**St Helens Council**

**Street Trading Consent application 2025-2026 (fee £755)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 1. Applicant details** | | | | | |
| Full name | |  | | | |
| Home address | |  | | | |
| Date of birth | |  | | | |
| Home number | |  | | | |
| Mobile number | |  | | | |
| **SECTION 2. Type of business** | | | | | |
| Hot food | Ice Cream | | Confectionery | Sandwiches | Other – specify |
| Vehicle/ Stall details | | | | | |
| Type of vehicle  (e.g van, caravan etc) | | | | | |
| Vehicle registration and make of vehicle | | | | | |
| Trading name: | | | | | |
| Existing Plate number: | | | | | |
| **SECTION 3. Badge Holder Details** | | | | | |
| Full name | |  | | | |
| Address | |  | | | |
| Phone number | |  | | | |
| Date of Birth | |  | | | |
| Driving Licence number | |  | | | |
| DVLA Code | |  | | | |
| Current badge number | |  | | | |
|  | | | | | |
| Full name | |  | | | |
| Address | |  | | | |
| Phone number | |  | | | |
| Date of Birth | |  | | | |
| Driving Licence number | |  | | | |
| DVLA Code | |  | | | |
| Current badge number | |  | | | |
|  | |  | | | |
| Full Name | |  | | | |
| Address | |  | | | |
| Phone number | |  | | | |
| Date of Birth | |  | | | |
| Driving licence number | |  | | | |
| DVLA Code | |  | | | |
| Current Badge number | |  | | | |
| *For additional assistants please provide their information on a separate sheet*  *More than 2 badges? Additional badges cost £43.00 each* | | | | | |
| **SECTION 4. Location and Times** | | | | | |
| Please indicate the location of your business if stationary, and times of trading | | | | | |
| If mobile, please provide an approximate route and times of trading | | | | | |
| **SECTION 5. Food Traders** | | | | | |
| Are you registered with the Local Authority as a food business? YES/NO | | | | | |
| Are all food handlers trained in Basic Food Hygiene? YES/NO  Please provide copies of each assistants certificates | | | | | |
| **SECTION 6. Information to support your application** | | | | | |
| Have you or any of your assistants ever has a consent or licence YES/NO  granted by another local authority? | | | | | |
| If yes, please state which local authority: | | | | | |
| Have you or any of your assistants ever had a consent or licence YES/NO  refused or withdrawn by another local authority? | | | | | |
| If yes, please give details: | | | | | |

**Steps to completing your application**

**What you need to send with your completed application form**

From the business

* + The completed application form
  + A copy of your business **public** liability insurance **Not** employer’s liability
  + Food Business Registration form (If applicable) <https://register.food.gov.uk/new>
  + Gas Safe certificate (if using gas appliances)

For each person working on your trailer

* + Basic DBS check for any driver/assistant see link
  + <https://www.gov.uk/request-copy-criminal-record> we will need to see the original as evidence of this.
  + A copy of their driving licence (provide gov.uk code for access.
  + A copy of their Food Hygiene Certificates where necessary.
  + Letter for land owner providing evidence you have permission to trade on the land and the time you are allowed to trade.

*\*For application renewals, declaration form must have been completed within the last three years*

**It is the responsibility of the applicant to ensure all relevant documentation is enclosed** **failure to do so will result in your application being returned.**

**Please note by signing this form you agree to the Councils rules and conditions. A copy of the conditions is enclosed further copies are available on request.**

**This completed application form together with the Declaration of Convictions and the appropriate payment to:**

**Janette Pierce EHO, Regulatory Services, St Helens Council, PO Box 512, St Helens, WA10 9JX or email completed application to janettepierce@sthelens.gov.uk**

**Please contact Janette Pierce for further information on 01744 673299**

**Print Full Name …………………………………………………………………………**

**Signed …………………………………… Date………………………………**