Application for street trading consent

Local Government Miscellaneous Provisions Act 1982

Please note:

- You must read the council's Street Trading Policy and discuss the details of your proposal with a Licensing Officer before completing this application
- The full fee for street trading consent is **£409**, to be paid as follows:
  - A non-refundable fee of £250 is to be paid upon application to cover the cost of processing an accepted application and administering the consultation
  - The balance of £159 will be collected after the end of consultation pending a positive determination
- The application will not be accepted unless all sections have been completed and all supporting documents supplied
- We will not be able to process incomplete applications

1. Applicant							
First or sole applicant details							
Mr	Mr	Mrs	x	Miss	x	Ms	x
Forenames	WILLIAM JOHN						
Surname	DICKEN						
Date of Birth	[redacted]						
Residential address	[redacted]						
Post Code	[redacted]	Telephone Number	[redacted]				
Email	[redacted]						
Second applicant details (if applicable)							
Mr		Mrs		Miss		Ms	
Forenames	N/A						
Surname							
Date of Birth							
Residential address							
Post Code		Telephone Number					
Email							
If applying as a limited company please also provide							
Company Name	N/A						
Company Number							
Registered Address							

Trading details (if different to the above)	
Trading Name	The Good Honest Food Co
Address at which unit/vehicle is kept overnight	[redacted]

2. Consent type (please complete either Section 2a static or Section 2b mobile)

2a. Static - please state days and times of trading

Day	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday	10:00	16:00

Exact trading location (map required, see enclosures)

Address:	The New Willow Business Park, Stumer Rd, Haverhill
Post code:	CB9 7GU

2b. Mobile

Please provide general locations of trading (map required, see enclosures)

3. Items to be sold (please list below)

Hot and Cold Food and Refreshments

4. Food hygiene rating (if applicable)

Please note: It is a standard condition of a Street Trading Consent that food businesses must achieve and maintain a minimum food hygiene rating of '3 – Generally satisfactory'. We cannot grant a Consent if the food hygiene rating is below 3.

Current food hygiene rating	5

5. Type of trading vehicle (tick as appropriate. Photo required, please see enclosures)

Handcart	Size	Not applicable
Stall	Size	Not applicable
Trailer	Size	Not applicable
Mobile unit	Size7.5MT X 2.5MT	Not applicable
Vehicle	Size	Not applicable

6. Vehicle details	
Make of vehicle	PEUGEOT
Model of vehicle	PEUGEOT BOXER LONG WHEELBASE
Registration number of vehicle	[redacted]

7. Employee and Assistant details			
Please complete below details of employees and assistants that meet the criteria as detailed in the application guidance (please continue on separate sheet if required)			
Full name	Date of Birth	Basic DBS required	Photo ID Required
N/A WORKING SOLO			
7a. I declare that Right to Work checks have been completed for all employees in accordance with the Immigration, Asylum and Nationality Act 2006 (please tick to confirm)			

8. Pending Convictions (please tick to indicate agreement)			
Do you, or any of the named employees and assistants in section 6, have any pending convictions, cautions or are currently being investigated for any other matter? (Please tick as appropriate)			
Yes		No	
If yes, please give details in section 7a			
8a. Details of pending convictions, cautions or any other matter			
Name	Offence	Date of offence	
N/A			

9. Other supporting documents (please tick to indicate agreement)	
I enclose my Proof of right to work in the UK – please refer to Employers' right to work checklist (accessible) - GOV.UK	
I enclose my Basic Disclosure and Barring Service (DBS) certificate and those of employees listed in part 6, where applicable. (Dated within last 30 days before application date)	✓
I enclose my photo ID (if not already provided for right to work above) and those of employees listed in part 6, where applicable	✓
I enclose a photograph of the unit/vehicle	✓
I enclose proof of insurance including public liability of at least £5,000,000	✓
I enclose confirmation of food business registration (registration document or approval number)	✓
I enclose a copy of the gas safety certificate (if applicable)	✓
I enclose a valid waste transfer agreement, or waste carrier licence	✓
I enclose proof of landowners' permission or written confirmation from the Highways Authority that they have no objection to trade from this location.	✓

(static only)	
I enclose a map of exact trading location (static only)	✓
I enclose a map of general trading areas (mobile only)	✓

10. Payment	
The fee is £409. A non-refundable fee of £250 is to be paid upon application to cover the cost of processing an accepted application and administering the consultation.	
I confirm I have paid the following fee:	
Payment Link - £250.00	*https://go2pay.uk/2/jaTluJ5GEP*
Payment Reference Number:	
The balance of £159 will be collected after the end of consultation pending a positive determination.	
Incomplete applications will be rejected and the fee will be refunded, which can take up to 5 working days.	

11. Declarations (please tick to indicate agreement)	
I understand that the information I have given in this form and in any supporting information in respect of my application will be taken into account by the Council when determining the application. I declare that all such information is true and complete to the best of my knowledge and belief and acknowledge that if I have made a false statement or omitted any relevant fact, any licence determined and issued in connection with it may be modified, suspended or revoked.	✓
I understand and consent that the information given on this form may be issued to other enforcing agencies and consulting bodies to determine this application. I also consent to the council retaining my application and details and I understand that the council is obliged to pass on information to other statutory bodies if so, requested for the prevention and detention of fraud.	✓
I understand the importance of informing the council in a timely manner should I be charged with a criminal offence during the term of my street trading consent. I commit to notifying the licensing authority within 48 hours of being charged with a criminal offence and commit to notifying the licensing authority within 48 hours of receipt of a criminal disposal, caution, or criminal conviction.	✓
I understand if I sell alcohol at any time, and or hot refreshments between 2300-0500, I also need to obtain a Premises Licence (Licensing Act 2003)	✓
I understand that a Pavement Licence maybe required for any street furniture associated with the consent (Business and Planning Act 2020 and Levelling Up and Regeneration Act 2023). For further information and guidance see West Suffolk Council Pavement Licences)	✓
I am not under 17 years of age.	✓
*Sign	[redacted]
Print name	W John Dicken
Date	03/03/2026
*Electronic signatures accepted	

Applications and supporting documents should be submitted via email to: licensing@westsuffolk.gov.uk

Privacy Statement
West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House,

Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Phone: 01284 763233. The Data Protection Officer can be contacted at the same address.

We are collecting your personal information in order to process your application under the Local Government (Miscellaneous Provisions) Act 1982.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry or surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: How we use your information or email: data.protection@westsuffolk.gov.uk