

Street Trading Consent - guidance for renewals

What is street trading?

West Suffolk Council has adopted the provisions of the Local Government (Miscellaneous Provisions) Act 1982 so that it can effectively control street trading.

This guidance document is intended for current consent holders who are looking to renew their existing street trading consent.

Consents are issued for a period of up to one year. If a trader wishes to continue to trade under their current consent, **then they must submit their renewal application at least 28 days before their current consent expires.**

If a renewal is not issued before the expiry of the current consent, then the consent will expire, and a new application must be made. In this situation, trading will not be permitted until a new consent is issued. Guidance for new applications can be found in the [Street Trading Consent - guidance for new applicants](#).

At renewal, the council may take into consideration any relevant information about the trading operation. Where a renewal application has been made and there have been complaints or enforcement issues, then the application may be referred to the Licensing and Regulatory Sub-Committee for determination.

If you do not currently hold a valid street trading consent, or if it expires prior to renewal then you will instead need to meet the requirements for new applications. Guidance for new applications can be found in the [Street Trading Consent - guidance for new applicants](#).

Incomplete applications will be rejected. Therefore, before starting your application, we strongly advise you take time to read all the information about each step below in conjunction with the [West Suffolk Council Street Trading Policy](#).

Renewal process and requirements

If you hold a current street trading consent and have no significant changes from your current consent, shown below:

- Type of consent (static / mobile)
- the location(s) you are trading from
- the commodity being offered for sale for example clothing, food, or flowers
- the stall or vehicle you will be trading from
- the days and times you intend to trade

please email licensing@westsuffolk.gov.uk to request a renewal application form and payment link.

Please make sure you answer all the questions and tick all boxes as required, including the declaration. The form must be signed and we accept electronic signatures.

The following documents are required to be submitted in addition to a correctly completed application form. These are:

- Proof of insurance including public liability of at least £5,000,000

- Basic DBS certificates of any new employees - see notes below
- Proofs of identity of any new employees – see notes below
- Gas Safety Certificate (if applicable) – see notes below

Payment of the full fee of £409 must be made upon application

Disclosure and Barring Service (DBS)

You will need to ensure that any new regular assistants apply for a Basic DBS certificate and that you submit evidence of these as part of your application.

For the purposes of the DBS, we would consider any person who works on the unit, or in any other customer facing role, without the consent holder being present, for more than 14 days a year, as assisting on a regular basis.

Please note – the Disclosure and Barring Service have specified that applications should not be processed if documents don't match exactly. This includes hyphens in names, therefore before you submit your DBS application, you should check that all your documents meet these criteria.

You will also need to declare if you or any of your employees have any new or pending convictions, cautions or are currently being investigated for any matter.

Right to Work check(s)

You will be required to check the right to work of all persons you employ to assist you under your street trading consent. Any trader found to allow an illegal worker to work as part of their trading activities is likely to have their street trading consent reviewed and or revoked.

Proof of identity

You will need to provide a valid photo document such as a passport or driving licence for any new customer facing assistants.

Gas safety certificate

The gas safety certificate will need to be a commercial, mobile catering gas safety certificate, CP44. Additionally, it must be undertaken by someone who is authorised to provide the relevant service (LPG/natural and per equipment specific): [Find or check a Gas Safe registered business](#)

This is an annual requirement.

Application

Once the application has been correctly submitted with the required fee and all the attachments listed above and provided that:

- the application is under the same terms as the existing consent, such as the location, times, and commodities
- the consent conditions and key considerations have continued to have been met
- there have been no substantiated complaints about the existing street trader or host premises

- no enforcement action has been taken against the consent holder or persons working for the applicant.

then the consent will be automatically renewed.

Please be aware that while a consultation is not required for a renewal application, we will be sharing the details of the applicant and regular assistants with the police.