

**Apply for Street Trading Consent**

This checklist will guide you through the application process for applying for Street Trading Consent. If you have any questions, please do not hesitate to contact the Licensing Team on 02392 446660 or licensing@havant.gov.uk

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| **Step 1** | **Submit your application** |
|  | Complete your application form and submit to to licensing@havant.gov.uk. The application must be accompanied by:* Evidence of public liability insurance to the minimum value of £5 million
* Colour photographs or brochure images of the stall or vehicle that will be used for the street trading activity
* Proof of the applicant’s right to work in the UK (i.e., copy of UK passport)
* Evidence of registration with the relevant local authority as a food business (if trading food)
* Evidence of a commercial waste removal contract (including oil where relevant, such as for food trading) Further information can be found at [www.gov.uk/dispose-business-commercial-waste](http://www.gov.uk/dispose-business-commercial-waste)
* Basic Disclosure and Barring Service (DBS) certificate, no more than

one month from the date of issue.Licensing will contact you with any outstanding requirements before taking telephone payment. |
| **Step 2** | **Consultation** |
|  | Before the outcome of an application for street trading consent is determined,the Council will carry out a consultation process with various stakeholders including. * Hampshire County Council Highways & Parking
* Hampshire Constabulary
* Property Services
* Environmental Health
* Trading Standards
* Communities Team
* Regeneration and Economy
* Ward Councillors

The consultation period will last for 28 days, after which time representationswill not be considered.The Council may consult with additional stakeholders when considered necessary in the circumstances of the specific application. Written observations from stakeholders consulted will be taken into consideration when determining the application. |

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| **Step 3** | **Licence issue** |
|  | In the absence of any representations received, the application will be determined by an Authorised Officer, who will use the criteria in the Council’s Street Trading Policy to make their determination. We aim to make a decision within 10 working days. Where representations are received, an Authorised Officer may grant street trading consent where representations can be sufficiently mitigated by applying conditions to the consent. The Environmental Health Manager may refuse the application using their delegated powers, or the application may be referred to the Licensing Sub-Committee for determination when considered in the public interest.Street trading consent may be granted for a period of 6 or 12 months. Temporary street trading consent may be granted for a maximum of 7 days. |