



APPLICATION FOR STREET TRADING CONSENT IN THE TOWN CENTRE

1. Your application must be submitted at least 10 working days before you wish to start trading.
2. The application form must be properly completed and sent with all the appropriate documents. If you do not do so consideration of your consent will be delayed. Full details of the application criteria are set out on the on our website at www.watford.gov.uk.
3. The Council can refuse to grant your application or take away permission at any time.
4. Applications must be accompanied by:
 - (a) passport-size photographs of the applicant(s)
 - (b) copies of food registration and food hygiene training where appropriate
 - (c) copies of public liability insurance showing at least £5 million cover
 - (d) three colour photographs showing different elevations of the stall, barrow or vehicle
 - (e) the application fee for each day to be traded (information on the current fees can be found on our website at www.watford.gov.uk/streettrading)
5. For council run events, applications will be determined by the council's Licensing Officers in consultation with the Events Team. For non-council events, applications will be determined by the council's Licensing Officers in consultation with the event organisers. This will be done to ensure the proposed goods to be sold complement the event in question.
6. Preference will be given to:
 - (a) applicants that promote healthy eating
 - (b) applicants that will have a low environmental impact, e.g. low-running generators, little or no waste generation, use of recyclable packages/cartons, low emission engines and efficient waste management policies
 - (c) stalls that are of good quality, e.g. well-maintained, no obvious damage or repairs, clean and presentable and in keeping with the amenity of The Parade
 - (d) food business with a Food Hygiene Rating of 5, then of 4, then of 3. Consents will not be issued to food businesses with a Food Hygiene Rating of 2 or less.
7. A successful applicant may re-apply, subject to the first come-first served criteria above.
8. Unsuccessful applicants will be given reasons as to why their application has not been accepted and may submit applications for future dates.
9. Answer **ALL** questions. If there is insufficient space please continue on a separate sheet of paper.

DATA PROTECTION – Keeping your personal information safe

Any data that you provide will be stored and processed by Watford Borough Council or its appointed agents in accordance with the law.

Information collected may be shared with other Council departments and/or organisations the Council works with who assist us in the performance of our functions. It may also be shared with outside organisations such as the Police, DWP, and County Council, to prevent and detect crime. It may be shared with insurance companies and bodies responsible for auditing or administering public funds for the prevention and detection of fraud.

Further information on the Council's obligations to safeguard your personal information and your rights on accessing data held about you can be found on the Council's website at:

<https://www.watford.gov.uk/privacynotice> and <https://www.watford.gov.uk/ehlprivacynotice> or by telephoning 01923 278000

FULL NAME(S) OF APPLICANT(S)	
DATE OF BIRTH	NATIONAL INSURANCE NUMBER
COMPANY NAME(S) POSITION ADDRESS (inc postcode)	
TELEPHONE	EMAIL
<input type="checkbox"/> By ticking this box, you agree to us mainly communicating with you by email, including sending any licences.	
ON WHICH DATE WOULD YOU LIKE TO TRADE?	
PLEASE STATE THE EXACT SITE WHERE YOU WISH TO TRADE (Please note: This location is not guaranteed and is subject to consideration by council officers, the event organisers, and the Watford/Three Rivers Safety Advisory Group)	
DESCRIPTION OF GOODS TO BE SOLD	
DESCRIPTION OF STALL FROM WHICH GOODS WILL BE SOLD If trading from a mobile stall (such as a trailer or vehicle) Make: Model: Colour: Registration number	
PLEASE EXPLAIN HOW YOU MEET THE CRITERIA LISTED IN PARAGRAPH 6 ON THE FIRST PAGE	
WHO WILL BE OPERATING THE STALL (FULL NAMES AND ADDRESSES)	
I understand that if I make any false statement or omit any material particular in this application I may be liable to prosecution. I understand that the information on this form may be used in connection with the administration of Council Tax, and may also be used by other Council departments, the Department of Social Security and other public bodies for the prevention of fraud. I also declare that I have permission to work in the UK, and that I understand that I may be committing an offence if I do not hold such permission or should this permission lapse or be withdrawn.	
DATE:	SIGNED: