

Option for the event organiser to submit a single static application

The council will accept one application from the person organising the street trading event and does not require individual traders to gain their own consent. This provision aims to promote and encourage traders to attend events within the district.

Event organisers should contact licensing by email on licensing@westsuffolk.gov.uk to arrange a discussion about the event, following which a licensing officer will provide a copy of the relevant application form.

The application will be treated as a one-off static application and, as such, the relevant fee of £409 will be required.

The event organiser will need to supply the following information for each trader:

1. Name of trader, name of business, vehicle registration details (if used in connection with business)
2. Public liability insurance certificate (minimum £5 million)

Event organisers will also have to declare that they have consulted with residents and businesses prior to holding the event and that all applicable traders are food business registered and have minimum food hygiene rating of '3 – Generally satisfactory.'

An event that is to be held on the highway will need confirmation from the Highways Authority that they have no objection, other areas will require landowner permission.

The application must be submitted at least seven days in advance of the event. Last minute additions will be considered on a case-by-case basis and may incur increased administrative fees.

Applications will be considered by licensing officers and will not go out for wider consultation.

If consent is granted, then a consent certificate will be issued to the event organiser for the duration of the event.

There are additional conditions applicable to special events or markets which are detailed within the [street trading policy](#).

Exemptions for one day community events

West Suffolk Council's street trading policy provides additional flexibility for events.

"Trading at charity or small community events, where the proceeds of the event are to be used solely for charitable or community purposes **are exempt from the council's street trading fees**".

Additionally, **one-day community events such as fairs or fetes have been designated as being exempt** from street trading requirements.

Each application will be decided on its own merit. However, as an example, a one-day Christmas light switch on **would be exempt** from the street trading policy as it would be deemed a one-day community event.

A two-day food and drink festival **would not** be exempt and would need to apply for street trading consent.

Notification to Safety Advisory Group

Event organisers should also continue to consider their existing responsibility to notify West Suffolk's Safety Advisory Group as part of the event planning process.

Further information on the Safety Advisory Group process can be found on the following link: [Running an event safely](#)