Appendix 2 to the report sets out the basis of an Information Pack and application form which will be available to any potential applicants for Street Trading consents which sets out all the information and forms needed to complete an application.
- 4.3 It is proposed that both the Policy and the Information Pack be circulated for wider public consultation during the summer with comments reported back to Licensing & Environmental Committee at its meeting on 16th October and, thereafter, Cabinet at its meeting on 26th October and, finally, presented to Council for formal adoption at its meeting on 15th November 2006.

5.0 LEGAL & POLICY IMPLICATIONS

- 5.1 The Council currently has no policy for dealing with Street Trading consents; the introduction of this Policy will enable a transparent, objective and consistent approach.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The policy proposes a re-structuring of the application fee regime which will potentially increase fees received from Street Trading consents if they exceed the minimum dimensions.

7.0 RISK MANAGEMENT IMPLICATIONS

- 7.1 The lack of a policy exposes the Council to potential criticism of inconsistency and unfairness in dealing with Street Trading consents. The introduction of the Policy and Information Pack will ensure the transparency of the process.

8.0 CONCLUSION

- 8.1 Street Trading consents are issued on an annual basis from April each year with annual fees being set as part of the Council's budget process. The adoption of a Policy with a criteria based approach to considering applications for Street Trading Consents will help to clarify and make transparent the Council's approach to street trading.

9.0 CONSULTEES

Head of Cultural, Leisure & Commercial Services
Head of Legal & Democratic Services
Economic Development & Tourism Manager

MP/JHL
06-06-06

STREET TRADING - POLICY STATEMENT

UNDERLYING PRINCIPLES

1. Street trading is regarded as an acceptable activity in Wyre Forest within the consented areas (Appendix A), provided that it is located where it can make a positive contribution to add interest, vibrancy, and diversity to the area and does not give rise to problems associated with Crime and Disorder.
2. The Council is the responsible authority for granting Street Trading Consents in Wyre Forest and will ensure that traders operate in accordance with conditions attached to such Consents (Appendix B).
3. The Council accepts that Wyre Forest comprises distinct areas with differing historic and commercial characters, and varying streetscape qualities, which should be individually developed and promoted, and therefore the Council has identified suitable locations (consented areas) for street trading in consultation with the Police, and other consultees.
4. The Crime and Disorder Act (1998) stresses the need to take positive action to combat crime and the fear of crime. Therefore, prior to granting any Street Trading Consent the Council will pay particular attention to any potential crime and disorder arising directly or indirectly from the Consent and will give significant weight to the views of the Police and Community Safety Officer.
5. The Council may issue a Consent for up to one year or a lesser period where appropriate if the trading activity is seasonal or of a temporary nature.
6. Applications will only be considered where an applicant has completed an application form and will not be granted unless an applicant has paid the appropriate Consent fee.
7. Applications for a Street Trading Consent will be considered and determined under the Council's Scheme of Delegation by the Head of Planning Health and Environment, or otherwise by the Council's Licensing & Environmental Committee.
8. Where more than one trader applies for a Consent to trade from an approved site, the applications will be referred to the Council's Licensing & Environmental Committee.

CRITERIA FOR CONSIDERING APPLICATIONS FOR STREET TRADING CONSENTS

When considering an application for a Street Trading Consent, the Council will take into account the following matters when reaching its decision:

1. Responses from Consultees and other interested parties.
2. The proposed siting and design of the street trading vehicle and whether it enhances the vitality of the shopping area within the immediate vicinity.
3. Any potential obstruction to the free flow of pedestrians or of vehicles in the street, with special regard for the visually impaired.

4. Road safety, either arising from the siting of the street trading vehicle or as a result of customer visiting or leaving the site, including existing traffic orders and waiting restrictions.
5. The nature of the proposed goods to be traded and whether this will create conflict with the trade of adjacent, established shops.
6. Whether the proposed siting of the street trading vehicle obstructs the frontage of adjacent established shops.
7. The numbers, distribution and location of existing street trading consents.
8. The likelihood of excessive noise, odour and litter being generated.
9. Whether the proposal would conflict with any other policies of the Council.

CONSENTED STREETS	PROHIBITED STREETS
ALL STREETS WITHIN WYRE FOREST DISTRICT EXCEPT THOSE DESIGNATED AS PROHIBITED STREETS	<u>BEWDLEY TOWN CENTRE</u> Severn Side North Severn Side South Lax Lane High Street Dog Lane <u>KIDDERMINSTER TOWN CENTRE</u> Pitts Lane Crown Lane (formerly the rear service road to Vicar Street) Orchard Street Church Street Blackwell Street (between the Ring Road and Coventry Street) Coventry Street (between Blackwell Street and the Inner Ring Road) Lion Street Lion Square Worcester Street rear service road (referred to as Prospect Terrace) Prospect Hill Prospect Lane New Road Green Street Dixon Street Castle Road Island Drive Pump Street Tram Street Corporation Street Exchange Street Rowland Hill Centre service road Bromsgrove Street Callows Lane Bridge Street Waterloo Street The length of Mill Street, Kidderminster Commencing at its junction with St Mary's Ringway and terminating at its junction with Pitts Lane. <u>STOURPORT-ON-SEVERN TOWN CENTRE</u> None

WYRE FOREST DISTRICT COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

STREET TRADING - STANDARD CONDITIONS

1. Wyre Forest District Council (“the Council”), pursuant to Section 3 of the Local Government (Miscellaneous Provisions) Act 1982 (“the Act”) have resolved that Schedule 4 to the Act, to control street trading in the district should come into force from 1982.
2. The Council has resolved that every street within the area of the district of Wyre Forest is to be designated as a Consent Street” under the Act, (except those shown at Appendix One and nominated as Prohibited Streets) which means a street in which street trading is prohibited without a Consent issued by the Council.
3. A street trading Consent is issued by the Council subject to the following conditions, in so far as they do not conflict with or are amended by any specific conditions imposed on the grant of the Consent:-
 - (a) The Consent is valid for the period shown on the Consent
 - (b) The Consentee shall pay a fee to the Council in accordance with the approved list of fees.
 - (c) The Consent may be surrendered by the Consentee at any time, providing that the Council shall repay to the Consentee that part of the fee considered by the Council appropriate for the unexpired period of the licence, less £25 for administrative expenses, the exception being the day rate.
 - (d) The Consent holder must at all times while trading display in a conspicuous position the Consent issued by the Council.
 - (e) The Consentee shall not carry on his/her trade in such a way as to cause obstruction of any part of the street in which he/she is trading, or danger to persons using the street.
 - (f) The Consentee shall not carry on his/her trade in such a way as to cause a nuisance or annoyance to persons using the street or to occupiers in the vicinity.
 - (g) The Consentee shall not sell any type of food, goods or merchandise other than that specified in the Licence.
 - (h) The Consentee shall provide and maintain, where appropriate, adequate facilities for the collection of litter resulting from his/her trading and at the close of each trading day shall remove any litter resulting from his/her trading from the street. The Consentee shall be responsible for any damage to the highway or otherwise resulting from the trading activity.
 - (i) The Consentee shall make such provision as is necessary to prevent the deposit in any street of solid or liquid refuse occurring from the trading activity and shall not discharge any waste water to the street surface or to the surface water drains.
 - (j) The Consentee shall not use any television, tape recorder or other device for the reproduction of sound while trading without the express permission of the Council.
 - (k) The Consentee shall not trade outside the times and days permitted by the Consent

- (l) The Consentee shall not trade in any location other than the location permitted by the Consent
- (m) Any vehicle, stall or container used by the Consentee in the course of street trading shall be constructed and maintained to the satisfaction of the Council and shall comply with legislation in force at the time or any relevant British Standard.
- (n) The use and storage of liquid petroleum gas shall comply with the Code of Practice or requirements of the Fire Officer.
- (o) The Consent shall not operate for any other purpose than to permit the Consentee to trade in a Consent street in accordance with the conditions imposed. The Consentee must ensure that he/she has obtained any other approval or registration required under any other statutory provisions relevant to his/her trade.
- (p) The Consentee must be 18 years of age or over and shall be responsible at all times for control of the stall. Any persons assisting on the stall shall be 18 years of age or over.
- (q) The Consent is personal to the Consent holder and shall not be assigned or transferred to any other person or company.
- (r) The Consent holder or his employee must move his vehicle/stall or vacate the site immediately upon the instruction of a Police Officer or Authorised Officer of the Council.
- (s) Nothing herein contained shall prejudice the rights, powers, duties and obligations of the Council or any other enforcing authority under any public or private statutes, orders, regulations or byelaws.
- (t) The Consent holder shall at all times maintain a valid Third Party Public Liability Insurance policy to the satisfaction of the Council and shall produce a valid certificate of such insurance at any time upon the request.
- (u) Nothing contained in these conditions shall relieve or excuse the Licence holder or his/her employee or agent from any legal duty or liability and the Consent holder shall indemnify the Council in respect of all claims, actions, demands or costs arising from trading.
- (v) The conditions attached to the Consent may be varied by the Council at any time.
- (w) Any breach of these conditions may lead to the Consent being suspended or revoked.
- (x) In these conditions "the Consent" means a Consent issued under Section 3 of and Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982. Consentee means the person named on the Consent issued by the Council and includes any employee, servant or agent of the licence holder and "the Council" means Wyre Forest District Council.

FOOD SAFETY REQUIREMENTS FOR ALL FOOD TRADERS

FOOD SAFETY (GENERAL FOOD HYGIENE) REGULATIONS 1995

The main points are as follows:-

All food Premises must be registered with the Local Authority.

All food handlers who prepare or handle high-risk foods must be trained to a level equivalent to the Chartered Institute of Environmental Health's Foundation Certificate in Food Hygiene within 3 months of starting work.

The operator of a food business must identify and control food safety hazards (Hazard Analysis). It is recommended that these hazards and controls are written down.

The unit must not be insanitary or so placed, constructed or in such a condition that food is exposed to risk of contamination. The unit must be kept clean and maintained in good repair.

All food handlers must keep themselves and their overclothing clean, any cut or abrasion covered with distinctive material, refrain from spitting or smoking while they are on or around the unit.

All food handlers must wear clean and washable clothing.

Any food handler who is suffering from food poisoning or any condition likely to cause food poisoning must not work and must notify the Local Authority

All wrapping paper and food containers must be clean and approved for food use.

Specified high risk foods must be kept at or below a temperature of 8°C or if to be served hot kept at a temperature of 63°C or more until sold. It is recommended that these temperatures be recorded.

Any food on display must be protected against contamination.

Every unit must have a sufficient supply of clean and wholesome water. If water is stored in a container then they should be kept clean and disinfected regularly.

A basin must be fitted with an adequate supply of hot water at a suitably controlled temperature, soap and clean towels and used for hand washing only. The basin must be kept clean and in efficient working order. Hot water must be available whenever trading. It is recommended that liquid soap and paper towels are used.

Suitable and sufficient sinks complete with an adequate supply of hot and cold water, detergents and clean drying facilities must be provided and maintained in a clean and efficient working order. The sink must be cleaned and disinfected between being used for food washing and equipment washing. Hot water must be available whenever trading. Disinfectants must be available for food contact equipment and surfaces.

Adequate first aid materials including waterproof dressings must be maintained in the unit. It is recommended that coloured dressings are provided.

No live animals or articles which could contaminate food are permitted within the unit.

The vehicle must not be used as a sleeping place.

A suitable bin with a close fitting lid should be provided for the separation and disposal of waste.

Suitable and sufficient lighting must be provided and maintained within the unit. All electric units should be enclosed to prevent contamination of food.

No refuse or other waste must be allowed to accumulate in or around the unit.

The unit must not be sited close to sources of contamination or pests.

Any sanitary convenience regularly used in connection with any unit must be kept clean, in good repair, properly lighted and ventilated.

FAILURE TO COMPLY WITH THE REGULATIONS MAY RESULT IN LEGAL PROCEEDINGS AND/OR REVOCATION OF THE CONSENT.

ADVICE TO MOBILE ICE CREAM TRADERS

Under the provisions of the Control of Pollution Act 1971:-

- it is an offence to sound your chimes before 12 noon or after 7p.m.
- it is an offence to sound your chimes at anytime in a way which gives reasonable cause for annoyance.

A mobile ice cream trader may sound chimes, but not:-

- for longer than 4 seconds at a time
- more often than once every 3 minutes
- when the vehicle is stationary
- When in sight of another vehicle which is trading
- When within 50 metres of schools (during School Hours), hospitals and places of worship (On Sundays and other recognized days of Worship)
- More often than once every 2 hours in the same length of street
- With the volume too loud, i.e. more than 80db(A)

STREET TRADING

INFORMATION PACK AND APPLICATION FORM

What is a Street Trader?

A Street Trader is someone who:-

- i. Trades on any road, footways, highways, and other adjacent areas to which the public have access without payment. Traders must obtain land owners' permission when trading on private land.
- ii. Sells or exposes or offers for sale any article, whether food or non-food, including a living thing, whether with or without a stall or vehicle.
- iii. Trades from a fixed location.

Does the Control Apply to all Traders?

No, there are various exemptions to the requirement to hold a Street Trading Consent:-

- i. Trading as a pedlar with a valid Pedlar's certificate issued under the Pedlars Act 1871. A pedlar is a person who travels and trades on foot and goes from town to town or from house to house carrying goods to sell. A pedlar cannot trade from a fixed spot. Pedlar's certificates are obtained from any main Police Station. Further guidance on pedlars is available from the Council.
- ii. A roundsman, who is a person who delivers orders to the customer's door. This is a trader who calls by prior arrangement with the customer and sells at the customer's premises. Ice cream sellers or mobile food sellers are not deemed to be "roundsmen" and require a licence to trade in the street.
- iii. News vendors selling only newspapers and periodicals, unless the stall exceeds one metre in length or width, or two metres in height.
- iv. Trading from the forecourt of a petrol filling station.
- v. Trading from a stall outside a shop as an extension of that business.

How is Street Trading Controlled in Wyre Forest?

Wyre Forest District Council has adopted the provisions of the Local Government (Miscellaneous Provisions) Act 1982 so that it can effectively control street trading.

- i. All streets within Wyre Forest have been designated as consented streets apart from those specifically prohibited (see Appendix A of the Council's Street Trading Policy).

- ii. This means that it is an offence to trade without a Consent in any street, road, footway, highway, or adjacent area to which the public have access without payment, other than those prohibited where no trading at all can take place.
- iii. Trading without consent may result in prosecution.
- iv. If a trader has been granted a consent the Council has the right to vary or revoke the Consent at any time if the trader fails to comply with the conditions attached to the Consent.
- v. If you wish to trade outside of the Wyre Forest District you should contact the appropriate District Council for that area. Please note that different Councils may have different procedures and rules regarding street trading.
- vi. If you wish to trade within the Wyre Forest area an application should be made to the Wyre Forest District Council, Planning, Health & Environment Division, Licensing Section, Duke House, Clensmore Street, Kidderminster, Worcestershire, DY10 2JX

How do I Apply for a Consent?

- i. Complete the appropriate application form – for a “static trader” if you wish to trade from a pitch, or for a “mobile” trader if you sell from street to street.
- ii. Attach to the application form the required documents, as listed on the application form.
- iii. Post or bring to the Council Offices at Duke House the completed application form, and original copies of any supporting documents (these will be copied and returned to you).

What Are the Fees Payable for a Consent?

- i. Fees are payable for each unit or site. The fee is payable once a decision has been made on an application for a licence. Fees should be sent with the completed application form.
- ii. Fees may be payable in instalments, by agreement with the Council.
- iii. Fees are reviewed annually and are applicable from 1st April each year.

- iv. Fees payable for static traders who trade from a fixed pitch are:-

	Food		Non Food	
	<i>Initial</i>	<i>Renewal</i>	<i>Initial</i>	<i>Renewal</i>
Single Unit up to 12m ² (max 5m length)	£1418	£1301	£1183	£1064
For every additional 12m ² or part thereof or length more than 5m	£600			
Mobile traders	£555 per vehicle, per annum			

How Long Does a Consent Last for?

- i. A Consent can be issued for any period up to a maximum of 12 months but will expire on 31st March next, unless surrendered earlier.
- ii. Renewals will take place on receipt of a completed renewal application form and payment of the appropriate fee.

Are Consents Transferable?

- i. No, they are not.
- ii. The Consent holder is entitled to a refund of part of the fee paid if the Consent is surrendered part way through the year.
- iii. Refunds may be made on a pro rata basis, subject to an administration charge of £25.
- iv. If you do not renew the Consent on the expiry site or surrender it before then, then any other person will be able to apply to trade from the same site.

What are the Responsibilities of a person granted consent?

Such a person is responsible for ensuring that:-

- i. The consent conditions are complied with.
- ii. All relevant certificates are produced to the Council with any application for a Consent.
- iii. The vehicle or stall is registered with the Council if selling food of any description.

- iv. The Council will not be held responsible for any acts or omissions arising from the grant of a Consent.
- v. Where trading is on private land, to which the public has access without restriction, permission to trade must be obtained from the owner/occupier as well as the Council.

Does the Grant of a Consent by the Council Give any other Entitlement?

- i. No - It only permits trading within the terms of the Consent as specified. The Consent does not override any parking restriction or other traffic regulation.
- ii. The Consent to trade does not imply approval from any other person or authority.

Consideration and Determination of your Application

- i. When received by the Licensing Section your application form will be checked. Provided there are no queries arising from the application form, your application will be acknowledged in writing within 5 working days of receipt. If there is a query then you will be contacted in writing and/or by telephone and given the opportunity to respond.
- ii. The complete application form will be copied for comment to various parties.

Usually these are the Police, Worcestershire County Council Highways Partnership Unit Manager, Ward Councillors, the Parish or Town Council, Economic Regeneration & Tourism Manager, Development Control Manager, Operational Services Manager and local businesses within the vicinity of the proposed site of operation.
- iii. We aim to complete this process within 20 working days.
- iv. If queries are raised at this stage then you will be contacted in writing and/or by telephone and given the opportunity to address them.
- v. Having received all comments/recommendations and taking into account the Council's adopted Street Trading Policy, the Head of Planning, Health & Environment or one of his nominated officers, under the Council's Scheme of Delegation, may then determine applications where there are no objections and where the application is to be granted. Where your application cannot be granted, or where objections are received, your application will be referred to the Council's Licensing & Environmental Committee for consideration and determination.
- vi. You will be informed in writing of the recommendation to the Licensing & Environmental Committee and the date of the meeting to which you will also be invited to attend.
- vii. If your application is granted, you will be requested to pay the fee. The Consent will be issued upon payment of the fee, together with a copy of the Standard Conditions

applicable to street trading Consents plus any Special Conditions deemed necessary by the Council.

- viii. If the Committee refuses your application you will be notified in writing of the reasons for refusal.
- ix. There is no right of appeal in the case of refusals or against the application of conditions.

Is there an Independent Body which represents Street Traders?

There is a body which offers advice on all aspects of outside catering. This body is called MOCA (Mobile and Outside Catering Association Ltd.) and is located at:-

Centre Court
1301 Stratford Road
Hall Green
Birmingham
B28 9HH

Tel 0121 693 7000
Fax 0121 693 7100

Website www.moca.co.uk

APPLICATION FOR A STREET TRADING CONSENT (MOBILE)

I / We (Name).....

Of (full residential address).....

.....Post Code.....

Telephone Number (Home)(Mobile).....

Apply for (Please show as required):

Grant / Renewal

Of a Street Trading Consent to sell goods in the street as a mobile trader

Between the hours of.....

On (Days).....

To sell (Describe articles to be sold).....

From a mobile vehicle (Describe, including name and vehicle registration number if appropriate)

.....

.....

The vehicle is kept at the following address when not trading.....

I am registered with Wyre Forest District Council for the purpose of selling food or beverages. Please indicate YES or NO.....

I understand that any vehicle should be inspected prior to the start of trading.

I enclose items (a) – (f) as listed on the following page (please state YES or NO next to each item).

Signed..... Date.....

AGENDA ITEM NO #

- (a) A colour photograph of the vehicle
- (b) Food Hygiene Training Certificates (If relevant)
- (c) Certificate of Inspection for Fire Extinguishers
- (d) Certificate to show electrical installations have been tested and are safe
- (e) Public Liability Insurance to 5 million pounds
- (f) Consent fee £539 (Cheque payable to Wyre Forest District Council)

Please return to the Licensing Section, Planning Health and Environment Division, Wyre Forest District Council, Duke House Clensmore Street, Kidderminster , DY10 2 JX

Telephone number 01562732596

Fax 01562 732556

Office Use

Application Received (date).....

Receipt number for fee paid.....

Documents submitted in support of application

- * A colour photograph of the stall or trailer
- * Food Hygiene Training Certificates
- * Certificate of Inspection for Fire Extinguishers
- * Electrical Installations Certificate
- * Public Liability Insurance to the sum of 5 million pounds

Application for a Street Trading Consent (Static)

AGENDA ITEM NO #

I / We (Name).....

Of (full residential address).....

.....Post Code.....

Telephone Number (Home) (Mobile).....

Apply for (Please show as required):

Grant / Renewal

Of a Street Trading Consent

In (Name Street).....

To trade between the hours of.....

On (Days).....

To sell (Describe articles to be sold).....

From a stall or trailer (Describe, including name and vehicle registration number if appropriate)

.....

.....

The dimensions of the stall or trailer are.....

The stall or trailer is kept at the following address when not trading.....

I am registered with Wyre Forest District Council for the purpose of selling food or beverages. Please indicate YES or NO.....

I understand that any stall or trailer should be inspected prior to the start of trading.

I enclose items (a) – (g) as listed on the following page (If making a New Application) or items (e), (f) and (g) for a Renewal (Please indicate YES or NO next to each item).

Signed..... Date.....

(a) A colour photograph of the stall or trailer

(b) A plan to indicate where I want the stall or trailer to be sited

AGENDA ITEM NO #

- (c) Two colour photographs of myself (Passport style taken in the last three months)
- (d) Food Hygiene Training Certificates (If Relevant)
- (e) Certificates of Inspection for Fire Extinguishers
- (f) Certificate to show electrical installations have been tested and are safe
- (g) Public Liability Insurance to 5 million pounds.

Please return to the Licensing Section, Planning Health and Environment Division, Wyre Forest District Council, Duke House, Clensmore Street, Kidderminster DY10 2 JX

Telephone number 01562 732596
Fax 01562732556

Office Use

Application Received (date).....

Receipt number for Fee paid.....

Documents submitted in support of Application:

- * A colour photograph of the stall or trailer
- * A plan/ / drawing to indicate where the stall or trailer to be sited
- * Two colour photographs of Applicant (passport style taken in the last three months)
- * Food Hygiene Training Certificates
- * Certificates of Inspection for Fire Extinguishers
- * Electrical Installations certificate
- * Public Liability Insurance to the sum of 5 million pounds