# Local Government (Miscellaneous Provisions) Act 1982, Schedule 4

# **Application for Street Trading Consent**

To apply for Street Trading Consent, you must be an individual or a business, 17 years of age or older, and entitled to live and work in the UK.

If the land from which you wish to trade is privately owned but is accessible to the public without them paying a fee, then you will still need to apply for street trading consent, and you will need to provide written permission from the landowner/leaseholder before any consent can be issued.

Before proceeding with your application, we strongly recommend that you take the time to read the Street Trading Policy (and appendices) in detail. Consents will not be granted for prohibited streets. These documents can be found at [Birmingham City Council Street Trading webpages](http://www.birmingham.gov.uk/street-trading).

**Application Fee** – the non-refundable application fee is determined by the cost of administrating the application process.

**You must pay your application fee by card before submitting this form.** To do so please call **0121 303 0110**, state that you wish to pay a ‘street trading consent application fee’ and note the receipt number for inclusion on your application form.

| Consent Type | Application fee | consent fee |
| --- | --- | --- |
| Application fee for any type of Consent | £583 |  |
| Renewal Application fee for any type of Consent | £299 |  |
| Annual City Centre Licence Fee |  | £6,165 |
| Annual Outside of City Licence Fee |  | £2,602 |
| Occasional 21-30 Licence Fee |  | £1,266 |
| Occasional 11-20 Licence Fee |  | £683 |
| Occasional up to 10 Licence Fee |  | £384 |
| Stadia Annual Licence Fee |  | £3,342 |
| Stadia Occasional 21-30 Licence Fee |  | £2,787 |
| Stadia Occasional 11-20 Licence Fee |  | £1,365 |
| Stadia Occasional up to 10 Licence Fee |  | £768 |

**Please note that the city centre is defined as the area of the city within and including the A4540 (Inner Ring Road).  For an annual consent in this area the “annual city centre” consent fee will apply.**

**Additional documents to submit with this application**

Alongside this form, you **must** submit several other documents, if you do not, your application will be returned to you undetermined and your application fee will be forfeit. These documents are:

* A detailed plan of the exact location in which you propose to trade (ideally to scale). This plan must clearly indicate the dimensions of the unit, and the relevant distances to adjacent buildings/roads and any obstructions such as street furniture/trees.
* Photographs and/or detailed drawings of the proposed trading unit, please note that if you are applying to trade for more than 12 weeks then the unit will need to comply with the design brief which can be found at appendix 6, [Birmingham City Council Street Trading webpages](http://www.birmingham.gov.uk/street-trading).

Further documentation will be required prior to any consent being granted if we are ‘minded to approve’ your application. **Details of these documents can be found at the end of this form.**

**Application period**

There will be an initial 6-week window for all applications under the new Street Trading Policy 2020 which will run between **1 February 2023** and **14 March 2023.** Applications received during this window will be considered first in terms of granting new consents from 1 April 2023. After these applications have been considered and applicants informed of the ‘minded to’ decision.

Once the final decisions related to applications received during this 6-week period are made we will write to confirm this subject to the submission of the additional documentation required. We will then consider any further applications in date order.

**Any consents granted will begin no earlier than 01 April 2023 and expire no later than 31 March 2024.**

**Please submit your application along with the associated documentation by email to** [**streettrading@birmingham.gov.uk**](mailto:streettrading@birmingham.gov.uk)

Please enter your receipt reference confirming you have paid the application fee. This will be a series of letter followed by numbers, please enter the whole reference. Applications submitted without this receipt reference will not be processed.

| Receipt reference | Enter reference here e.g. ABCD12345678 |
| --- | --- |

| Type of consent | Click here to select a consent type |
| --- | --- |
| Start and end date | Start Date: Select date End Date: Select date.  If it is more appropriate to list the specific dates, please do so here. |
| Is your application part of an organised special event? | Select answer  If yes, please give details here, including the name and contact details of the event organiser. |
| Applicant Name | Select or enter title Enter forename(s) Enter Surname |
| Trading Name | Enter full business name.  Do you wish the consent to be held in the name of the applicant or the business? Select answer |
| Correspondence Postal Address | Enter 1st line of address  Enter 2nd line of address  Enter city  Enter postcode |
| Correspondence Email address | Enter email address |
| Contact Telephone Number | Enter telephone number |
| Have you held a Street Trading consent with Birmingham City Council before? | Select answer  If yes, please provide details here. |
| Applicant Date of Birth | Enter date. |
| Unspent convictions | Do you have any unspent convictions? Select answer |

| * Please list any unspent convictions. | Offence | Court | Date | Penalty or sentence |
| --- | --- | --- | --- | --- |
|  | Offence | Court | Date | Penalty or sentence |
|  | Offence | Court | Date | Penalty or sentence |

(Please continue in the same format on a separate sheet if needed)

| Proposed Trading Location (you will also need to submit a plan of this area with this application) | Enter details, e.g. ‘Pedestrian zone outside 33 Example Street, Example District, Birmingham’ |
| --- | --- |
| Proposed trading days and times | Select from ‘on matchdays only’ or ‘on specific days’ |

| Specific Days: | Monday | Start time (xx:xx 24h) | End Time (xx:xx 24h) |
| --- | --- | --- | --- |
|  | Tuesday | Start time (xx:xx 24h) | End Time (xx:xx 24h) |
|  | Wednesday | Start time (xx:xx 24h) | End Time (xx:xx 24h) |
|  | Thursday | Start time (xx:xx 24h) | End Time (xx:xx 24h) |
|  | Friday | Start time (xx:xx 24h) | End Time (xx:xx 24h) |
|  | Saturday | Start time (xx:xx 24h) | End Time (xx:xx 24h) |
|  | Sunday | Start time (xx:xx 24h) | End Time (xx:xx 24h) |

| Food sales | Do you intend to sell food? Select answer  Please note that if you sell food, your consent is conditional on holding a food hygiene rating of 4 or 5. |
| --- | --- |
| Goods for sale | Please detail the types of goods you wish to sell |
| Power | Please detail how the unit will be powered, note that the use of a generator is only permitted outside the city centre and only where there is no reasonable alternative; only diesel generators are permitted. Birmingham City Council will work with traders to provide a chargeable electrical supply where appropriate. |
| Gas | Will the unit use gas? Select answer  Please note that a gas certificate must be provided if your application is successful. |
| Details of any mitigating measures you will implement to avoid causing nuisance. | Enter details here – examples of nuisance include noise, fumes, smell, litter, and soiling of the Highway. |
| Details of any mitigating measures you will implement to maintain public safety | Enter details here |
| Additional information in support of my application. | Enter details here |
| Additional Documents checklist | I have submitted the following additional documents along with this application:   * A scale site plan (or near scale plan with measurements clearly marked) of the exact area in which I wish to trade. * Photographs and/or detailed drawings of the proposed trading unit including all relevant measurements.  Note that if the consent is for more than 12 weeks, it will need to comply with the design brief. |

Declaration

I declare that to the best of my knowledge, all the information I have submitted in this form (and all additional documents submitted as part of my application) is correct, and I acknowledge that any error or omission could lead to the refusal or revocation of any street trading consent.

I further declare that I have read and understood the Street Trading Policy and its appendices as found at [Birmingham City Council Street Trading webpages](http://www.birmingham.gov.uk/street-trading) and that I still wish to proceed with my application.

I understand that if successful, I will be required to submit the additional documentation listed on the penultimate page of this form before the consent can be issued.

I also understand that the application fee submitted as part of my application is non-refundable, including if my application is unsuccessful.

| Full Name of applicant | Click or tap here to enter text. |
| --- | --- |
| Date of application | Click or tap to enter a date. |

**Guidance to additional documentation that will be required prior to any consent being granted.**

You will need to provide original documentation to show the following:

* Proof of identity: valid passport, valid driving licence (old style), valid national identity card
* Proof of address: valid old style driving licence (can be used for identify or address but not both), utility bills (must be dated within the past 3 months), current bank statement or debit card statement, current Council tax demand letter (must be dated in current financial year).

**(OR** a valid UK photocard driving licence can be used to prove both identity and address).

* Proof of right to work in the UK: one of the documents listed on the ‘Employers Right to Work Checklist’ found at [GOV.UK](http://www.gov.uk/government/publications/right-to-work-checklist).

The following documentation will also be required prior to a consent being issued:

* Certificate of public liability insurance in the amount of £5,000,000
* Waste management contract

And where applicable, these documents will also be required:

* Written permission from the landowner (if you wish to trade on private land).
* Motor Insurance certificate (where applicable)
* MOT test certificate (if the unit is a vehicle)
* Gas certificate (if gas is being used for any purpose)
* Proof of registration as a food business and appropriate food hygiene certificates (if you are selling food/drink).
* If you wish to trade in hot food/drink after 11pm you may also need to apply for a late night refreshment licence please visit [Birmingham City Council Licensing webpages](http://www.birmingham.gov.uk/licensing) for details. If you do require such a licence, then you will need to provide the licence certificate.

If these documents cannot be provided then consent will not be issued, and the application fee will not be refunded.