



**GUILDFORD**  
B O R O U G H

**APPLICATION FOR STREET TRADING CONSENT**  
LOCAL GOVERNMENT (MISCELLANEOUS  
PROVISIONS) ACT 1982  
**ONE-OFF COMMUNITY EVENT ONLY**

**Tick off each of the following required documents you are submitting with this application form.**

|  |  |  |
|--|--|--|
| The full fee, paid by card by calling 01483 505050                                     |  |  |
| Proof of Public Liability Insurance, to a minimum value of £5 million                  |  |  |
| Site map, showing precise location of intended trading locations and other attractions |  |  |
| Proof of consent from land owner   |  |  |
| Photographic proof of identity and right to work                                       |  |  |

**Applicant Details (Nominated person responsible for running the event on the day)**

|                               |  |                  |  |
|-------------------------------|--|------------------|--|
| Full Name                     |  |                  |  |
| Date of Birth<br>(dd/mm/yyyy) |  | Country of Birth |  |
| Address                       |  |                  |  |
| Postcode                      |  |                  |  |
| Telephone Number              |  |                  |  |
| Mobile Number                 |  |                  |  |
| Email Address                 |  |                  |  |

**Details of Charity / Organisation that benefits from event**

|                                   |  |
|-----------------------------------|--|
| Name                              |  |
| Address                           |  |
| Purpose of charity / organisation |  |

| Details of Event where trading will take place:   |        |  |
|---|--------|--|
| Nature of event   |        |  |
| Address / Location of event   |        |  |
| Day, Date & Time of event<br>(Please note: this form can only be used for one event)  |        |  |
| Purpose of the event  |        |  |
| Activities or attractions taking place alongside trading – if trading is not incidental to the event please complete a full application |        |  |
| Who is the event being marketed for? Who is the target audience?  |        |  |
| List of proposed trading activities (not food or beverage)  |        |  |
| List of food (including alcohol) traders  | Trader | Local authority they are registered with |
|   |        |  |

| Checklist for other authorisations  |   |
|---|---|
| Will any trader be selling or supplying alcohol?  |   |
|   | If yes, I confirm they will need to prove they have a premises licence or temporary event before they start trading |
| Will any trader be selling or supplying hot food or drink before 5 am or after 11 pm?             |   |
|   | If yes, I confirm they will need to prove they have a premises licence or temporary event before they start trading |
| All food traders will have a minimum food hygiene rating of 3 out of 5 with their local authority |   |
|   | If yes, I confirm I will check this before they start trading   |
| Will anyone be collecting money from the public?  |   |
|   | If yes, I confirm they will obtain a charity collection permit before they start collecting                         |

| Declaration and Signature  |                       |
|--|-----------------------|
| <p>I hereby make an application to Guildford Borough Council for the grant of a Street Trading Consent, subject to the Statutes, Regulations, Policies, Byelaws and Conditions relating to the same for the time being in force.</p> <p>I declare that I have checked the information on this application and, to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any consent issued revoked.</p> <p>I declare that I have supplied all the appropriate supporting documentation listed in the above checklist, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the consent, if applicable.</p> <p>I understand that I must undertake to comply with the legislation, byelaws, policy and conditions of consent as are now, or may hereafter be in force, for regulating street trading.</p> |                       |
| NAME   | CAPACITY OF SIGNATORY |
| SIGNATURE  | DATE                  |

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: [foi@guildford.gov.uk](mailto:foi@guildford.gov.uk)).