STG2.3

Local Government (Miscellaneous Provisions) Act 1982, Schedule 4
Application for Street Trading Consent Guidance

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.

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. Details of the current fees can be found here

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.

Application period

There will be an initial 6-week window for all applications under the revised Street Trading Policy which will run from **early February** each year. Applications received during this window will be considered first in terms of granting new consents from 1 April. After these applications have been considered and applicants informed of the 'minded to' decision other later applications will be considered.

Once the final decisions relating 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 each year and expire no later than 31 March the following year.

Please submit your application along with the associated documentation by email to streettrading@birmingham.gov.uk

Additional documents to submit with this application.

In addition to the application 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 detailed below.

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

- Proof of identity: valid passport, valid driving licence, valid national identity card
- Proof of address: valid old style driving licence (can be used for identity 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.
- 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.

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 will also need to apply for a late night refreshment licence please visit Birmingham City Council Licensing webpages 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.