



Council of the
ISLES OF SCILLY

Licensing Department
Wesleyan Chapel
St Mary's
Isles of Scilly
TR21 OJD
Tel: 03001234105
licensing@scilly.gov.uk


Application for a STREET TRADING CONSENT

to be granted under the
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

READ THIS BEFORE PROCEEDING

- The Council of the Isles of Scilly have powers under the 1982 Act, adopted by the Council in 2013, to license 'street trading'.
- We charge a fee for licensing you (this is called a 'consent' in law), and this fee is designed to cover the administration of processing your application.
- The Licensing Department does not own land for you to trade on, and the successful processing of your application does NOT infer that you have permission to be on that land, or planning permission.
- Before you submit this application and the fee, please make a courtesy enquiry to the landowners of any property from which you intend to make an application to trade.
- In the case of public land owned by the Council of the Isles of Scilly please enquire by emailing environment@scilly.gov.uk. Even if you intend to trade from the side of the road, it is important for them consider the highways safety aspects of any street trading. There may also be an additional fee you have to pay to make alterations to the site to provide safe access, or even a hire fee.
- Also you must read our street trading policy, this is on our website. It contains important information such as prohibited sites and conditions under which you are required to trade.
- Once the process starts, at the point of you submitting your application and paying the fee to us, we will process your application exactly as set out in your form.

APPLICATION FORM

NAMES	
Name of your business	This is a proposed new business venture and will be entirely dependent upon the granting of a street trading licence. The proposed name is "Porthcressa Paella"
Your Full Name	

LOCATION
<p><i>Please accurately describe area(s) and orientation of your trading unit in respect of the area(s) you are applying to trade from</i></p> <p>(Please provide a sketch to show this below, or provide as an attachment to your application)</p>
<p>We propose to trade from the grassed area facing Porthcressa beach as shown in the map numbered 1 in the supporting documents.</p>

DETAILS OF VEHICLE/STALL		
Description of your trading unit (A photo must also accompany this application): We propose to trade from a gazebo (measuring 3m x 4.5m) under which will be a table to serve from, a food preparation table, 3 x paella burners (with gas bottles), a large cool box, a portable hand washing station with waste water tank, refuse bin, storage boxes/shelves, a small fire extinguisher and fire blanket. External to the gazebo will be 2 x refuse bins for customers to dispose of recyclable and non-recyclable waste. Please see photo of proposed gazebo and sketch of proposed internal layout, numbered 2 and 3 in the supporting documents.		
Length: 3m	Height: 2.5m	Width: 4.5m

OPERATION DAYS / TIMES		
Which times and days do you wish to operate your license? <i>Please refer to policy to see limits on hours or trading times</i>		
DAY	TIMES	WHERE
Monday		
Tuesday (or an alternative day in case of inclement weather but not to exceed 2 days per week)	5.30pm – 7.30pm trading (4.30pm to 8.30pm including set up and breakdown and site clearance)	Porthcressa Bank
Wednesday		
Thursday		
Friday (or an alternative day in case of inclement weather but not to exceed 2 days per week)	5.30pm – 7.30pm trading (4.30pm to 8.30pm including set up and breakdown and site clearance)	Porthcressa Bank
Saturday		

Sunday		
Please state any seasonal variations in the box below:		
1 st May to 30 th September only		

PRODUCTS / ARTICLES FOR SALE	
Please give full details of Products / Articles you propose to offer for sale <i>(note that it is an offence to sell anything that you fail to list here)</i>	
Seafood paella, meat paella, vegetable paella with garnishes. Dessert items. Soft drinks. Snack items such as nuts, olives, crisps and chocolate.	
Are you intending to sell food or drink?	Yes
Are you intending to cook/prepare hot food onsite	Yes
Are you officially registered as a food business?	No as this is a new business with trading dependent upon the granting of this license but we will register if a license is granted. We are registered as a food business for our existing B&B business so are aware of this requirement and the process.
Please state Local Authority and date of registration	To follow

YOUR PERSONAL DETAILS

(this section will not be displayed to the public)

Your Title	[REDACTED]
Place of Birth	UK
Date of Birth	[REDACTED]
Home Address & postcode	[REDACTED]
Email Address	[REDACTED]
Telephone number	[REDACTED]
Vehicle registration	N/A
Insurance Policy number	Not yet obtained as this is a new business dependent upon the granting of a license but will be provided prior to trading if provisional permission is granted
National Insurance number	[REDACTED]
Are you entitled to work in the UK?	Yes
Please note that if you do not provide a national insurance number you will be required to provide proof of entitlement to work in the UK before a Consent is issued. Information regarding documents which demonstrate entitlement to work in the UK is available or contact the Licensing Service for a list of acceptable documents.	

CONVICTIONS

Do you have any current criminal convictions? (i.e., unspent under the Rehabilitation of Offenders Act 1974).	No
NB: As part of the initial consultation, this information will only be shared with the Police. If YES, please give details, including date of conviction, court, offence and penalty/sentence;	
<i>(continue on separate sheet if necessary)</i>	

PAYMENTS

The relevant **License Consent Fee** must be paid before your application can be processed and is non-refundable (unless your application is formally refused).

If your application is approved, additional **Trading Fees** are payable prior to you commencing trading. The fees depend on how many days of the week and number of months you intend to trade. See charging structure for street trading license applications on page 8.

SUPPORTING DOCUMENTS (Please mark 'X')

Application form completed	X
A passport sized photo (for the ID Card)	X
Proof of £10,000,000 Public Liability Insurance	To follow
A Basic Food Hygiene Level 2 Certificate (all food handlers)	X
Receipt of fee	X

PLEASE NOTE THE FOLLOWING

On receipt of the application, accompanied by all the requested relevant documents, the application will be advertised by way of a notice to allow for public representations. After the notice period, you will be informed of a decision within 48 working hours.

Trading without a consent is illegal and punishable by a fine on the Standard Scale.

For further details of this please see our Street Trading Policy document.

STATEMENT

I hereby make application for the grant of a Street Trading Consent in Accordance with Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

I have read and accept the Street Trading Policy of the Council of the Isles of Scilly and shall operate under these terms and conditions.

All details submitted on this form are true and accurate

Date	17/4/24
Signature of applicant	[REDACTED]

This form, when completed, must be sent to: -

Street Trading Consent
 Licensing Department
 Council of the Isles of Scilly
 Wesleyan Chapel, St Marys
 Isles of Scilly, TR21 0JD

OFFICE USE ONLY:

Date Received by Licensing Department	
Amount Paid	
Receipt Number	
Signed by	
Application Decision (after 28-day notice period)	