

Street Trading Licence Procedure Notes

Before making an application for a Street Trading Licence please read Shropshire Council's Street Trading Policy 2023 – 2028 to ensure you are familiar with all the requirements. The policy is available from our web pages at

<https://www.shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/street-trading-licence/>

or by contacting the Licensing Team on 0345 678 9026 or licensing@shropshire.gov.uk

All streets in Shropshire, as defined by s329 of the Highways Act 1980, are Licence Streets. A "Licence Street" means a street in which trading is prohibited without a licence.

There are some specific exceptions to this which are listed below:

Shrewsbury Prohibited Streets

Street trading is prohibited in all streets (save for those referred to in Shrewsbury Licence Streets listed below or the areas where consent does not have an effect) within the boundary of the Conservation Area which is primarily the town centre and immediate surroundings (see maps in Appendix A (i) and (ii) of the Street Trading Policy 2023 - 2028).

Oswestry Prohibited Streets

All streets within the specified area of the Town of Oswestry (see map at Appendix B(i) and (ii) of the Street Trading Policy 2023 - 2028).

Ellesmere Prohibited Streets

- Church Hill
- Love Lane

Ludlow Consent Streets

- Bull Ring
- Broad Street (from Buttercross to Lloyds Bank)
- Castle Street
- Castle Square (excluding Market Square)
- Upper Dinham
- Harp Lane
- Church Street
- High Street
- Market Street
- King Street
- Tower Street

Under provisions of the Local Government Act 1972, on the 9 December 2010 the Council delegated to Ludlow Town Council all of its powers emanating from Section 3 and Schedule 4, Local Government (Miscellaneous Provisions) Act 1982 in respect of Street Trading.

Ludlow Town Council is therefore responsible for the administration and enforcement of Street Trading in the Ludlow Town Council area.

Shrewsbury Licence Streets

- The Square
- St Chad's Terrace – outside the main entrance gate to the Quarry
- Priory Road – the western end close to the children's playground
- Entrance to Porthill Bridge off Porthill
- Area adjacent to the Footbridge Access Ramp on the Frankwell Carpark
- St Mary's Closed Church Yard

Street Trading is only permitted in the streets listed below where the Street Trading forms an incidental part of planned entertainment/activity licenced under Shrewsbury Town Council's Premises Licence (PN/SC1043)

- Pride Hill
- High Street (between Pride Hill and Milk Street)
- St Chad's Closed Church Yard
- Old St Chads Church Yard
- Butcher Row
- St Alkmunds Closed Church Yard
- Shrewsbury Library Gardens
- Periphery of Rowleys House
- Paved Area adjacent to Hills Lane
- Shoplatch
- Paved area between Shoplatch and Mardol Head (where the Darwin Gate modern art is situated)

All roads and attached lay-bys covered by the Highway Authority for the Strategic Road Network (SRN) (Highways England) (unless otherwise specified in the above lists) including:

- M54
- A5
- A49
- A458
- A483 trunk roads

All A and B roads and attached lay-bys coming under the administration of Shropshire Council Highways and Transport Service

Lay-by near to the Wolfshead Roundabout on the old A5 at Nesscliffe and all of Battlefield Way, Shrewsbury.

Areas where consent does not have an effect

Shrewsbury - Appendix A(i)

- The Quarry
- Riverside Centre
- Mardol Head
- The Parade

Oswestry– Appendix B(ii)

- Cae Glass Park

Bridgnorth– Appendix C

- Castle Grounds
- Crown Meadow
- Severn Park

- Prior to making an application for a Street Trading Licence you must also seek permission from the landowner to use the land for this purpose. Street Trading Licenses will not be issued without evidence of permission to use the land from the landowner.
- The application form should be completed and returned along with all supporting documents to the Licensing Team. If you are in any doubt as to what is required, please refer to the Street Trading Policy 2023 – 2028 and the checklist at the end of the application or contact the Licensing Team.
- The application must be accompanied by the receipt for the appropriate fee.
- The site notice at the end of the application form should be completed by the applicant and displayed on or immediately outside the proposed trading location for a period of 14 consecutive days starting the day after the application is submitted. Please use the appropriate notice annual/daily.

If any part of the application is incomplete, the site notice has not been displayed or the fee not paid, the application will not be processed until such a time as all the information / documentation is provided.

| | |
|---|---|
| 7. Type of vehicle/stall/trailer to be used (and registration number if applicable) | |
| 8. When would you like to start trading: | |
| 9. Please state the calendar dates you wish to trade on: | |
| 10. Trading licence required (Please circle) | Daily Annual |
| 11. Desired days of trading | Mon / Tues / Wed / Thurs / Fri / Sat / Sun (please circle all the days required) |
| 12. Desired times of trading (Please use the 24 hour clock) | From: To: |

Please tick ✓ Yes

- I have completed and signed the application form
 - I have enclosed a copy of the receipt for the fee paid
 - I have enclosed one passport sized photograph of myself, countersigned in accordance with passport rules
 - I have enclosed evidence of right to work in the UK in accordance with Home Office requirements
 - I have enclosed proof of identity, address and date of birth documentation
 - I have enclosed proof of a basic criminal record disclosure which is no more than 3 months old
 - I have enclosed a certificate of good conduct/statutory declaration if not a UK resident for previous 5 years
 - I have enclosed two references from professional or business sources who have known me for at least two years
 - I have enclosed a copy of a map showing the proposed trading location clearly outlined in red which is at least 1:1250 scale (static location only)
 - I have enclosed an additional map to scale clearly identifying the precise trading location and its proximity to other similar retail outlets (static collection only)
 - I have enclosed three colour photographs of the stall/van/cart etc. that will be used
 - I have enclosed a sketch or diagram identifying external dimensions of the stall/van/cart that will be used
- If trading in food or drink**
- I have enclosed a declaration that I have registered as a food business
 - I have enclosed evidence of current training to a level equivalent to the Chartered Institute of Environmental Health Level 2 Hygiene Certificate

- I have enclosed evidence of my food hygiene score of 3 or above
- I have enclosed evidence of the vehicle/unit meeting Shropshire Council's food safety standards including:
 - Inspection report issued by a Public Protection Officer
 - Electrical Installation report
 - Gas Safety Certificate
- I have enclosed a copy of my public liability insurance (minimum £5,000,000)
- I have enclosed evidence that permission has been obtained from the landowner to trade in the proposed location
- I have enclosed evidence of any other permissions or consents already obtained with regard to the proposed operation
- I have enclosed a site notice copy and photographic evidence of it displayed on location.
- I understand that if I do not comply with the above requirements my application will not be processed

I declare that the information I have supplied in this application is true, complete and accurate to the best of my knowledge. Where applicable, I have read and understood the conditions of licence and will abide by them.

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.

Data Protection

The information provided will be used in the process of considering the application and may be sent to authorised bodies including: Police, Benefits, Councillors, Inland Revenue, other local authorities.

Shropshire Council is under a duty to protect the Public Funds that we handle and to this end we may share your information internally or with other organisations for the prevention and detection of a crime or any matters connected to a breach of Shropshire Councils Licensing Policy. We will not transfer your personal data outside the European Economic Area or disclose it to any third party other than for the purposes outlined.

Applicant
Signature:

Date:

Full name (in CAPITALS):



STREET TRADING NOTICE

ANNUAL LICENCE

Local Government (Miscellaneous Provisions) Act 1982

Notice is hereby Given that I/We _____

Have made an application for a Street Trading Licence for the sale of _____
at this location on the following days and times.

| Day | From: | To: |
|-----------|-------|-----|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |

Any person wishing to make comments regarding this application must do so in writing to the Licensing Team, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND or licensing@shropshire.gov.uk within 14 days from the date of this notice. Applications can be viewed during normal office hours at the above address.

Dated: _____



STREET TRADING NOTICE

DAILY LICENCE

Local Government (Miscellaneous Provisions) Act 1982

Notice is hereby Given that I/We _____

Have made an application for a Street Trading Licence for the sale of _____
at this location on the following days and times.

| Trading Times | From: | To: |
|---------------|-------|-----|
|---------------|-------|-----|

Trading Dates

| | | | | | | | | |
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Dated: _____