

## LICENSING SUB-COMMITTEE

Date: Thursday 17 July 2025  
Time: 10.00 am  
Venue: Bad Homburg Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Josie McDonald, Democratic Services Officer (Committees) on 01392 265354 or email [committee.services@exeter.gov.uk](mailto:committee.services@exeter.gov.uk)

Entry to the Civic Centre can be gained through the Customer Services Centre, Paris Street.

*Membership -*  
Councillors Snow, Banyard and Holland

### Agenda

#### **Part I: Items suggested for discussion with the press and public present**

##### **1 Appointment of Chair**

To appoint a Chair for the meeting.

##### **2 Declarations of Interest**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

##### **3 LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 EXCLUSION OF PRESS AND PUBLIC**

***It is considered unlikely that the Committee would wish to exclude the press and public during consideration of the items on this agenda. If, however, the Committee were to exclude the press and public, a resolution in the following form should be passed:***

**“RECOMMENDED** that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the particular item(s) on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph(s) of Part I of Schedule 12A of the Act.”



To pass the following resolution:

**RESOLVED** that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for items and on the grounds that if involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part I of Schedule 12A of the Act.

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**4 Application to Renew Hackney Carriage / Private Hire Vehicle licence over 9 years old**

To consider the report of the Head of Service - Environment and Waste.

(Pages 3 - 54)

**5 Application to Renew Hackney Carriage / Private Hire Vehicle licence over 9 years old**

To consider the report of the Head of Service - Environment and Waste.,

(Pages 55 - 106)

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**

**6 Application for Consent to Engage in Street Trading**

To consider the report of the Head of Service - Environment and Waste.

(Pages 107 - 146)

**7 Application for Consent to Engage in Street Trading**

To consider the report of the Head of Service - Environment and Waste.

(Pages 147 - 180)

**Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265425.**



## REPORT TO LICENSING SUB COMMITTEE

Date of Hearing:	17 July 2025
Report of:	Nigel J Marston – Principal Licensing Officer
Decision Required:	RENEWAL of a licence relating to a Private Hire vehicle over 9 years old.
Legislation:	Local Government (Miscellaneous Provisions) Act 1976
Applicant:	

### 1. What is the report about?

- 1.1 An application is attached at Appendix A that has been received from the Applicant, a licensed private hire operator and driver seeking permission for the renewal of a private hire vehicle licence for a vehicle which is over 10 years old. The vehicle turned 10 years old on the 17 April 2025. This is a matter that cannot be dealt with under the delegated powers.

### 2. Background:

- 2.1 The vehicle that is being presented for licensing as a private hire vehicle is a 6 passenger, Volkswagen Caravelle, registration number [REDACTED], with a date of first registration of 17 April 2015. A copy of the vehicle registration document is attached within Appendix D.

### 3. Report Details:

- 3.1 The vehicle has a current MOT certificate dated 18 March 2025 and expires 12 April 2026. The mileage recorded at the MOT inspection was 139,255 miles. The MOT certificate is attached as Appendix C and vehicle insurance is attached as Appendix B. In addition to the MOT certificate there is an independent mechanical inspection report, which has been submitted, this is dated 18 April 2025 and is attached as Appendix E. Photos for the vehicle are attached at Appendix F. Upon inspection by a Council Officer the vehicle was found to be in excellent condition for the age. The vehicle was first plated by Exeter City Council on 17 April 2015 and has been continuously licensed since that date.
- 3.2 The Licensing Sub-Committee must have regard to the Council's Practices and Procedures for the control of Hackney Carriage and Private Hire Vehicles, Drivers and Operators and the Code of Conduct for Licensed Drivers ('Taxi Policy').
- 3.3 Vehicles presented for renewal that are more 10 years old, shall not be granted. However, the Applicant will be given the right to apply for the application to be considered by a licensing sub-committee if they feel that their particular circumstances justify a deviation from the existing Policies.



#### **4. What are the legal aspects?**

- 4.1 Section 48(1) of the Local Government (Miscellaneous Provisions) Act 1976 ('the Act') states that a district council may on receipt of an application from the proprietor of any vehicle for the grant in respect of such vehicle of a licence to use the vehicle as a private hire vehicle, grant in respect thereof a vehicle licence:

Provided that a district council shall not grant such a licence unless they are satisfied-

a) that the vehicle is-

- i) suitable in type, size and design for use as a private hire vehicle;
- ii) not of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage;
- iii) in a suitable mechanical condition;
- iv) safe; and
- v) comfortable;

b) that there is in force in relation to the use of the vehicle a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1988, and shall not refuse such a licence for the purpose of limiting the number of vehicles in respect of which such licence are granted by the council.

- 4.2 Under Section 48(4)(c) of the Act the Licensing Sub-Committee may grant a licence for a maximum period of 12 months.
- 4.3 Any person aggrieved by a refusal of the Licensing Sub-Committee to grant a vehicle licence under Section 48 of the Act may appeal to the Magistrates Court within 21 days of receiving written notice of the refusal.

#### **5. Recommendations:**

- 5.1 The Licensing Sub-Committee are asked to determine the application having regard to current policy.

#### **Service Lead – Environmental Health & Community Safety**

Author: Nigel J Marston – Licensing Officer

#### **Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report:-  
None

Contact for enquires:  
Democratic Services (Committees)  
Room 4.36  
01392 265275



**A**





**Application for the renewal of a Hackney Carriage or  
a Private Hire Vehicle Licence**

**NAME OF PROPRIETOR**

I/We Tony Goode ..... Full name(s))

Address: [Redacted] .....

Telephone No. [Redacted] .....

e-mail  
address...info@travelexecutive.co.uk.....

Any other person who is a proprietor of the vehicle or who is concerned either solely or in partnership with any other person in the keeping, employing or letting of hire of the vehicle.

<u>Name</u>	<u>Address</u>
.....	.....
.....	.....
.....	.....

Hereby apply for a Licence for the undermentioned motor vehicle to be used as a \*Hackney Carriage / \*Private Hire Vehicle within the City of Exeter and I hereby declare that all particulars entered on the form are true and correct to the best of my knowledge and belief. (\* Delete which does not apply)

Make of Vehicle: VW Caravelle ..... Number of Passengers ...6.....

Registration No. [Redacted] ..... Date of First Registration of Vehicle 17.04.2015

Vehicle Registration Document No.  
(at bottom right of document). ..... [Redacted]

Details of Current Vehicle Insurance AXA.....

Date of EXP 15/12/2025 .....

Where will the vehicle be kept when not in use? (Address) .....

In respect of Private Hire Vehicles, by which operator, and from what address will the Private Hire Vehicle be operated?

Name of Operator: Travel Executive.....

Address [Redacted] .....



**When an application involves the substitution or exchange of an existing vehicle by a new one, please answer the following questions:**

1. Will the replaced vehicle continue to be used as a Licensed Private Hire/Hackney Carriage vehicle? /NO
2. If No, please specify reason (i.e. private use, taken off road etc).....
3. If continuing to be used as a Licensed vehicle, please give name and address of the new owner .....
4. Make and Registration of existing Licensed vehicle .....
5. Licence and Plate No: ...P128..... Date of Expiry .....

I understand that omissions or incorrect statements will render the Licence if granted, liable to suspension or revocation and render me liable to prosecution.

I have been given a copy of the conditions relating to this Licence

Signed  .....

Dated 13/04/2025 .....

Any changes in the circumstances which might render any of the above information incorrect must be immediately reported to the Office of the Assistant Director Environment, Exeter City Council, Paris Street, Exeter, EX1 1RQ

**NB INFORMATION DISCLOSED ON THIS FORM MAY BE REVEALED TO OTHER AGENCIES AND BODIES FOR THE SOLE PURPOSE OF PREVENTING OR DETECTING CRIMES.**

**OFFICE USE ONLY**

Fee paid ..... Date ..... Receipt No .....

**INSPECTION OF:**

- |     |                                 |                     |
|-----|---------------------------------|---------------------|
| (1) | Insurance                       | Satisfactory YES/NO |
| (2) | Fire Extinguisher/First Aid Kit | Satisfactory YES/NO |
| (3) | Cleanliness                     | Satisfactory YES/NO |
| (4) | Advertising Signs               | Satisfactory YES/NO |
| (5) | Meter                           | Satisfactory YES/NO |
| (6) | Plate Fixing                    | Satisfactory YES/NO |
| (7) | Tariff                          | Satisfactory YES/NO |
| (8) | Bus Lane stickers               | Satisfactory YES/NO |

Licence to be issued : YES / NO

Signed..... Date.....

Licensing Officer

Notes .....



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**B**



## IMPORTANT

THESE NOTES ARE FOR  
YOUR GUIDANCE

To ensure full protection under your policy it is essential to notify your broker of any change to the details previously supplied such as:

www) Change of address, occupation, vehicle(s) declared or use of your car/vehicle.  
xxx) Motoring convictions and/or summons pending/accidents.

\*\*\*\*\*

### WARNING

It is an offence if any person for the purpose of obtaining the grant of any licence to himself/herself or any other person knowingly makes any false statement, or for the purpose of obtaining the issue of a certificate of insurance or of a certificate of security under the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney, makes any false statement or withholds any material information.

## CERTIFICATE OF MOTOR INSURANCE



Certificate no. [REDACTED]

223. Description of vehicles

TR600DE

224. Name of Policyholder

[REDACTED]  
I/as Travel Executive

225. Effective date of the commencement of insurance for the purposes of the relevant law

16/12/2024

226. Date of expiry of insurance

15/12/2025

227. Persons or classes of persons entitled to drive

The Policyholder and any person

Provided that the person driving holds a licence to drive the vehicle, or has held and is not disqualified from holding or obtaining such a licence, and is driving on the Policyholder's order or with his permission.

228. Limitations as to use

For social, domestic and pleasure purposes and in connection with the Policyholder's business including carriage of passengers for private hire.

### The policy does not cover –

Use for racing, pace-making, speed test, rallies, trials or competition, or use for hire or reward other than private hire

I hereby certify that the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney.

**Tara Foley**  
CEO AXA UK & Ireland

Note: For full details of the insurance cover reference should be made to the policy.

Cancellation - if this policy is cancelled this Certificate will no longer be valid and the vehicle will be removed from the Motor Insurance Database from the cancellation date.

ADVICE TO THIRD PARTIES – NOTHING CONTAINED IN THIS CERTIFICATE  
AFFECTS YOUR RIGHTS AS A THIRD PARTY TO MAKE A CLAIM.

"THIS CERTIFICATE OF MOTOR INSURANCE HAS BEEN PREPARED ON A  
LASER PRINTER AND IS NOT VALID IF IT HAS BEEN ALTERED IN ANYWAY"

### Windscreen Repair or Replacement Service:

You will need to show your Certificate of Motor Insurance to the supplier. Windscreen excess £60

This insurance also applies throughout the European Union and in Liechtenstein, Norway, Iceland, Switzerland and Andorra. This gives the minimum cover required by the law in each of the above countries.

Cette assurance est également valable dans tous les pays de l'Union Européenne au Liechtenstein, en Norvège, en Islande, en Suisse et en Andorre. Elle offre au moins la couverture minimum exigée par la loi de chacun de ces pays.

Die vorliegende Versicherung gilt auch überall in den Ländern der Europäischen Union, Liechtenstein, Norwegen, Island, Schweiz und in der Andorra. Die Versicherung auf jeden Fall die für die jeweiligen Länder gesetzlich geforderte Mindestdeckung.

La presente Assicurazione è valida per tutti paesi della Comunità Europea e nei paesi di seguito elencati, Liechtenstein, Norvegia, Islanda, Svizzera e Andorra, fornendo la copertura minima richiesta dalle leggi previste in materia in ognuno di questi paesi.

Este seguro también tiene validez en todos los países de la Unión Europea y en Liechtenstein, Noruega, Islandia, Suiza y Andorra. Ofrece al menos la cobertura mínima especificada por la ley en cada uno de estos países.

AXA Insurance UK plc. Registered in England and Wales No 78950. Registered office: 20 Gracechurch Street, London, EC3V 0BG.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

DC: RTAKACOW v1.0 05/11/2019



**C**



## MOT test certificate

① Vehicle identification number

[REDACTED]

②a Registration number

[REDACTED]

②b Country of registration

GB

Make and model

**VOLKSWAGEN CARAVELLE**

⑤ Vehicle category

**M1**

④ Mileage

**139,255 miles**

Mileage history

**131,771 miles**

21.03.2024

**116,113 miles**

13.04.2023

**101,080 miles**

15.03.2022

⑦ **Pass**

③b Date of the test

**18.03.2025**

③c Expiry date

**12.04.2026**

To preserve the anniversary of the expiry date, the earliest you can present your vehicle for test is 13.03.2026.

③a Location of the test

**UNIT 1, WALDRONS FARM BUSINESS UNITS, SIDMOUTH ROAD, FARRINGDON, EX5 2JX**

⑨ Testing organisation and inspector name

**S002955 BIG SKY MOT SERVICE & REPAIR  
J. MACKEEN**

MOT test number

**7071 2895 0384**

Duplicate certificate issued by DVSA on 24 March 2025

Check that this document is genuine by visiting [www.gov.uk/check-mot-history](https://www.gov.uk/check-mot-history)

If any of the details are not correct, please contact DVSA by email at [enquiries@dvsa.gov.uk](mailto:enquiries@dvsa.gov.uk) or by telephone on 0300 1239000.

Receive a free annual MOT reminder by subscribing at [www.gov.uk/mot-reminder](https://www.gov.uk/mot-reminder) or by telephone on 0300 1239000.



Driver & Vehicle  
Standards  
Agency



**D**





Registration number

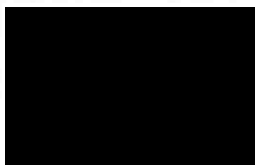
TR60 ODE

**THIS DOCUMENT IS NOT PROOF OF OWNERSHIP.**

It shows who is responsible for registering and taxing the vehicle.

Driver & Vehicle  
Licensing  
Agency**UNITED KINGDOM  
UK REGISTRATION  
CERTIFICATE****European Community**свидетелство за регистрация  
Permiso de circulación  
Osvědčení o registraci  
Registreringsattest  
Zulassungsbescheinigung  
RegistreerimistunnistusΆδεια κυκλοφορίας /  
Πιστοποιητικό Εγγραφής  
Certificat d'immatriculation  
Teastas Cláraithe  
Carta di circolazione  
Reģistrācijas apliecībaRegistrācijas liudijimas  
Forgalmi engedély  
Čertifikat ta' Registrazzjoni  
Kentekenbewijs  
Dowód Rejestracyjny  
Certificado de matrículaCertificat de înmatriculare  
Osvedčenie o evidencii  
Prometno dovoljenje  
Rekisterõintodistus  
Registreringsbeviset  
Prometna dozvola**1. Registered keeper**

1310759200\_001894\_40400

**You must make sure that the name  
and address printed here is correct.  
If it is not, see section 12.**

Document reference number

5107 130 0185

**Thinking of buying this vehicle?****Buyer beware...**Do you know how to avoid being tricked into buying a  
stolen vehicle?For tips and advice go to  
[www.gov.uk/checks-when-buying-a-used-car](http://www.gov.uk/checks-when-buying-a-used-car)**2. The previous registered keeper**

[Z.1] NONE

[Z.2]

[Z]

**3. Special notes (these notes cannot be removed)**

1. DECLARED NEW AT FIRST REGISTRATION.



9

Selling or transferring your vehicle to a motor trader, insurer or dismantler – Please fill in and return to DVLA (see notes over the page)

V5C/3

V5C3-0614

981

Date of sale or transfer

Present mileage

00

D M M Y Y

\* You are not required by law to provide mileage information

## Name and address of motor trader

Business name:

Address:

Post town:

Postcode:

VAT number:

## Declaration Please read the notes over the page before signing.

## Registered keeper:

I declare that I sold or transferred this vehicle to the motor trader, insurer or dismantler named in this section on the date shown.

Signature:

Date:

## Motor trader, insurer or dismantler:

I declare that this vehicle was sold or transferred to me on the date shown in this section.

Signature:

Date:

The Law: If the vehicle is sold or transferred both the registered keeper and the motor trader, insurer or dismantler must sign this section. The registered keeper must then return it to DVLA.

Document

Ref. No.

5107 130 0185

17 04 15

Despatch

Codes

1310759200 / 001894

41

## 10. New keeper's details – To be kept by the new keeper. Do not return to DVLA (see notes over the page)

Please tear along dotted line

V5C/2

Registration number

Validation character

Make

VOLKSWAGEN

Model

CARAVELLE SE BMT TDI AUTO

Please write new keeper's name and address in black ink

Suspension Type

Date of first registration

17 04 2015

Wheelplan

2-AXLE-RIGID BODY

Revenue weight

3080 KG GROSS

\*Taxation class

DIESEL CAR

Type of fuel

HEAVY OIL

Cylinder capacity

1968 CC

CO<sub>2</sub>

199 G/KM

No. of seats inc. driver

8

Write date of sale/transfer here

D M M Y Y

Postcode

Doc. Ref. No.

65107 130 0185

17 04 15

Despatch Codes

1310759200 / 001894

41

V5C2-0614

This will not produce a Registration Certificate.

\*The tax class shown can only be changed when taxing. Please apply at your nearest Post Office\*



## 11. Notification of permanent export – Please fill in and return to DVLA (see notes over the page)

Please tear along dotted line

V5C/4

V5C4-0614

Registration number

Validation character

Date of export

D M M Y Y

Document

Ref. No.

5107 130 0185

17 04 15

Despatch

Codes

1310759200 / 001894

41

This section will not produce an export certificate. The V5C replaces the need for a separate export certificate.

## Declaration Please read the notes over the page before signing.

I declare that the vehicle will be exported on the date shown.

Signature:

Date:

## 12. What you need to know about the V5C

## Selling or transferring your vehicle privately

What you, the person selling the vehicle as current registered keeper, must do. Failure to tell DVLA may result in a fine or prosecution.

- Fill in section 6. (Give the name and UK address of the new keeper (buyer).)
- Fill in section 10 (V5C/2) and give it to the new keeper.
- Sign and date the declaration in section 8 along with the new keeper.
- Keep a record of the new keeper's name and address.
- Tear off and return section 1 – 8 to DVLA, Swansea SA99 1BA.

## What the person buying the vehicle must do

- Sign and date the declaration in section 8 along with the seller.
- Keep section 10 (V5C/2) until you get your Registration Certificate
- Tax your vehicle immediately using section 10 (V5C/2).

## What we will do

- Update our vehicle record with the new registered keeper details.
- Send you, the current registered keeper (the seller), an acknowledgement within 4 weeks to confirm you are no longer liable for the vehicle, and issue an automatic refund of vehicle tax (if applicable). If you paid the vehicle tax by Direct Debit, the Direct Debit will be cancelled.

If you do not get an acknowledgement letter from us phone DVLA Customer Enquiries on 0300 790 6802, as you could be liable for the vehicle and may get a penalty and/or be prosecuted. If you are deaf or hard of hearing and have a telephone, phone 0300 123 1279.

## Your name and/or address details

- If the registered keeper details in section 1 are wrong or you want to change your name or address fill in section 6, sign the declaration and return the whole certificate to DVLA, Swansea, SA99 1BA. (You should also make sure you tell us about these changes on your driving licence by sending it to DVLA, Swansea, SA99 1BN).

There is more information on the website at [www.gov.uk/vehicle-registration](http://www.gov.uk/vehicle-registration)

## Data Protection Act – Release of information

Your information may be disclosed in a number of lawful circumstances. Please go to [www.gov.uk/data-protection](http://www.gov.uk/data-protection) for more information.

i



# UK Registration Certificate

Official use only

## 4. Vehicle details

A Registration number [REDACTED] 2 (A.1) Validation character [REDACTED] 3

B Date of first registration 17 04 2015  
[B.1] Date of first registration in the UK 17 04 2015

D.1 Make VOLKSWAGEN  
D.2 Type 7HC

Variant MCFC308X0  
Version LNFD7BT0117NVR27MJG0S

D.3 Model CARAVELLE SE BMT TDI AUTO  
D.5 Body type MPV  
[X] Taxation class DIESEL CAR  
[D.6] Suspension Type  
[Y] Revenue weight 3080 KG GROSS  
P.1 Cylinder capacity (cc) 1968 CC  
V.7 CO<sub>2</sub> (g/km) 199 G/KM  
P.3 Type of fuel HEAVY OIL  
S.1 Number of seats, including driver 8  
S.2 Number of standing places (where appropriate)  
[D.4] Wheelplan 2-AXLE-RIGID BODY  
J Vehicle category M1  
K Type approval number e1\*2001/116\*0220\*34  
P.2 Max. net power (kW) 132  
E VIN/Chassis/Frame No. [REDACTED]  
P.5 Engine number CFCA098168  
F.1 Max. permissible mass (exc. m/c) 3080  
G Mass in service 2231  
Q Power/Weight ratio (kW/kg) (only for motorcycles)  
R Colour BLACK  
O Technical permissible maximum towable mass of the trailer:  
O.1 braked (kg) 2500  
O.2 unbraked (kg) 750  
U Sound level:  
U.1 stationary (dB(A)) 73  
U.2 engine speed (min-1) 2375  
U.3 drive-by (dB(A)) 72  
V Exhaust Emissions:  
V.1 CO (g/km or g/kWh) 0.195  
V.2 HC (g/km or g/kWh)  
V.3 NOx (g/km or g/kWh) 0.180  
V.4 HC+NOx (g/km) 0.211  
V.5 particulates (g/km or g/kWh)

## 5. Registered keeper

If any details are wrong enter the correct details in section 6, sign section 8, and return to DVLA

C.4.c - This document is not proof of ownership.

C.1.2  
C.1.1  
C.1.3

Please write in black ink and CAPITAL LETTERS.

## 6. New keeper or new name/new address details

Please see section 12

Mr 1 Mrs 2 Miss 3 Please tick ☒ the appropriate box W 4

Title (for example, Ms, Rev and so on) or business name:

First names: 5

Surname: 6

For company use only DVLA/DVA Fleet number 7

Date of birth (not required by law) Postcode: Please help us to help you by giving your postcode.

DD MM YY YY 8 9

House No: 10

Address: 11

Post town:

New keeper? If so tick this box: K 12 Date of sale or transfer: DD MM YY 13

Driving licence number of the new keeper (not required by law)

Present mileage (not required by law) 15

R 16 S 17

## 7. Changes to current vehicle

Only enter corrected or altered details

Wheelplan / Body type 20

VIN / Chassis / Frame Number 21

New revenue weight Date of change Cylinder capacity (cc) 22 DD MM YY 23 24

No. of seats inc. driver No. of standing places Type of fuel 25 26 27

Engine number 28

New colour Date of change CLR 29 DD MM YY 30

Tax class\* Y 31 32

\*The tax class shown in section 4 can only be changed when taxing. Please apply at your nearest Post Office\*.

## 8 Declaration - You MUST sign, date and return this page to DVLA, Swansea, SA99 1BA when you notify any changes.

**Registered keeper:** I declare that the new details I have given are correct to the best of my knowledge.

**New keeper:** I declare that this vehicle was sold or transferred to me on the date shown in section 6 and my name and address are correctly shown.

Signature:

Date:

Signature:

Date:

**Law:** If the vehicle is sold or transferred, both the registered keeper and the new keeper must sign this Certificate.

Official use only - Please do not write below this line.

V5C-0614

Doc. Ref. N° 5107 130 0185  
Des. Codes 1310759200 / 001894

17 04 15  
41



8269 3325 1076 4769 3837 7827

ISC

34

Official Use Only



**E**



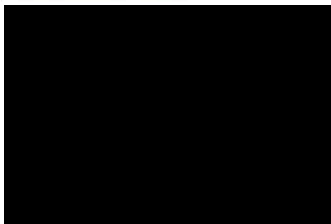

# P & R Auto's

Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR  
01392 366175 - 07970 410476

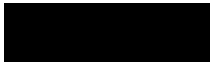

## VEHICLE EXAMINATION REPORT

### YOUR ATTENTION IS DRAWN TO THE TERMS AND CONDITIONS BELOW

The examination of the vehicle described in this report was of a purely external, visual nature and excludes any dismantling. No responsibility can be accepted for defects not visibly present at the time, or those not detected which fall outside the scope of the examination and (where possible) its limited road test. Road tests, when possible, are conducted for a limited duration and exclude high speed testing. The accuracy of the instrumentation within the vehicle (speedometer, odometer, fuel and temperature gauges etc.), cannot be verified, neither can the future life expectancy of the clutch and brake linings, or the failure of mechanical components in the future. Statements on fuel and oil consumption levels will also be excluded.

Report No: <b>PR0076</b>	Inspection Date: <b>18/04/2025</b>
Customer Details 	Inspection Address <b>Rath Na Ri Clyst Honiton Exeter Devon EX5 2HR</b>
Telephone: 	Telephone: <b>07967 410476</b>

### VEHICLE DETAILS

Make & Model	<b>VW Caravelle</b>	Registration No.	
Colour	<b>Black</b>	Engine CC	<b>1968 (approx)</b>
Vehicle Identity Number. (VIN No.)		Confirmed	<b>Yes</b>
Engine No: CFCA098168			
V5 Registration doc checked	<b>NO</b>	MOT Certificate Expires	<b>12.4.2026</b>
Odometer Reading	<b>139258 MILES</b>	Service Records Seen	<b>NO</b>

### MECHANIC SUMMARY

### PLEASE READ ALL THE PAGES OF THE REPORT

Vehicle in great condition with low mileage for age.



# P & R Auto's

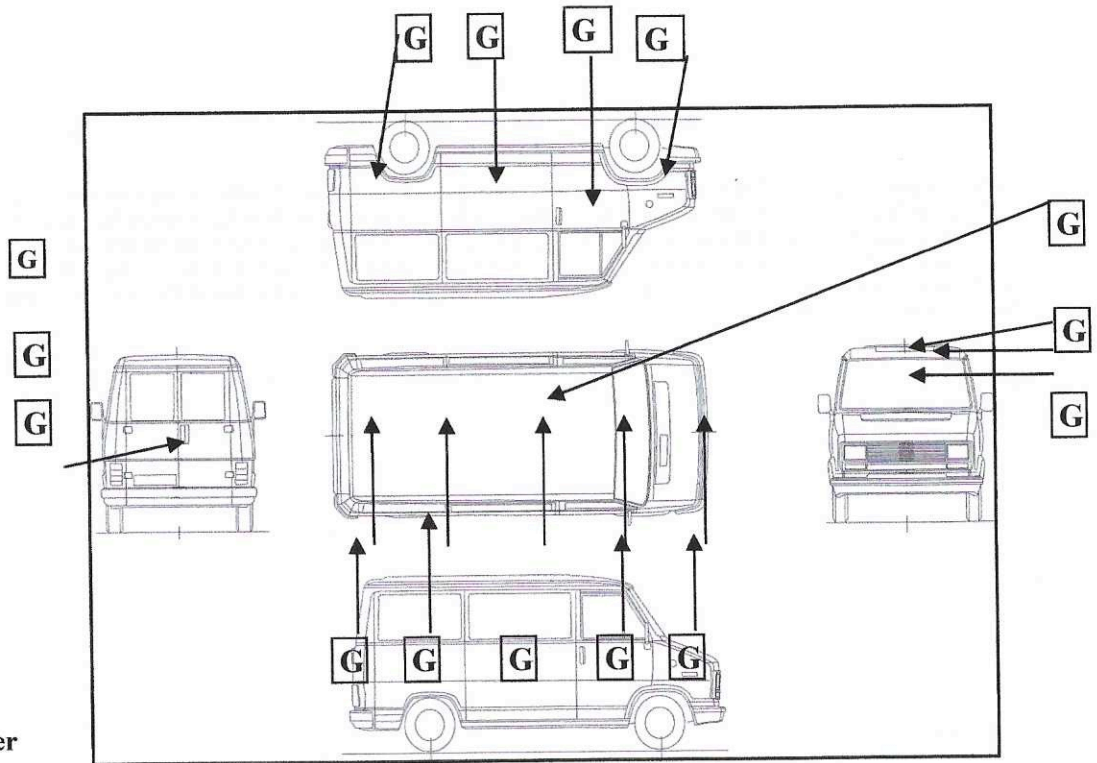
Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR  
01392 366175 - 07970 410476

## EXTERIOR PANELS

### KEY:

A acceptable  
G good  
R repaired  
= scratch  
X dent  
C corrosion  
O chip / rust  
D decals  
P poor  
condition  
-- not checked

Paint Colour: Silver



Minor blemishes, which are acceptable for the vehicle's age and type, are not recorded and you should satisfy yourself in this regard.

EVIDENCE OF BODYWORK REPAIRS

NO No Major Repairs seen

### Comments

### KEY FOR POINTS ON FOLLOWING PAGES

S Satisfactory for age and recorded mileage  
-- Could not be checked  
x Needs immediate attention  
A Advisable repair  
N/A Not applicable  
Y Yes  
N No  
C See Engineer's comments

## BODY EXTERIOR

P & R Autos  
Rath Na Ri  
Clyst Honiton  
Exeter

Page 19  
EX5 2HR  
01392 366175



# 3 P & R Auto's

Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR  
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ELECTRICAL / CONTROLS					
37. Starting system/Ignition lock	S	43. Stop lights	S	51. Horn	S
38. Battery charging system	S	44. Indicator/Hazard lights	S	52. Radio/Cass./CD/Aerial	S
39. Voltages at battery:	S	45. Reverse / Fog lights	S	53. Heater(s) / Fan controls	S
normal	S	46. Auxiliary lights	S	54. Air Con operation	S
charging	S	47. Interior / Panel lights	S	55. Door locking	S
40. Headlights	S	48. Screen dimisters SELECT	S	56. Windows	S
41. Sidelights /Running lights	S	49. Mirrors (electric)	S	57. Wipers/Washers	S
42. Rear and No. plate lights	S	50. Controls/Instruments	S	58. Headlamp washers	S
1. Panel Condition/Alignment	S	5. Bumpers No plates – F/R	S	9. Body damage	N
2. Paintwork	S	6. Door locks – operation	S	10. Corrosion	S
3. Exterior trim	S	7. Fuel filler cover and cap	S	11. Mud flaps	S
4. Glass	S	8. Elevating Roof (operation/cond..)	S	12.	

ENGINE COMPARTMENT		Diesel			
13. Coolant Level/Condition	S	21. Clutch Fluid	S	29. Accelerator linkage	S
14. Coolant leaks	NO	22. Brake Fluid	S	30. Body panels	S
15. Antifreeze	S	23. Engine Oil level	S	31. Bonnet catch	S
16. Radiator/Cap	S	24. External leaks (engine)	NO	32. Bonnet hinges	S
17. Hoses/Pipes	S	25. Engine mountings	S	33. Cold starting	S
18. Drive Belts	S	26. Fuel Injection	S	34. Fast idle (cold)	S
19. Water Pump	S	27. Turbocharger	S	35. Noise level (cold)	S
20. Power Steering	S	28. Fuel pump/Pipes	S	36. Excess fumes/smoke	NO

Spark plugs, Injectors or Glow Plugs are not removed.

It should be noted that a gas analyser has not been used to check exhaust emissions.

If no documentation is seen indicating camshaft drive belt replacement, to ensure future serviceability, it is important that the belt is replaced immediately and then at intervals specified by the manufacturer. It is in your best interests that you ensure that this is carried out.

INTERIOR / LUGGAGE COMPARTMENT					
59. Steering Wheel/Adjustment	S	66. Door seals /hinges	S	73. Rear parcel shelf/blind	N/A
60. Seat upholstery – F/R	S	67. Interior sills	S	74. Boot/tailgate lock	S
61. Seat adjustment	S	68. Headlining/visors	S	75. Luggage/Load area trim con	S
62. Seatbelts – F/R	S	69. Sun roof(s)	S	76. Illumination light	S
63. Carpets – F/R	S	70. Dash panel (condition)	S	77. Tool kit etc	S
64. Door trim panels	S	71. Cigarette lighter(s)	S	78. Living Area (Visual Only)	N/A
65. Door fitting /operation	S	72. Mirrors (internal)	S	79.	

FRONT SUSPENSION / STEERING / UNDERFRAME					
80. Engine underside leakage	NO	85. Wheel hubs/bearings	S	90. Sub-frames/mountings	S
81. Steering joints/ball joints	S	86. Springs/suspension units	S	91. Suspension arms/mountings/joint	S
82. Steering Rack and Pinion	S	87. Sphers/Pipes/Hoses	N/A	92. Tie bars/anti roll bars	S
83. Chassis members	S	88. Dampers (condition / leaks)	S	93. Corrosion protection	S
84. Power steering Hydraulic	S	89. Power steering pipes/gaiters	S	94. Corrosion – floor/chassis	NO

REAR SUSPENSION / UNDERFRAME					
95. Springs/suspension bars	S	99. Location rods/fixings	S	103. Sub-frames/mountings/axles	S

P & R Autos  
Rath Na Ri  
Clyst Honiton  
Exeter  
EX5 2HR  
01392 366175



# 4 P & R Auto's

**Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR**  
**01392 366175 - 07970 410476**

96. Anti roll bar	S	100. Bump stops/gaiters	S	104. Chassis members	S
97. Dampers/bushes	S	101. Wheel hubs/bearings	S	105. Corrosion protection	S
98. Suspension arms/fixings	S	102. Spheres/Pipes/Hoses	N/A	106. Corrosion – floor/chassis	NO

## CLUTCH / TRANSMISSION AUTO

107. Fluid/Oil leaks	NO	111. Casings/Axles/Differential(s)	S	115. Backlash	S
108. Cables/adjustments	S	112. Mountings	S	116. Gaiters	S
109. Hydraulic system	S	113. Drive shaft assembly	S	117. Propeller shaft(s)	S
110. Linkage (wear)	S	114. Universal/sliding joints	S	118. Prop.Bearings/Supports	S

## EXHAUST SYSTEM

119. Manifold(s)	S	121. Silencer(s)/Catalyst(s)	S	123. Joints/Couplings	S
120. Pipes	S	122. Heat shields/Mountings	S	124. System condition	GOOD

## FUEL SYTEM

125. Tank	S	127. Fuel lines	S	129. Evidence of leaks	NO
126. Tank fixings	S	128. Breather pipes	--	130.	N/A

## BRAKES

131. Master cylinder security	S	134. Flexible hoses	S	137. Hand/Parkbrake op/adjustment	S
132. Fluid leaks	S	135. Pipes/Connections	S	138. Hand/Parkbrake linkage	S
133. Servo/Power system	S	136. Discs/Pads/Drums	S	139. Pedal/Linkage	S

## WHEELS AND TYRES Type

140. Wheel Rims	S	Alloy			
141. Wheel Trims	S				
Tyres	Make	Size	Type / Construction	Min tread depth	
142. RH Front	Michelin	235/50/18	Radial/Tubeless	6-7mm	S
143. LH Front	Michelin	235/50/18	Radial/Tubeless	6-7mm	S
144. RH Rear Inside	Continental	235/50/18	Radial/Tubeless	6-7mm	S
145. RH Rear	Continental	235/50/18	Radial/Tubeless	6-7mm	S
146.					
147.					
148. Spare					N/A

## ROAD TEST

Finish Odom. Reading	139264 MILES	Conditions Dry
Test Duration	5.7 Miles	Speed achieved up to 60 M.P.H.

149. Final drive op./Noise level	S	156. Instrument/Controls function	S	163. Road holding/Stability	S
150. Gearbox operation/noise level	S	157. Steering wheel alignment	S	164. General steering/Handling	S
151. Engine performance	S	158. Clutch operation	S	165. Footbrake operation	S
152. Engine noise	S	159. 4WD operation	N/A	166. Hand/Parkbrake operation	S
153. Excess smoke	NO	160. Cooling fan operation	--	167. Suspension noise	S
154. Overheating evidence	NO	161. Steering effort	S	168. Warning lights	S
155. Auto changes/Kickdown/Inhib.	S	162. Hot restarting	S	169.	

P & R Autos  
Rath Na Ri  
Clyst Honiton  
Exeter



# 5 P & R Auto's

Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR

01392 366175 - 07970 410476

FINAL CHECK				
170. Oil leaks	NO	171. Coolant leaks	NO	172.

Please read all pages of this report



# 6 P & R Auto's

Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR  
01392 366175 - 07970 410476

## Essential & Desirable Repairs

**It is strongly advised that the essential defects are investigated immediately or rectified prior to purchase of the vehicle and desirable repairs are carried out in the near future. Some defects may prove costly to rectify and this must be considered prior to purchase or authorising any remedial work.**

### Attention

Some vehicles are provided with a master key, which can be extremely costly to replace (sometimes in excess of £1000) as, in some cases, if the master key is missing the Engine Control Unit (ECU) may have to be replaced should you encounter problems. As well as this, some radios have codes to allow them to operate. Please satisfy yourself that you have all relevant keys and codes. You should also ensure you are given all relevant instruction manuals for the vehicle, radio, alarm and immobilisers as necessary

Item	Defect/Item requiring further investigation /rectification	D/X

Report Ref:	Reg. No:		Mechanics Name:	Date:
PR076				18/04/2025



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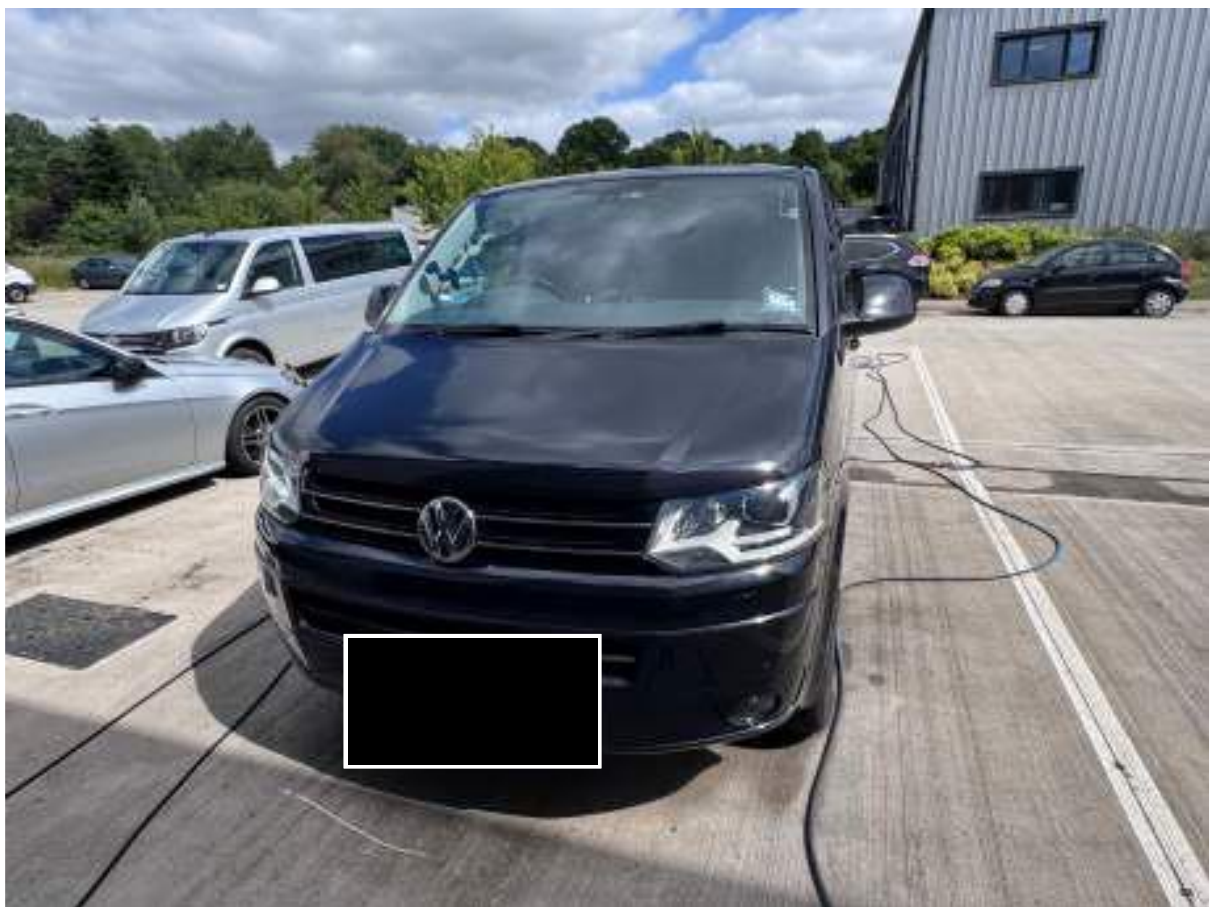


















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of the Local Government Act 1972.

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## REPORT TO LICENSING SUB COMMITTEE

Date of Hearing:	17 July 2025
Report of:	Nigel J Marston – Principal Licensing Officer
Decision Required:	RENEWAL of a licence relating to a Private Hire vehicle over 9 years old.
Legislation:	Local Government (Miscellaneous Provisions) Act 1976
Applicant:	

### 1. What is the report about?

- 1.1 An application is attached at Appendix A that has been received from the Applicant, a licensed private hire operator and driver seeking permission for the renewal of a private hire vehicle licence for a vehicle which is over 9 years old. The vehicle turned 9 years old on the 20 January 2025. This is a matter that cannot be dealt with under the delegated powers.

### 2. Background:

- 2.1 The vehicle that is being presented for licensing as a private hire vehicle is a 4 passenger, Mercedes E Class, registration number [REDACTED], with a date of first registration of 20 January 2016. A copy of the vehicle registration document is attached within Appendix D.

### 3. Report Details:

- 3.1 The vehicle has a current MOT certificate dated 9 April 2025 and expires 19 April 2026. The mileage recorded at the MOT inspection was 167,544 miles. The MOT certificate is attached as Appendix C and vehicle insurance is attached as Appendix B. In addition to the MOT certificate there is an independent mechanical inspection report, which has been submitted, this is dated 15 May 2025 and is attached as Appendix E. Photos for the vehicle are attached at Appendix F. Upon inspection by a Council Officer the vehicle was found to be in excellent condition for the age. The vehicle was first plated by Exeter City Council on 29 April 2016 and has been continuously licensed since that date.
- 3.2 The Licensing Sub-Committee must have regard to the Council's Practices and Procedures for the control of Hackney Carriage and Private Hire Vehicles, Drivers and Operators and the Code of Conduct for Licensed Drivers ('Taxi Policy').
- 3.3 Vehicles presented for renewal that are between 9 and 10 years old will be referred to the licensing sub-committee for determination.
- 3.4 Vehicles presented for renewal that are more 10 years old, shall not be granted. However, the Applicant will be given the right to apply for the application to be considered by a licensing sub-committee if they feel that their particular circumstances justify a deviation from the existing Policies.



#### **4. What are the legal aspects?**

- 4.1 Section 48(1) of the Local Government (Miscellaneous Provisions) Act 1976 ('the Act') states that a district council may on receipt of an application from the proprietor of any vehicle for the grant in respect of such vehicle of a licence to use the vehicle as a private hire vehicle, grant in respect thereof a vehicle licence:

Provided that a district council shall not grant such a licence unless they are satisfied-

a) that the vehicle is-

- i) suitable in type, size and design for use as a private hire vehicle;
- ii) not of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage;
- iii) in a suitable mechanical condition;
- iv) safe; and
- v) comfortable;

b) that there is in force in relation to the use of the vehicle a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1988, and shall not refuse such a licence for the purpose of limiting the number of vehicles in respect of which such licence are granted by the council.

- 4.2 Under Section 48(4)(c) of the Act the Licensing Sub-Committee may grant a licence for a maximum period of 12 months.
- 4.3 Any person aggrieved by a refusal of the Licensing Sub-Committee to grant a vehicle licence under Section 48 of the Act may appeal to the Magistrates Court within 21 days of receiving written notice of the refusal.

#### **5. Recommendations:**

- 5.1 The Licensing Sub-Committee are asked to determine the application having regard to current policy.

#### **Service Lead – Environmental Health & Community Safety**

Author: Nigel J Marston – Licensing Officer

#### **Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report:-  
None

Contact for enquires:  
Democratic Services (Committees)  
Room 4.36  
01392 265275



# **APPENDIX A**





**Application for the renewal of a Hackney Carriage or  
a Private Hire Vehicle Licence**

**NAME OF PROPRIETOR**

I/We [redacted] ..... full name(s)

Address: [redacted] .....

Telephone No. [redacted] .....

e-mail  
address...info@travelexecutive.co.uk.....

Any other person who is a proprietor of the vehicle or who is concerned either solely or in partnership with any other person in the keeping, employing or letting of hire of the vehicle.

<u>Name</u>	<u>Address</u>
.....	.....
.....	.....
.....	.....

Hereby apply for a Licence for the undermentioned motor vehicle to be used as a \*Hackney Carriage / \*Private Hire Vehicle within the City of Exeter and I hereby declare that all particulars entered on the form are true and correct to the best of my knowledge and belief. (\* Delete which does not apply)

Make of Vehicle: Mercedes E Class..... Number of Passengers.....4.....

Registration No [redacted] ..... Date of First Registration of Vehicle 20-01-2016

Vehicle Registration Document No. (at bottom right of document) [redacted]

Details of Current Vehicle Insurance AXA.....

Date of Exp 15/12/2025 .....

Where will the vehicle be kept when not in use? (Address) .....

In respect of Private Hire Vehicles, by which operator, and from what address will the Private Hire Vehicle be operated?

Name of Operator: Travel Executive.....

Address: [redacted] .....



**When an application involves the substitution or exchange of an existing vehicle by a new one, please answer the following questions:**

1. Will the replaced vehicle continue to be used as a Licensed Private Hire/Hackney Carriage vehicle? /NO
2. If No, please specify reason (i.e. private use, taken off road etc).....
3. If continuing to be used as a Licensed vehicle, please give name and address of the new owner .....
4. Make and Registration of existing Licensed vehicle .....
5. Licence and Plate No: ..... Date of Expiry .....

I understand that omissions or incorrect statements will render the Licence if granted, liable to suspension or revocation and render me liable to prosecution.

I have been given a copy of the conditions relating to this Licence

Signed  .....

Dated 15/04/2025 .....

Any changes in the circumstances which might render any of the above information incorrect must be immediately reported to the Office of the Assistant Director Environment, Exeter City Council, Paris Street, Exeter, EX1 1RQ

**NB INFORMATION DISCLOSED ON THIS FORM MAY BE REVEALED TO OTHER AGENCIES AND BODIES FOR THE SOLE PURPOSE OF PREVENTING OR DETECTING CRIMES.**

**OFFICE USE ONLY**

Fee paid ..... Date ..... Receipt No .....

**INSPECTION OF:**

- |     |                                 |                     |
|-----|---------------------------------|---------------------|
| (1) | Insurance                       | Satisfactory YES/NO |
| (2) | Fire Extinguisher/First Aid Kit | Satisfactory YES/NO |
| (3) | Cleanliness                     | Satisfactory YES/NO |
| (4) | Advertising Signs               | Satisfactory YES/NO |
| (5) | Meter                           | Satisfactory YES/NO |
| (6) | Plate Fixing                    | Satisfactory YES/NO |
| (7) | Tariff                          | Satisfactory YES/NO |
| (8) | Bus Lane stickers               | Satisfactory YES/NO |

Licence to be issued : YES / NO

Signed..... Date.....

Licensing Officer

Notes .....



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# **APPENDIX B**



## IMPORTANT

THESE NOTES ARE FOR  
YOUR GUIDANCE

To ensure full protection under your policy it is essential to notify your broker of any change to the details previously supplied such as:

iii) Change of address, occupation, vehicle(s) declared or use of your car/vehicle.

iii) Motoring convictions and/or summons pending/accidents.

\*\*\*\*\*

### WARNING

It is an offence if any person for the purpose of obtaining the grant of any licence to himself/herself or any other person knowingly makes any false statement, or for the purpose of obtaining the issue of a certificate of insurance or of a certificate of security under the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney, makes any false statement or withholds any material information.

## CERTIFICATE OF MOTOR INSURANCE

Certificate no. 7045162RPH000421

181. Description of vehicles

182. Name of Policyholder

183. Effective date of the commencement of insurance for the purposes of the relevant law

16/12/2024

184. Date of expiry of insurance

15/12/2025

185. Persons or classes of persons entitled to drive The Policyholder and any person

Provided that the person driving holds a licence to drive the vehicle, or has held and is not disqualified from holding or obtaining such a licence, and is driving on the Policyholder's order or with his permission.

186. Limitations as to use

For social, domestic and pleasure purposes and in connection with the Policyholder's business including carriage of passengers for private hire.

### The policy does not cover –

Use for racing, pace-making, speed test, rallies, trials or competition, or use for hire or reward other than private hire

I hereby certify that the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney.

T. A.

Tara Foley

CEO AXA UK & Ireland

Note: For full details of the insurance cover reference should be made to the policy.

Cancellation - if this policy is cancelled this Certificate will no longer be valid and the vehicle will be removed from the Motor Insurance Database from the cancellation date.

ADVICE TO THIRD PARTIES – NOTHING CONTAINED IN THIS CERTIFICATE  
AFFECTS YOUR RIGHTS AS A THIRD PARTY TO MAKE A CLAIM.

"THIS CERTIFICATE OF MOTOR INSURANCE HAS BEEN PREPARED ON A  
LASER PRINTER AND IS NOT VALID IF IT HAS BEEN ALTERED IN ANYWAY"

### Windscreen Repair or Replacement Service:

You will need to show your Certificate of Motor Insurance to the supplier. Windscreen excess £60



This insurance also applies throughout the European Union and in Liechtenstein, Norway, Iceland, Switzerland and Andorra. This gives the minimum cover required by the law in each of the above countries.

Cette assurance est également valable dans tous les pays de l'Union Européenne au Liechtenstein, en Norvège, en Islande, en Suisse et en Andorre. Elle offre au moins la couverture minimum exigée par la loi de chacun de ces pays.

Die vorliegende Versicherung gilt auch überall in den Ländern der Europäischen Union, Liechtenstein, Norwegen, Island, Schweiz und in der Andorra. Die Versicherung auf jeden Fall die für die jeweiligen Länder gesetzlich geforderte Mindestdeckung.

La presente Assicurazione è valida per tutti paesi della Comunità Europea e nei paesi di seguito elencati, Liechtenstein, Norvegia, Islanda, Svizzera e Andorra, fornendo la copertura minima richiesta dalle leggi previste in materia in ognuno di questi paesi.

Este seguro también tiene validez en todos los países de la Unión Europea y en Liechtenstein, Noruega, Islandia, Suiza y Andorra. Ofrece al menos la cobertura mínima especificada por la ley en cada uno de estos países.

AXA Insurance UK plc. Registered in England and Wales No 78950. Registered office: 20 Gracechurch Street, London, EC3V 0BG.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

DC: RTAXACOW v1.0 05/11/2019



# **APPENDIX C**



## MOT test certificate

① Vehicle identification number

[REDACTED]

②a Registration number

[REDACTED]

②b Country of registration

GB

Make and model

**MERCEDES-BENZ E**

⑤ Vehicle category

**M1**

④ Mileage

**167,554 miles**

Mileage history

**151,570 miles** 26.03.2024

**134,997 miles** 24.03.2023

**122,092 miles** 29.03.2022

⑦ **Pass**

③a Date of the test

**09.04.2025**

③b Expiry date

**19.04.2026**

To preserve the anniversary of the expiry date, the earliest you can present your vehicle for test is 20.03.2026.

③a Location of the test

**UNIT 1, WALDRONS FARM BUSINESS UNITS, SIDMOUTH ROAD, FARRINGDON, EX5 2JX**

⑨ Testing organisation and inspector name

**S002955 BIG SKY MOT SERVICE & REPAIR  
J. MACKEN**

MOT test number

**8560 6444 2982**

Duplicate certificate issued by DVSA on 15 April 2025

Check that this document is genuine by visiting [www.gov.uk/check-mot-history](http://www.gov.uk/check-mot-history)

If any of the details are not correct, please contact DVSA by email at [enquiries@dvsa.gov.uk](mailto:enquiries@dvsa.gov.uk) or by telephone on 0300 1239000.

Receive a free annual MOT reminder by subscribing at [www.gov.uk/mot-reminder](http://www.gov.uk/mot-reminder) or by telephone on 0300 1239000.



Driver & Vehicle  
Standards  
Agency



# **APPENDIX D**





Registration number



**THIS DOCUMENT IS NOT PROOF OF OWNERSHIP.**  
It shows who is responsible for registering and taxing the vehicle.



Driver & Vehicle  
Licensing  
Agency

**UNITED KINGDOM**  
**UK** REGISTRATION  
CERTIFICATE

European Community

сервисное за регистрация  
Permiso de circulación  
Osvedčení o registraci  
Registreringsattest  
Zulassungsbescheinigung  
Registreerimistunnistus

Άδεια κυκλοφορίας /  
Πιστοποιητικό Εγγραφής  
Certificat d'immatriculation  
Teastas Cláraithe  
Carta di circolazione  
Registrācijas apliecība

Registrācijas liudijums  
Forgalmi engedély  
Certifikat ta' Registrazzjoni  
Kentekenbewijs  
Dowód Rejestracyjny  
Certificado de matricula

Certificat de immatriculare  
Osvedčenie o evidencii  
Prometno dovoljenje  
Rekisterintodistus  
Registreringsbeviset  
Prometna dozvola

**1. Registered keeper**

1376195128\_801848\_40409



You must make sure that the name  
and address printed here is correct.  
If it is not, see section 12.

Document reference number

6147 681 0476

Thinking of buying this vehicle?

**Buyer beware...**

Do you know how to avoid being tricked into buying a  
stolen vehicle?

For tips and advice go to

[www.gov.uk/checks-when-buying-a-used-car](http://www.gov.uk/checks-when-buying-a-used-car)



**2. The previous registered keeper**

[Z.1] CITY WEST COUNTRY LIMITED, MERCEDES BENZ OF PLYMOUTH, TAVISTOCK ROAD, PLYMOUTH, PL6 8BB.

[Z.2] ACQUIRED VEHICLE ON 20 01 2016

[Z] NO. OF FORMER KEEPERS 1

**3. Special notes (these notes cannot be removed)**

1. DECLARED NEW AT FIRST REGISTRATION.



# UK Registration Certificate

Official use only

## 4. Vehicle details

A Registration number [REDACTED] 2 [A.1] Validation character [REDACTED] 5 3

B Date of first registration 20 01 2016  
[B.1] Date of first registration in the UK 20 01 2016

D.1 Make MERCEDES-BENZ  
D.2 Type 212

Variant J00WP0  
Version NZCCB5M2

D.3 Model E220 AMG NIGHT ED BLUETEC AUTO  
D.5 Body type 4 DOOR SALOON  
[X] Taxation class DIESEL CAR  
[D.6] Suspension Type  
[Y] Revenue weight 2345 KG GROSS  
P.1 Cylinder capacity (cc) 2143 CC  
V.7 CO<sub>2</sub> (g/km) 121 G/KM  
P.3 Type of fuel HEAVY OIL  
S.1 Number of seats, including driver 5  
S.2 Number of standing places (where appropriate)  
[D.4] Wheelplan 2-AXLE-RIGID BODY  
J Vehicle category M1  
K Type approval number E1\*2001/116\*0501\*23  
P.2 Max. net power (kW) 130  
E VIN/Chassis/Frame No. [REDACTED]  
P.5 Engine number 65192432846523  
F.1 Max. permissible mass (exc. m/c) 2345  
G Mass in service 1760  
Q Power/Weight ratio (kW/kg) (only for motorcycles)  
R Colour SILVER  
O Technical permissible maximum towable mass of the trailer:  
O.1 braked (kg) 2000  
O.2 unbraked (kg) 750  
U Sound level:  
U.1 stationary (dB(A)) 73  
U.2 engine speed (min-1) 2850  
U.3 drive-by (dB(A)) 70  
V Exhaust Emissions:  
V.1 CO (g/km or g/kWh) 0.142  
V.2 HC (g/km or g/kWh)  
V.3 NOx (g/km or g/kWh) 0.042  
V.4 HC+NOx (g/km) 0.058  
V.5 particulates (g/km or g/kWh) 1.050

## 5. Registered keeper

If any details are wrong enter the correct details in section 6, sign section 8, and return to DVLA.

C.4.c - This document is not proof of ownership.

C.1.2  
C.1.1  
C.1.3

I ACQUIRED VEHICLE ON 05 05 2016  
Please write in black ink and CAPITAL LETTERS.

## 6. New keeper or new name/new address details

Please see section 12

Mr 1 Mrs 2 Miss 3 Please tick (✓) the appropriate box [REDACTED] W 4

Title (for example, Ms, Rev and so on) or business name:  
First names:  
Surname:  
For company use only DVLA/DVA Fleet number 7  
Date of birth (not required by law) Postcode: [REDACTED] 9  
DD MM YYYY 8  
House No:   
Address:   
Post town:   
New keeper? If so tick this box: [REDACTED] K 12 Date of sale or transfer: [REDACTED] 13  
Driving licence number of the new keeper (not required by law)  
Present mileage (not required by law) [REDACTED] 15  
R 16 S 17

## 7. Changes to current vehicle

Only enter corrected or altered details.

Wheelplan / Body type [REDACTED] 20  
VIN / Chassis / Frame Number [REDACTED] 21  
New revenue weight Date of change Cylinder capacity (cc)  
[REDACTED] 22 [REDACTED] 23 [REDACTED] 24  
No. of seats inc. driver No. of standing places Type of fuel  
[REDACTED] 25 [REDACTED] 26 [REDACTED] 27  
Engine number [REDACTED] 28  
New colour Date of change CLR  
[REDACTED] 29 [REDACTED] 30  
Tax class\* [REDACTED] Y 31 [REDACTED] 32  
\*The tax class shown in section 4 can only be changed when taxing. Please apply at your nearest Post Office.

## 8 Declaration - You MUST sign, date and return this page to DVLA, Swansea, SA99 1BA when you notify any changes.

Registered keeper: I declare that the new details I have given are correct to the best of my knowledge.

New keeper: I declare that this vehicle was sold or transferred to me on the date shown in section 6 and my name and address are correctly shown.

Signature: Date:

Signature: Date:

Law: If the vehicle is sold or transferred, both the registered keeper and the new keeper must sign this Certificate.

Official use only - Please do not write below this line.

V5C-0116

Doc. Ref. N° 6147 681 0476 26 05 16  
Des. Codes 1376105120 / 001848 41



ISC [REDACTED] 34



9

Selling or transferring your vehicle to a motor trader, insurer or dismantler – Please fill in and return to DVLA (see notes over the page)

V5C/3

V5C3-0116

981

Registration number

5

Date of sale or transfer

Present mileage

01

DDMMYY

\* You are not required by law to provide mileage information

Name and address of motor trader

Business name:

Address:

Post town:

Postcode:

VAT number:

Declaration Please read the notes over the page before signing.

Registered keeper:

I declare that I sold or transferred this vehicle to the motor trader, insurer or dismantler named in this section on the date shown.

Signature:

Date:

Motor trader, insurer or dismantler:

I declare that this vehicle was sold or transferred to me on the date shown in this section.

Signature:

Date:

The Law: If the vehicle is sold or transferred both the registered keeper and the motor trader, insurer or dismantler must sign this section. The registered keeper must then return it to DVLA.

Document

Ref. No.

6147 681 0476

26 05 16

Despatch

Codes

1376105120 / 001848

41

## 10. New keeper's details – To be kept by the new keeper. Do not return to DVLA (see notes over the page)

Please tear along dotted line

V5C/2

Registration

number

Validation

character

5

Make

MERCEDES-BENZ

Model

E220 AMG NIGHT ED BLUETEC AUTO

Please write new keeper's name and address in black ink

Suspension Type

20 01 2016

Date of first registration

Wheelplan

2-AXLE-RIGID BODY

Revenue weight

2345 KG GROSS

\*Taxation class

DIESEL CAR

Type of fuel

HEAVY OIL

Cylinder capacity

2143 CC

CO<sub>2</sub>

121 G/KM

No. of seats inc. driver

5

Write date of sale/transfer here

DDMMYY

Postcode

Doc. Ref. No.

56147 681 0476

26 05 16

Despatch Codes

1376105120 / 001848

41

V5C2-0116

This will not produce a Registration Certificate.

\*The tax class shown can only be changed when taxing. Please apply at your nearest Post Office\*

FOR OFFICIAL USE ONLY  
8269 3326 1470 1760 2691 5402

## 11. Notification of permanent export – Please fill in and return to DVLA (see notes over the page)

Please tear along dotted line

V5C/4

V5C4-0116

Registration number

2

Validation character

5

3

Date of export

DDMMYY

4

Document

Ref. No.

6147 681 0476

26 05 16

Despatch

Codes

1376105120 / 001848

41

This section will not produce an export certificate. The V5C replaces the need for a separate export certificate.

Declaration Please read the notes over the page before signing.

I declare that the vehicle will be exported on the date shown.

Signature:

Date:

## 12. What you need to know about the V5C and your responsibilities



## Selling or transferring your vehicle privately

Vehicle tax or Statutory Off Road Notification (SORN) can't be passed on when a vehicle changes hands.

What you, the registered keeper must do.

- fill in section 6 (give the name and UK address of the new keeper)
- fill in section 10 (V5C/2) and give it to the new keeper
- notify DVLA of the sale/transfer online at [www.gov.uk/sold-bought-vehicle](http://www.gov.uk/sold-bought-vehicle) or
- send the V5C to DVLA, Swansea, SA99 1BA

If you want to keep the registration number, you must do this before you sell/transfer it. You can do this online at [www.gov.uk/keep-registration-number](http://www.gov.uk/keep-registration-number)

What the new keeper/person buying the vehicle must do:

- keep section 10 (V5C/2) until they get their new V5C
- tax the vehicle immediately using section 10 (V5C/2).

What we will do:

- update our records with the new registered keeper details

- send you an acknowledgment letter within 4 weeks to confirm you are no longer liable for the vehicle, and issue an automatic refund of vehicle tax (if applicable) within 4-6 weeks. If you paid vehicle tax by Direct Debit, this will be cancelled.

If you do not get an acknowledgment letter or refund from us within the above time-scales you should contact us at [www.gov.uk/contact-the-dvla](http://www.gov.uk/contact-the-dvla) as you could be liable for the vehicle and may get a penalty and/or be prosecuted.

Your name and/or address details.

- If the details in section 5 are wrong or you want to change your name or address, fill in section 6 and send the whole certificate to DVLA, Swansea, SA99 1BA. **Do not tick the new keeper box.** You should also make sure you tell us about these changes on your driving licence by sending it to DVLA, Swansea, SA99 1BN.

There is more information at [www.gov.uk/vehicle-registration](http://www.gov.uk/vehicle-registration). Your information may be disclosed in a number of lawful circumstances. For information on the Data Protection Act – Release of information go to [www.gov.uk/data-protection](http://www.gov.uk/data-protection)



# **APPENDIX E**



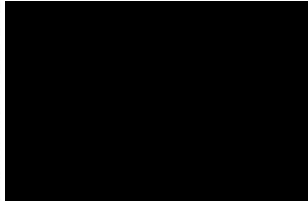

# P & R Auto's

Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR  
01392 366175 - 07970 410476


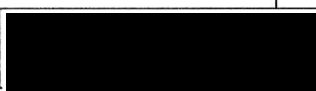
## VEHICLE EXAMINATION REPORT

### YOUR ATTENTION IS DRAWN TO THE TERMS AND CONDITIONS BELOW

The examination of the vehicle described in this report was of a purely external, visual nature and excludes any dismantling. No responsibility can be accepted for defects not visibly present at the time, or those not detected which fall outside the scope of the examination and (where possible) its limited road test. Road tests, when possible, are conducted for a limited duration and exclude high speed testing. The accuracy of the instrumentation within the vehicle (speedometer, odometer, fuel and temperature gauges etc.), cannot be verified, neither can the future life expectancy of the clutch and brake linings, or the failure of mechanical components in the future. Statements on fuel and oil consumption levels will also be excluded.

Report No: <b>PR0077</b>	Inspection Date: <b>15/05/2024</b>
Customer Details 	Inspection Address <b>Rath Na Ri Clyst Honiton Exeter Devon EX5 2HR</b>
Telephone: 	Telephone: <b>07967 410476</b>

### VEHICLE DETAILS

Make & Model	<b>Mercedes E Class</b>	Registration No.	
Colour	<b>Silver</b>	Engine CC	<b>2143</b>
Vehicle Identity Number. (VIN No.)		Confirmed	<b>Yes</b>
Engine No: 65192432846523			
V5 Registration doc checked - <b>YES</b>		MOT Certificate Expires	<b>19.4.2026</b>
Odometer Reading	<b>167728 MILES</b>	Service Records Seen	<b>NO</b>

### MECHANIC SUMMARY

### PLEASE READ ALL THE PAGES OF THE REPORT

**Vehicle in excellent condition**



# P & R Auto's

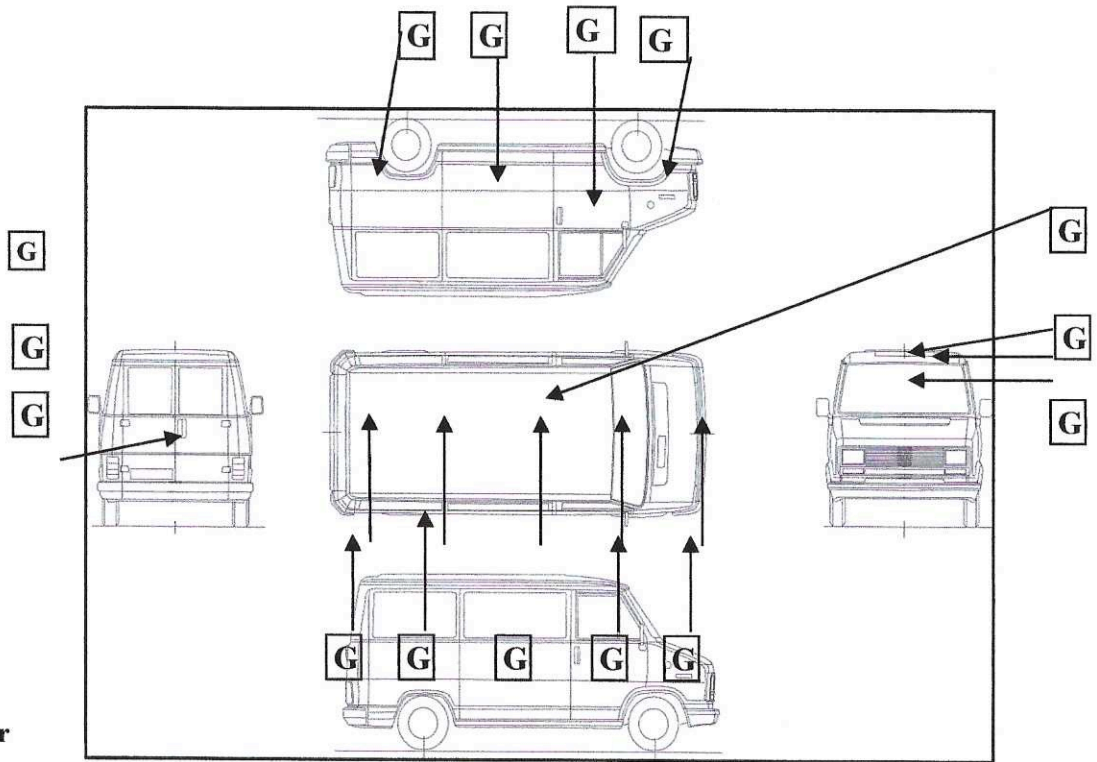
Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR  
01392 366175 - 07970 410476

## EXTERIOR PANELS

### KEY:

A acceptable  
G good  
R repaired  
= scratch  
X dent  
C corrosion  
O chip / rust  
D decals  
P poor condition  
-- not checked

Paint Colour: Silver



Minor blemishes, which are acceptable for the vehicle's age and type, are not recorded and you should satisfy yourself in this regard.

### EVIDENCE OF BODYWORK REPAIRS

NO No Major Repairs seen

### Comments

### KEY FOR POINTS ON FOLLOWING PAGES

S Satisfactory for age and recorded mileage  
-- Could not be checked  
x Needs immediate attention  
A Advisable repair  
N/A Not applicable  
Y Yes  
N No  
C See Engineer's comments

## BODY EXTERIOR

P & R Autos  
Rath Na Ri  
Clyst Honiton  
Exeter



<b>ELECTRICAL / CONTROLS</b>					
37. Starting system/Ignition lock	S	43. Stop lights	S	51. Horn	S
38. Battery charging system	S	44. Indicator/Hazard lights	S	52. Radio/Cass./CD/Aerial	S
39. Voltages at battery:	S	45. Reverse / Fog lights	S	53. Heater(s) / Fan controls	S
normal	S	46. Auxiliary lights	S	54. Air Con operation	S
charging	S	47. Interior / Panel lights	S	55. Door locking	S
40. Headlights	S	48. Screen dimisters SELECT	S	56. Windows	S
41. Sidelights /Running lights	S	49. Mirrors (electric)	S	57. Wipers/Washers	S
42. Rear and No. plate lights	S	50. Controls/Instruments	S	58. Headlamp washers	N/A
1. Panel Condition/Alignment	S	5. Bumpers No plates – F/R	S	9. Body damage	N/A
2. Paintwork	S	6. Door locks – operation	S	10. Corrosion	S
3. Exterior trim	S	7. Fuel filler cover and cap	S	11. Mud flaps	N/A
4. Glass	S	8. Elevating Roof (operation/cond..)	S	12.	

<b>ENGINE COMPARTMENT Diesel</b>					
13. Coolant Level/Condition	S	21. Clutch Fluid	S	29. Accelerator linkage	S
14. Coolant leaks	NO	22. Brake Fluid	S	30. Body panels	S
15. Antifreeze	S	23. Engine Oil level	S	31. Bonnet catch	S
16. Radiator/Cap	S	24. External leaks (engine)	NO	32. Bonnet hinges	S
17. Hoses/Pipes	S	25. Engine mountings	S	33. Cold starting	S
18. Drive Belts	S	26. Fuel Injection	S	34. Fast idle (cold)	S
19. Water Pump	S	27. Turbocharger	S	35. Noise level (cold)	S
20. Power Steering	S	28. Fuel pump/Pipes	S	36. Excess fumes/smoke	NO
<p>Spark plugs, Injectors or Glow Plugs are not removed.</p> <p>It should be noted that a gas analyser has not been used to check exhaust emissions.</p> <p>If no documentation is seen indicating camshaft drive belt replacement, to ensure future serviceability, it is important that the belt is replaced immediately and then at intervals specified by the manufacturer. It is in your best interests that you ensure that this is carried out.</p>					

<b>INTERIOR / LUGGAGE COMPARTMENT</b>					
59. Steering Wheel/Adjustment	S	66. Door seals /hinges	S	73. Rear parcel shelf/blind	N/A
60. Seat upholstery – F/R	S	67. Interior sills	S	74. Boot/tailgate lock	S
61. Seat adjustment	S	68. Headlining/visors	S	75. Luggage/Load area trim con	S
62. Seatbelts – F/R	S	69. Sun roof(s)	N/A	76. Illumination light	S
63. Carpets – F/R	S	70. Dash panel (condition)	S	77. Tool kit etc	S
64. Door trim panels	S	71. Cigarette lighter(s)	S	78. Living Area (Visual Only)	N/A
65. Door fitting /operation	S	72. Mirrors (internal)	S	79.	

<b>FRONT SUSPENSION / STEERING / UNDERFRAME</b>					
80. Engine underside leakage	NO	85. Wheel hubs/bearings	S	90. Sub-frames/mountings	S
81. Steering joints/ball joints	S	86. Springs/suspension units	S	91. Suspension arms/mountings/joint	S
82. Steering Rack and Pinion	S	87. Sphers/Pipes/Hoses	N/A	92. Tie bars/anti roll bars	S
83. Chassis members	S	88. Dampers (condition / leaks)	S	93. Corrosion protection	S
84. Power steering Electricity	S	89. Power steering pipes/gaiters	S	94. Corrosion – floor/chassis	NO



# 4 P & R Auto's

**Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR**  
**01392 366175 - 07970 410476**

REAR SUSPENSION / UNDERFRAME					
95. Springs/suspension bars	S	99. Location rods/fixings	S	103. Sub-frames/mountings/axles	S
96. Anti roll bar	S	100. Bump stops/gaiters	S	104. Chassis members	S
97. Dampers/bushes	S	101. Wheel hubs/bearings	S	105. Corrosion protection	S
98. Suspension arms/fixings	S	102. Spheres/Pipes/Hoses	N/A	106. Corrosion – floor/chassis	NO
CLUTCH / TRANSMISSION AUTO					
107. Fluid/Oil leaks	NO	111. Casings/Axles/Differential(s)	S	115. Backlash	S
108. Cables/adjustments	S	112. Mountings	S	116. Gaiters	S
109. Hydraulic system	S	113. Drive shaft assembly	S	117. Propeller shaft(s)	S
110. Linkage (wear)	S	114. Universal/sliding joints	S	118. Prop.Bearings/Supports	S

EXHAUST SYSTEM					
119. Manifold(s)	S	121. Silencer(s)/Catalyst(s)	S	123. Joints/Couplings	S
120. Pipes	S	122. Heat shields/Mountings	S	124. System condition	S

FUEL SYTEM					
125. Tank	S	127. Fuel lines	S	129. Evidence of leaks	NO
126. Tank fixings	S	128. Breather pipes	--	130.	N/A

BRAKES					
131. Master cylinder security	S	134. Flexible hoses	S	137. Hand/Parkbrake op/adjustment	S
132. Fluid leaks	S	135. Pipes/Connections	S	138. Hand/Parkbrake linkage	S
133. Servo/Power system	S	136. Discs/Pads/Drums	S	139. Pedal/Linkage	S

WHEELS AND TYRES Type					
140. Wheel Rims	S	Alloy			
141. Wheel Trims	S				
Tyres	Make	Size	Type / Construction	Min tread depth	
142. RH Front	PIRELLI	245/40/18	Radial/Tubeless	6-7mm	S
143. LH Front	PIRELLI	245/40/18	Radial/Tubeless	6-7mm	S
144. RH Rear Inside	PIRELLI	265/35/18	Radial/Tubeless	4-5mm	S
145. RH Rear	PIRELLI	265/35/18	Radial/Tubeless	4-5mm	S
146.					
147.					
148. Spare					N/A



# 5 P & R Auto's

Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR  
01392 366175 - 07970 410476

ROAD TEST		
Finish Odom. Reading	<b>167743 MILES</b>	Conditions <b>Dry</b>
Test Duration	<b>14.8 Miles</b>	<b>Speed achieved up to 70 M.P.H.</b>

149. Final drive op./Noise level	<b>S</b>	156. Instrument/Controls function	<b>S</b>	163. Road holding/Stability	<b>S</b>
150. Gearbox operation/noise level	<b>S</b>	157. Steering wheel alignment	<b>S</b>	164. General steering/Handling	<b>S</b>
151. Engine performance	<b>S</b>	158. Clutch operation	<b>S</b>	165. Footbrake operation	<b>S</b>
152. Engine noise	<b>S</b>	159. 4WD operation	<b>N/A</b>	166. Hand/Parkbrake operation	<b>S</b>
153. Excess smoke	<b>NO</b>	160. Cooling fan operation	<b>S</b>	167. Suspension noise	<b>S</b>
154. Overheating evidence	<b>NO</b>	161. Steering effort	<b>S</b>	168. Warning lights	<b>S</b>
155. Auto changes/Kickdown/Inhib.	<b>S</b>	162. Hot restarting	<b>S</b>	169.	

FINAL CHECK					
170. Oil leaks	<b>NO</b>	171. Coolant leaks	<b>NO</b>	172.	

**Please read all pages of this report**



# 6 P & R Auto's

Rath Na Ri, Clyst Honiton, Exeter, EX5 2HR  
01392 366175 - 07970 410476

## Essential & Desirable Repairs

It is strongly advised that the essential defects are investigated immediately or rectified prior to purchase of the vehicle and desirable repairs are carried out in the near future. Some defects may prove costly to rectify and this must be considered prior to purchase or authorising any remedial work.

### Attention

Some vehicles are provided with a master key, which can be extremely costly to replace (sometimes in excess of £1000) as, in some cases, if the master key is missing the Engine Control Unit (ECU) may have to be replaced should you encounter problems. As well as this, some radios have codes to allow them to operate. Please satisfy yourself that you have all relevant keys and codes. You should also ensure you are given all relevant instruction manuals for the vehicle, radio, alarm and immobilisers as necessary

Item	Defect/Item requiring further investigation /rectification	D/X
------	--	-----

Report Ref:

PR077

Reg. No:

Mechanics Name:

Date:

15/05/2025



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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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## REPORT TO LICENSING SUB COMMITTEE

<b>Date of Hearing:</b>	17 July 2025
<b>Report of:</b>	Geraldine Pendlington
<b>Application:</b>	Application for Consent to Engage in Street Trading
<b>Legislation</b>	Local Government (Miscellaneous Provisions) Act 1982
<b>Applicant:</b>	Chris Baker

### 1. What is the report about?

1.1 To advise the Licensing Sub-Committee that the above Applicant is seeking approval for a street trading consent applicable to a roving jiffy van.

1.2 This application has been assessed by a Licensing Officer in accordance with the Assessment Framework as set out in the Council's Street Trading Policy ('the Policy') at section 18 Appendix – Assessment Framework. The completed Assessment follows the application as set out in Appendix A.

1.3 The Applicant is proposing to sell a range of coffees, sandwiches and prepacked snacks. The Application is attached at Appendix A. Pictures of the proposed van is attached at Appendix B.

1.4 The Applicant would like to apply for a consent to trade for 12 months, Monday to Friday between 07.30 and 15.00.

1.5 The Applicant has achieved level 3 food hygiene, holds public liability insurance and is a registered food business with East Devon District Council.

1.6 A copy of the Council's policy has been sent to the Applicant prior to this application.

### 2. Are there any Representations?

2.1 The application was circulated to the Devon and Cornwall Police, Devon County Highways, Exeter City Council Estates and Exeter City Councillors, In Exeter, if in the BID area, and traders located in the vicinity as per the Street Trading Policy. No comments or objections were received.

### 3. What are the legal aspects?

3.1 The Council has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 for the whole of its area as 'consent streets' for street trading purposes, with exception of a number of streets in the city centre, which are designated 'licenced streets or prohibited streets'.



3.2 The power to prescribe standard conditions is contained in Schedule 4 (7) of the Local Government (Miscellaneous Provisions) Act 1982, which states:

- When granting or renewing a street trading consent, the Council may attach such conditions to it as they consider reasonably necessary.
- Without prejudice to the generality of sub paragraph (4) above, the conditions that may be attached to a street trading consent by virtue of that sub-paragraph include conditions to prevent –
  - Obstruction of the street or danger to persons using it; or
  - Nuisance or annoyance (whether to persons using the street or otherwise).
- The Council may, at any time, vary the conditions of a street trading consent.
- Paragraph 7(10) of Schedule 4 of 'The Act' provides that a street trading consent may be granted for any period not exceeding 12 months but may be revoked at any time.

#### **4. Policy considerations:**

4.1 Section 1.1.1 of the Council's Policy sets out the policy's purpose and states that the "policy's aim is to create a street trading environment which complements premises based trading, is sensitive to the needs and amenities of residents, provides diversity of consumer choice, and seeks to enhance the character, and ambience of local environments".

4.2 Section 6 sets out the key considerations for Licensing Sub-Committee when assessing an application.

#### **5. Recommendations:**

5.1 The Service Lead – Environmental Health & Community Safety would recommend that the Licensing Sub-Committee considers the application having regard to current policy and that, if the Licensing Sub-Committee are minded to approve the application, then all of the General conditions contained within Section 15 of the Policy should be included in the consent with the exception to 15.6.2 and 15.4.9 relating to ice cream vans.

### **Service Lead – Head of Environment and Waste**

#### **Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report:-  
None

Contact for enquires:  
Democratic Services (Committees)  
Room 4.36  
01392 265275



# APPENDIX A

APPLICATION FORM

and

APPLICATION MATRIX





**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982  
SECTION 3 AND SCHEDULE 4**

**APPLICATION FOR CONSENT TO ENGAGE IN STREET TRADING**

**NOTES:** (a) Consent may be granted for any period up to 12 months. please indicate the period for which consent is initially required: Tick Box

3 months ☐ 6 months ☐ 9 months ☐ 12 months ☒ Y

(b) **An application for consent must be accompanied by the Part A administration fee as stated on Exeter City Council website.**

(c) The completed form supporting documents and fee must be returned to the Licensing Office

I enclose the **fee of £400** \* (call 01392 265702 to pay) representing the **Part A fee**

***(Please note in the event that this application is not successful the Part A fee is not refunded)***

1	<b>Applicant NAME</b>	
2	<b>Business NAME</b> Coot's Coffee Ltd trading as Really Awesome Coffee Exeter East	
3	<b>ADDRESS</b> [REDACTED]	
4	<b>DATE OF BIRTH</b> [REDACTED]	<b>TEL NO</b> [REDACTED]
5	<b>EMAIL ADDRESS</b> [REDACTED].co.uk	
	<b>Right to Work – Home Office Share Code</b> [REDACTED] <b>If no British Passport</b>	
6	<p><b>TYPE OF TRADING</b> (explain in detail what you want to sale) itinerant street trading of Gourmet Espresso based Barista Coffee and a small selection of pre packaged snacks and cold drinks, based on a scheduled daily round with existing customers (set route, using business parking lots and compounds). No general set up on street trading to walk up public. All using a modern Mercedes Vito with onboard LPG, fresh and waste water tanks and a pie warmer oven and solar panels. No stand alone generators to be used. Van is built in house by Really Awesome Coffee Ltd and is part of a franchise set up.</p> <p>Also - If a food trading business:</p> <p>(a) Where is food prepared? Give details of any pre prepared aspects (i.e. prepared at home and taken to the stall) and what will be prepared on the stall.</p> <p>- cold food: pre made and packaged sandwiches and salads (supplied by Tiffin Sandwiches)</p> <p>- hot food: pre made and packaged sandwiches supplied as above by Tiffins and placed into Pie Warmer oven in their packaging and handed straight to customers.</p>	



- hot food: pre made sausage rolls /chorizo sausage rolls / cheese and bacon turnovers supplied in bulk frozen by Bidfood Direct, and cooked by me at home to temperature (+75) and moved from oven straight into pre heated van pie oven. Supplied to customers in hot food to go bags.

- snacks: pre made and packaged chocolates / cake slices / crisps / cold drinks all supplied by Bidfoof direct and OhSoScrummy and Pipers (walkers) crisps. Placed straight from boxes into van display cabinet and sold as is direct to customers.

(b) Where is food stored? Overnight and during trading – give details.

- overnight: pastry items and sandwiches kept in home catering fridge and freezer as required and snacks / cold drinks kept in locked storage room separate from house and pets.

- trading: in van cooler display fridge (set at 05 degrees) and pie oven (kept above 75 degrees).

(c) What type of packaging/cutlery is to be used? – give details

all items are pre packaged by supply companies in industry standard packaging. Hot food supplied in industry standard hot food to go bags.

(d) What means of collecting and disposing of litter is to be used? – give details.

**- customers order and take their purchases away and dispose of their waste themselves. Small on board waste bin for empty milk containers etc. These are disposed of at home in a general recycle trade bin supplied and picked up by Bottleman waste disposal.**

**Note: You must have a Business Trade Waste Transfer Note.**

(e) Please state all qualifications held that relate to the food business. You and any other person working on the stall must have Food Safety certificate at Level 2. **Please attach all certificates to this application.**

-Allergans Awareness

-Fire Extinguishers

-HACCP

-Health and Safety

-Safe use of LPG

-Food Hygiene and Safety Level 2 and 3

-First Aid

-Safe use of LPG

(f) Where will the mobile catering unit be kept overnight?

-At my registered home address



	<p>(g) Are you registered as a food business – and with which authority? Give your registration details and last assessment date and outcome. You must be registered with Exeter City Council or other Council and have a rating score.  <b>Please attach to this application.</b>  <b>-Yes - East Devon Council.</b>  <b>- assesses 14/04/2025 - 5 star.</b></p> <p>(h) You must have Public Liability Insurance – <b>please attach to this application.</b></p>
7	<p><b>PRECISE LOCATION OF TRADING:</b>  Note: Identify the <b>exact site requested</b>; You are required to submit a plan of the area requested, identifying street names and the pitch you are seeking consent for, including a photograph if possible. What3words map is acceptable. Explain how the highway and pedestrian routes will be kept unobstructed and safe. Explain how your stall will not cause any nuisance or annoyance to any neighbours.</p> <p>Itinerant trading on a milkman round principle. Customers are researched and approached and added to a pre set trading route. The route is done daily and kept to the same times as much as possible. All trading is done in company car parks as near to their front door as possible and in some case on a pre order system using our Loyalty App (Really Awesome Loyalty) which allows customers to collect loyalty points, lets them know when I am on route and what special offers are available. There is no stopping on general roads and waiting for members of the public to approach. I am currently serving the East Devon area which encompasses the Hill Barton Business Park, Langdon Business park, Little Bridge Business Park, Exeter Airport Business park and Sky Park area's.</p> <p>My proposed area's in Exeter City area would encompass the Sowton Business / Trading park, Pynes Hill Office Park and possibly the Pinhoe Business park, with more area's to be researched. I will attach a screen shot of my territory map. You will see a yellow border, this is my territory. Inside the yellow border the exeter / east devon border is outlined by a red marker line. The pins are possibly trading area's.</p> <p>My system is based on a very quick 5-10 minute per stop depending on the amount of orders. (similar to a sandwich van, but specialising in very good coffee rather than just selling food).</p>
8	<p>Size of stall: You should detail the exact type, <b>size</b> and construction of stall. Also describe how the stall will be fuelled. i.e. what will you use for energy? If you will be using a generator, please state it's make and model.</p> <p>Stall - 2021 Mercedes Vito 114 cdi</p> <p>Generator – (if used) or fuel type. self contained lpg and electrics built into van. No generator</p> <p><b>A photograph or picture of the stall to be used must be provided with the application.</b></p>



	<b>Generator or fuel to be used. (Please attach any safety check certificates held i.e. gas safe electrical safety test cert)</b>
9	<p>If you intend to trade from a vehicle, please give details below. Must meet Euro 6 or ULEV  as above 2021 Mercedes Vito 114cdi [REDACTED] DIESEL using lpg for coffee machine and onboard LITHIUM iON batteries and victron recharge system with solar panels for electrics.</p> <p><b>Attach a recent copy (last 3 months) MOT, copy of insurance and V5. Photos must be clear and easy to read.</b></p>

10	<p><b>Days and hours of trading requested – complete for each day.</b></p> <p style="text-align: center;">Hours of Trading</p> <table border="1"> <tr><td>Monday</td><td>07:30 - 15:30</td></tr> <tr><td>Tuesday</td><td>07:30 - 15:30</td></tr> <tr><td>Wednesday</td><td>07:30 - 15:30</td></tr> <tr><td>Thursday</td><td>07:30 - 15:30</td></tr> <tr><td>Friday</td><td>07:30 - 15:30</td></tr> <tr><td>Saturday</td><td>reserved for events</td></tr> <tr><td>Sunday</td><td>reserved for events</td></tr> <tr><td> </td><td> </td></tr> </table>	Monday	07:30 - 15:30	Tuesday	07:30 - 15:30	Wednesday	07:30 - 15:30	Thursday	07:30 - 15:30	Friday	07:30 - 15:30	Saturday	reserved for events	Sunday	reserved for events		
Monday	07:30 - 15:30																
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Wednesday	07:30 - 15:30																
Thursday	07:30 - 15:30																
Friday	07:30 - 15:30																
Saturday	reserved for events																
Sunday	reserved for events																

12	<p>Have you ever been convicted of a criminal offence other than those spent convictions as defined in the Rehabilitation of Offenders Act 1974?</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td><b>YES</b></td> <td><b>NO</b></td> </tr> <tr> <td> </td> <td>no</td> </tr> </table> <p><b>If the answer is yes, please give particulars below:</b></p> <table border="1"> <thead> <tr> <th>DATE</th> <th>COURT</th> <th>OFFENCE</th> <th>RESULT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	<b>YES</b>	<b>NO</b>		no	DATE	COURT	OFFENCE	RESULT												
<b>YES</b>	<b>NO</b>																				
	no																				
DATE	COURT	OFFENCE	RESULT																		

**We require a recent (last 3 months) Basic DBS – Please submit with application.**

13	<b>If consent has been previously issued by ECC please state date of issue</b>
n/a	

14	<b>If you intend to employ staff to work on the unit please state names, ages, addresses and contact telephone numbers. Please note we will need a head photo of all people who will work on the stall/unit</b>	
Name, age, address		Phone number



n/a	
n/a	

Signed [REDACTED] .....Date...27.05.2025.....

<b>FOR OFFICE USE ONLY</b>	
DATE FEE RECEIVED:	RECEIPT NO.
DATE CIRCULATED:	LAST DATE FOR REPS:
CONSENT GRANTED / REFUSED	

Appl-Consent Street Trading

**Check List – Required for Application. Please ensure all the below are also submitted with the application.**

1. Basic DBS – within the last 3 months
2. Clear head photo of applicant and any other workers with names on back
3. Photo identification i.e. driving licence or passport.
4. Right to Work evidence i.e. Passport or Home Office Share Code
5. Site plan – where you wish to trade.
6. Photo of trailer/stall/van etc.
7. Photo of generator (no petrol or diesel) or fuel to be used.
8. Gas certificate, electrical safety check certificate
9. Business Trade Waste Transfer note
10. Public Liability (£5000,000) certificate
11. MOT, Insurance and V5 if using a vehicle.
12. L2 food safety award certificates held by applicant and any other workers.

***Please note your application will be assessed in relation to the following attached Matrix.***

***Once all the relevant information is received and the application is assessed we will write a report for sub-committee. Your application will be put forward for the next available sub-committee date and you will be invited to attend to discuss your application. The sub-committee will determine if your application is successful.***



Street Trading Consent Application for Really Awesome Coffee

Assessment Framework Matrix (scored 0 to 5 with 0 being the lowest score)

Licensing Officer Geraldine Pendlington 20.06 2025

55 /60

Assessment criteria	Specific factors linked to criteria	Score	Comments (Additional guidance in italics)
1. Public Safety	Adverse comment made by Highway Authority or any other relevant consultee in terms of location	5	Application circulated and no adverse comments received. Barista coffee, prepacked snacks and cold drinks van trading on the industrial estates and business premises in Exeter. Will pull in and park on the car parks within complexes of offices and commercial units. Customers should be aware of the car parks layout and use and how to navigate from the units to the van safely. Applicant has also provided a Health and Safety Policy. COSHH risk assessment as well as Fire Risk, Food Safety and Health and Safety Risk Assessments. As no Public Safety concern, I have scored this section 5.
2. Prevention of crime and disorder	Adverse comment made by Police or any other relevant consultee in terms of increased risk.	5	No comments or objections received. Parked whilst trading and will then move on. Daytime trading only. Little or no opportunity for crime or disorder. As very low risk I have scored this section 5.
3. Prevention of nuisance	Consideration of proposed activity and how that may impact on neighbouring residences and businesses.	5	Providing service for businesses mainly on trading estates. Has developed a customer base who expect the applicant's presence, so little or no proposed nuisance. Coffee and snacks van so no smell nuisance and chimes/bell to be used to announce arrival only. More in depth information regarding



			rounds in section 7 of the application form. As very low or no risk I have scored this section 5.
4. Suitability of applicant	<p>Any adverse unspent convictions</p> <p>Previous history of reliable payment of fees</p> <p>Previous history of compliance with any street trading consent</p>	5	<p>Clear recent DBS provided. First application so no history of fees. Applicant has been trading in East Devon area and wishes to expand the rounds to the Exeter area. All checks and documents requested have been promptly provided. Applicant has L3 Food safety and public liability in place. Right to work checked and full right to unlimited work in place. Applicant has provided a Trade Waste Note and has a contract with Bottleman Waste Disposal to recycle any trade waste. Applicant is registered as a food business with East Devon Council. As this has been a prompt and very comprehensive application, providing more than asked for, I have scored this section 5.</p>
5. Suitability of trading unit	<p>Compliance with design brief (applicable for consent over 12 weeks in any financial year)</p> <p>Appropriate size for proposed location</p> <p>High quality design</p> <p>Agreed removal of unit after trading</p> <p>All goods, ancillary equipment and stock kept within unit.</p> <p>Emissions criteria of vehicle</p>	5	<p>The applicant is proposing to trade from a franchised jiffy van. It is a Euro 6 compliant Mercedes-Benz Vito first registered in Nov 2021. The van presents as in good condition with a clear first MOT with no advisories. This is relatively small van so appropriate size to park in a car size space which won't impede other users of any car park it is trading in The van has fresh and wastewater tanks, a warmer oven and display fridge. Further information regarding how food is offered is in section 6 of the application form. As this is a roving application the van will be stored</p>



	MOT history		elsewhere overnight. As van is relatively new with a clear MOT and also encompasses solar panels I have scored this section 5.
6. Power / Fuel source	<p>All units to be compatible with being powered by electricity.</p> <p>If generator is proposed for use outside city centre evidence must be provided that no alternative power supply is available and cannot be made available</p> <p>Electrical and gas safety certification in date</p>	4	Van operation is fuelled by a combination of LPG and electric built into the van as well a solar panel. A recent gas safety certificate has been provided. As being powered completely by electricity is not available in this type of food van, I have scored this category as a 4 – with 5 being the highest. A score of 5 in this category is seen as aspirational with an expectation that it could possibly be achieved by 2030 in line with the Councils Clean air Policy.
7. Advertising	<p>Advertising only relates to goods on sale</p> <p>Advertising is not illuminated and is contained in unit</p> <p>No “A” Boards etc.</p>	4	Photos provided show advertising on the sides of the van. This is tidy and presented in a corporate manner. One photo also shows vertical banners being used and it is assumed this is a longer event as the picture also shows a side table set up for customer use. It may be that the subcommittee would want to ask further questions regarding the use of these banners. The licensing officer assessing assumes these banners will not be erected as the van is traveling. I have scored this section as a 4 as there is a question regarding the use of vertical banners. All other advertising is tidy, neat and corporate.
8. Barriers	These are necessary and appropriate.	5	No barriers used so not applicable. I have scored this section 5 as any other score would bring the overall score down without reason.



9. Hours of Trading	<p>Trading hours promote:</p> <ul style="list-style-type: none"> <li>• Preventing crime, disorder and antisocial behaviour.</li> <li>• Avoiding disturbance due to noise, smell, or other matter.</li> <li>• Protecting public safety.</li> <li>• Preventing obstruction of the highway.</li> <li>• Having regard to location and operating hours of business activity.</li> </ul>	5	<p>Applicant is applying for Monday to Friday trading between 07.30 and 15.30. These hours compliment office-based workers need for early morning and lunchtime access to food and drinks. Business parks and trading estates have little or no provision for food and drink so the hours proposed provides to fill this gap. Any disturbance will be minimal, using a brief chime or other method to let customers know that the van has arrived. As the businesses would have already established a relationship with the trader it is expected that the brief noise would not be seen as a disturbance. The proposed routes are off the main highways and mainly using private car parks so no obstruction. Customers will have no distance to travel, and applicant has indicated hat he tries to park as close to the entrance as possible limiting any potential risks to the customers. There is very little or no scope for crime or disorder in this model of operating. As there are no negative aspects to the proposed hours of trading, I have scored this section 5.</p>
10. Cumulative Impact	Except for Castle Street the trading unit is situated 30m distant from any other trading unit	5	<p>As this is a roving application this does not apply. Other mobile traders providing a similar service will have established rounds that do not clash. We would expect traders to respect each other's rounds and to work around each other. I have scored 5 for this section not to impede the overall score.</p>
11. Goods for sale	<ul style="list-style-type: none"> <li>• Quality of goods</li> </ul>	4	<p>Applicant received a 5 for his last food safety inspection on 14.04.2025. Applicant also has</p>



	<ul style="list-style-type: none"> <li>• Innovative products</li> <li>• No single use plastics</li> <li>• Plant based and other dietary options</li> <li>• Goods do not cause nuisance</li> <li>• Goods do not contribute to crime and disorder</li> <li>• Goods do not have a negative health impact</li> </ul>		<p>L3 food safety certificate. Based on evidence provided it is expected that the good for sale will be fresh and stored safely. Food is prepacked, sold to customers who then take it back to the office. Section 6 of the application form gives more detail regarding food being offered. The applicant has also informed me that he 'offers vegetarian and vegan options, including sandwiches, salads, and wraps, which are pre-made and packaged by Tiffins/Mezze'. Packaging is described as 'industry standard packaging' and the applicant has also informed me that 'The majority of my packaging, including cups and lids for drinks, is recyclable. Any straws provided for milkshakes and similar items are paper straws'. The general menu seems to offer normal popular pastry based hot food and sandwiches with crisps and sweet snacks. Due to the application not offering any specific innovation in respect of the menu or packaging I have scored this section 4.</p>
12. Site Assessment	<ul style="list-style-type: none"> <li>• Any potential obstruction of pedestrian, vehicular or disabled access.</li> <li>• Any obstruction to the safe passage of pedestrians and wheelchair users.</li> <li>• Any nuisance/interruption to pedestrian flow or social distancing</li> </ul>	3	<p>Mobile jiffy van with permission to visit industrial/retail units and to park on private car parks in order to serve customers. Customers are aware of surroundings when approaching van and applicant will park in the safest option available at the time. No interruption to pedestrian flow as away from main highways and pavements. Proposed round is detailed in the application and round maps are attached to the report at appendix</p>



	<ul style="list-style-type: none"> <li>• The safe access and egress of customers and staff from the pitch and immediate vicinity.</li> <li>• Obstruction of entry to or sight lines to the entrance of retail premises or obstruction of display windows of retail premises.</li> <li>• Is permission of landowner is required.</li> </ul>		D. Due to lack of detailed knowledge of the trading sites I have scored this section as 3.
13. Additional Information	<p>The applicant has promptly provided all information and documents requested. This is a Franchise business which also provides a range of Risk Assessments. These have formed part of the application. The applicant wishes to start rounds in East Exeter but would also like to investigate rounds in Marsh Baron trading Estate when ready. A Roving Consent would allow this.</p> <p>This assessment was sent to the applicant and the following comments were added.</p> <p>‘I'd like to add some additional information for Section 11, "Goods for sale": I offer vegetarian and vegan options, including sandwiches, salads, and wraps, which are pre-made and packaged by Tiffins/Mezze. The majority of my packaging, including cups and lids for drinks, is recyclable. Any straws provided for milkshakes and similar items are paper straws’.</p> <p>This adjusted the score for goods for sale from a 3 to a 4. The overall score increased by 1 point.</p>		

## 1 Licensing Sub-Committee Procedure

- 1.1 The Licensing Sub-Committee is made up of 2 to 3 elected City Councillors that sit on the Licensing Committee. A Licensing Officer, Legal Advisor and Democratic Services Officer shall also attend the hearing.
- 1.2 An example of procedure followed by the Licensing Sub-Committee is set out below;

### Single Application Procedure

1. Introduction - all the parties attending the meeting are introduced giving their name a reason for attending.



2. The procedure for the sub-committee is explained together with any relevant law and policy considerations.
3. The Licensing Officer reads out the report.
4. Questions of clarification in respect of the report may be asked of the Licensing Officer.
5. The Applicant makes submissions in support of the application.
6. Questions of the applicant from Cllrs and Officers.
7. The Applicant and Licensing Officers leave the room to enable the sub-committee to determine the application. The Applicant may be called back into the room in during the deliberation process to answer additional questions if they arise.
8. A decision is given verbally to the Applicant.

#### Multiple Applications Procedure

Where more than one application is made for a street trading consent at the same site the following procedure is followed.

With all applicants in the room.

1. Introduction - all the parties attending the meeting are introduced giving their name a reason for attending.
2. The procedure for the sub-committee is explained together with any relevant law and policy consideration.
3. Each application is then considered individually in turn by the sub-committee in private.
  - a. The licensing officer reads out the report to the licensing sub-committee.
  - b. Questions of clarification in respect of the report may be asked of the Licensing Officer.
  - c. The Applicant makes submissions in support of the application.
  - d. Questions of the applicant from Cllrs and Officers.
  - e. The Applicant shall leave the room and the next application shall be considered.
4. Once all the applications have been considered, the licensing sub-committee will determine which application if any will be granted consent. Applicant(s) may be called in during the deliberation process to answer additional questions if they arise.
5. Applicants will then be called in individually for the decision to be given verbally by the Licensing Sub-Committee.



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# APPENDIX B

VAN PICTURES



**SHIFT**  
INDOOR CYCLING





Mobile Cafe available for events & corporate hire



HONDA  
CR-V

0 UPU



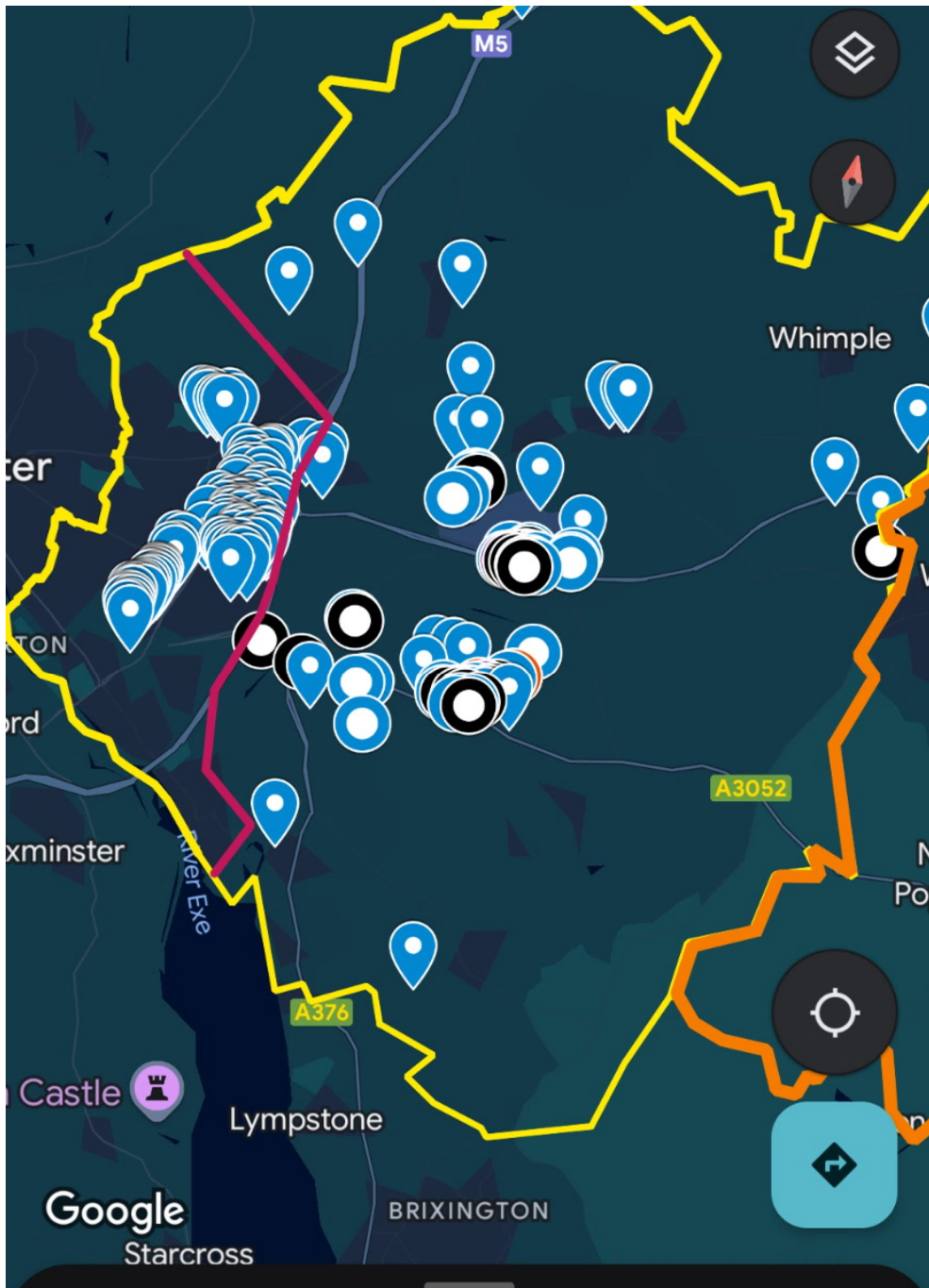
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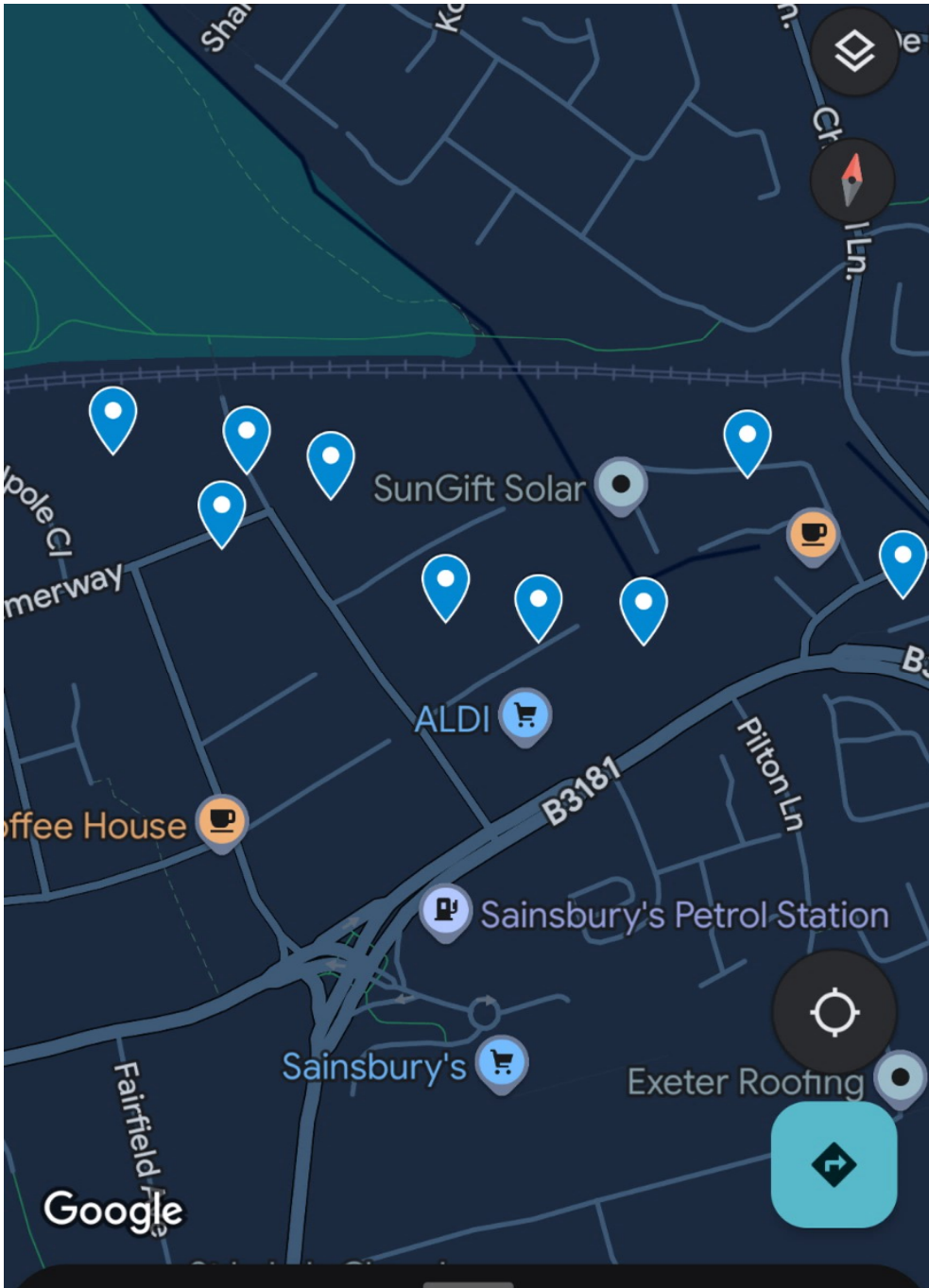
# APPENDIX C

## PROPOSED ROUNDS MAPS

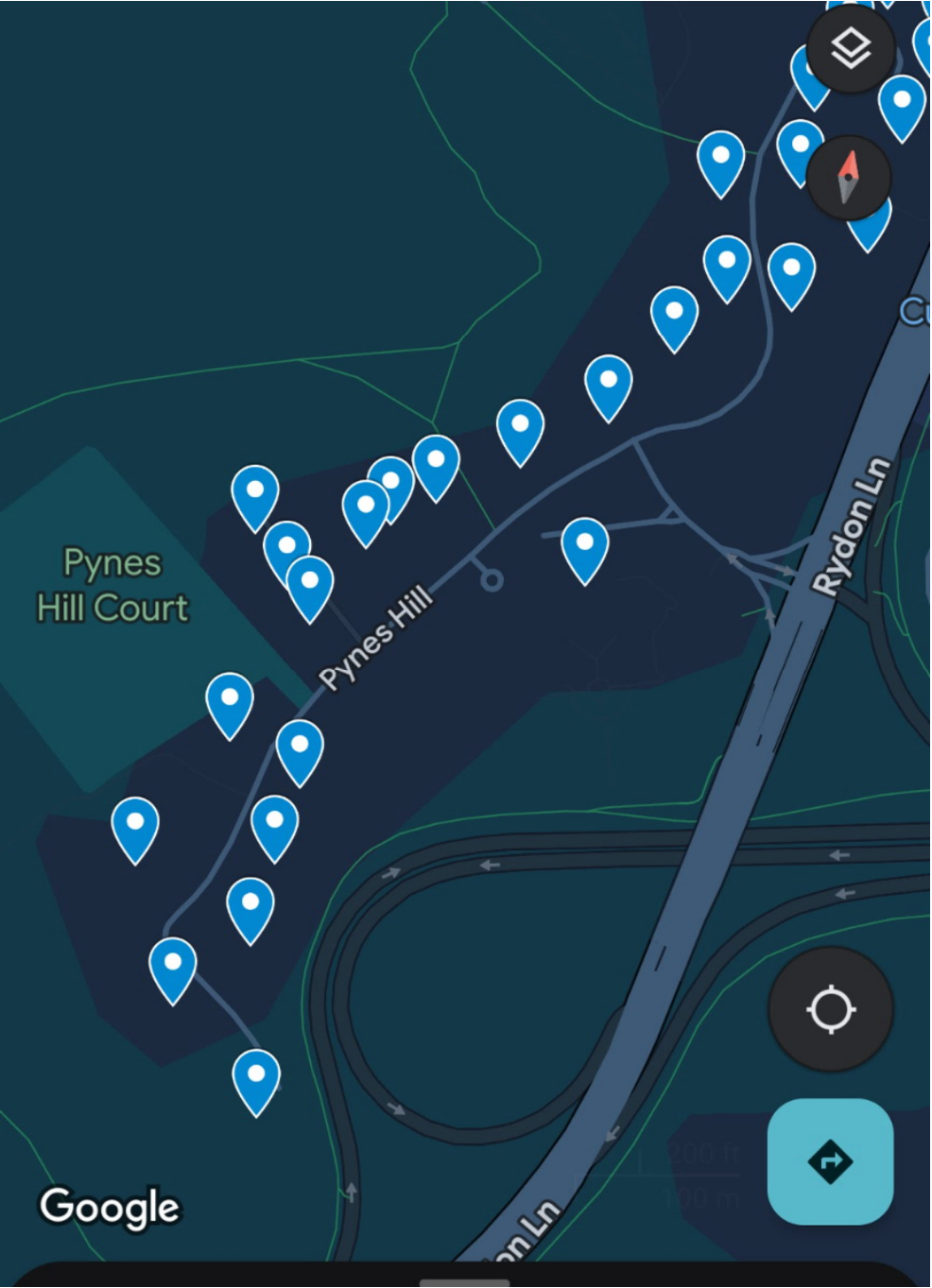




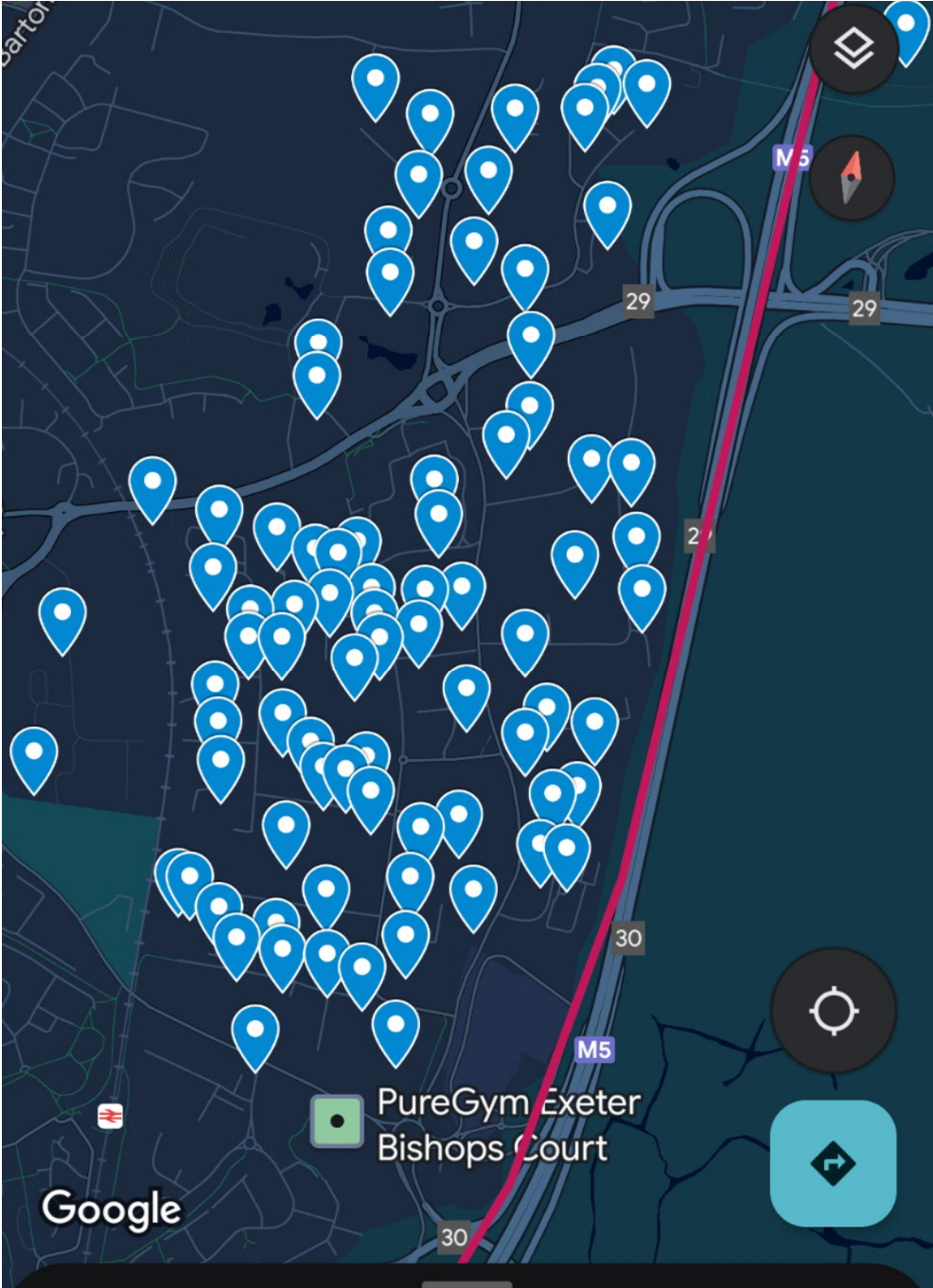














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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## REPORT TO LICENSING SUB COMMITTEE

<b>Date of Hearing:</b>	<b>17 July 2025</b>
<b>Report of:</b>	Geraldine Pendlington
<b>Application:</b>	Application for Consent to Engage in Street Trading
<b>Legislation</b>	Local Government (Miscellaneous Provisions) Act 1982
<b>Applicant:</b>	Rachael Vincent

### 1. What is the report about?

1.1 To advise the Licensing Sub-Committee that the above Applicant is seeking approval for a street trading consent applicable to a roving jiffy van.

1.2 This application has been assessed by a Licensing Officer in accordance with the Assessment Framework as set out in the Council's Street Trading Policy ('the Policy') at section 18 Appendix – Assessment Framework. The completed Assessment follows the application as set out in Appendix A.

1.3 The Applicant is proposing to sell a range of coffees, sandwiches and prepacked snacks.

1.4 The Applicant would like to apply for a consent to trade for 12 months, Monday to Friday between 08.30 to 14.30.

1.5 The Applicant holds public liability insurance and is a registered food business with East Devon District Council/Mid Devon District Council.

1.6 A copy of the Council's policy has been sent to the Applicant prior to this application.

### 2. Are there any Representations?

2.1 The application was circulated to the Devon and Cornwall Police, Devon County Highways, Exeter City Council Estates and Exeter City Councillors, In Exeter, if in the BID area, and traders located in the vicinity as per the Street Trading Policy. No comments or objections were received

### 3. What are the legal aspects?

3.1 The Council has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 for the whole of its area as 'consent streets' for street trading purposes, with exception of a number of streets in the city centre, which are designated 'licenced streets or prohibited streets'.

3.2 The power to prescribe standard conditions is contained in Schedule 4 (7) of the Local Government (Miscellaneous Provisions) Act 1982, which states:



- When granting or renewing a street trading consent, the Council may attach such conditions to it as they consider reasonably necessary.
- Without prejudice to the generality of sub paragraph (4) above, the conditions that may be attached to a street trading consent by virtue of that sub-paragraph include conditions to prevent –
  - Obstruction of the street or danger to persons using it; or
  - Nuisance or annoyance (whether to persons using the street or otherwise).
- The Council may, at any time, vary the conditions of a street trading consent.
- Paragraph 7(10) of Schedule 4 of 'The Act' provides that a street trading consent may be granted for any period not exceeding 12 months but may be revoked at any time.

**4. Policy considerations:**

4.1 Section 1.1.1 of the Council's Policy sets out the policy's purpose and states that the "policy's aim is to create a street trading environment which complements premises based trading, is sensitive to the needs and amenities of residents, provides diversity of consumer choice, and seeks to enhance the character, and ambience of local environments".

4.2 Section 6 sets out the key considerations for Licensing Sub-Committee when assessing an application.

**5. Recommendations:**

5.1 The Service Lead – Environmental Health & Community Safety would recommend that the Licensing Sub-Committee considers the application having regard to current policy and that, if the Licensing Sub-Committee are minded to approve the application, then all of the General conditions contained within Section 15 of the Policy should be included in the consent with the exception to 15.6.2 and 15.4.9 relating to ice cream vans.

**Service Lead – Head of Environment and Waste**

**Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report:-  
None

Contact for enquires:  
Democratic Services (Committees)  
Room 4.36  
01392 265275



# APPENDIX A

APPLICATION FORM

and

APPLICATION MATRIX



**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982  
SECTION 3 AND SCHEDULE 4**

**APPLICATION FOR CONSENT TO ENGAGE IN STREET TRADING**

**NOTES:** (a) Consent may be granted for any period up to 12 months. please indicate the period for which consent is initially required: Tick Box

3 months ☐ 6 months ☐ 9 months ☐ 12 months ☒

(b) **An application for consent must be accompanied by the Part A administration fee as stated on Exeter City Council website.**

(c) The completed form supporting documents and fee must be returned to the Licensing Office

I enclose the **fee of £400** \* (call 01392 265702 to pay) representing the **Part A fee**

*(Please note in the event that this application is not successful the Part A fee is not refunded)*

1	<b>Applicant NAME</b>	[REDACTED]	
2	<b>Business NAME</b>	COFFEE BISCOTTI	
3	<b>ADDRESS</b>		
4	<b>DATE OF BIRTH</b>	[REDACTED]	<b>TEL NO</b> [REDACTED]
5	<b>EMAIL ADDRESS</b>	[REDACTED]	
	<b>Right to Work – Home Office Share Code</b> <b>If no British Passport</b>		
6	<b>TYPE OF TRADING</b> (explain in detail what you want to sale) MOBILE COFFEE VAN - FRESHLY PREPARED HOT AND COLD DRINKS, LIMITED HOT SAVOURIES, FILLED ROLLS, SNACKS  Also - If a food trading business: (a) Where is food prepared? Give details of any pre prepared aspects (i.e. prepared at home and taken to the stall) and what will be prepared on the stall. HOT AND COLD DRINKS PREPARED ON THE VAN HOT FOOD COOKED AT WORK KITCHEN (b) Where is food stored? Overnight and during trading – give details. ON THE VAN AS APPROPRIATE IN AMBIENT AREA, FRIDGE OR FREEZER (c) What type of packaging/cutlery is to be used? – give details COMPOSTABLE CUPS + LIDS, GREASE PROOF BAGS, PAPER STRAWS		



	<p>(d) What means of collecting and disposing of litter is to be used? – give details.</p> <p>ALL WASTE PRODUCED IS TAKEN BACK TO BUSINESS ADDRESS</p> <p><b>Note: You must have a Business Trade Waste Transfer Note.</b></p> <p>(e) Please state all qualifications held that relate to the food business. You and any other person working on the stall must have Food Safety certificate at Level 2. <b>Please attach all certificates to this application.</b></p> <p>(f) Where will the mobile catering unit be kept overnight?</p> <p>LOCKED IN UNIT <span style="background-color: black; color: black;">[REDACTED]</span></p> <p>(g) Are you registered as a food business – and with which authority? Give your registration details and last assessment date and outcome. You must be registered with Exeter City Council or other Council and have a rating score. <b>Please attach to this application.</b></p> <p>MID DEVON COUNCIL</p> <p>(h) You must have Public Liability Insurance – <b>please attach to this application.</b></p>
7	<p><b>PRECISE LOCATION OF TRADING:</b></p> <p>Note: Identify the <b>exact site requested</b>; You are required to submit a plan of the area requested, identifying street names and the pitch you are seeking consent for, including a photograph if possible. What3words map is acceptable. Explain how the highway and pedestrian routes will be kept unobstructed and safe. Explain how your stall will not cause any nuisance or annoyance to any neighbours.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>SOWTON INDUSTRIAL ESTATE APPLE LANE BUSINESS UNITS PINHOE TRADING ESTATE SANDPIPER COURT EXETER BUSINESS PARK</p> </div> <div style="width: 35%;"> <p>I DO NOT STOP ON ANY HIGHWAY TO TRADE ONLY IN CUSTOMER CARPARKS UPON REQUEST</p> </div> </div>
8	<p><b>Size of stall:</b> You should detail the exact type, <b>size</b> and construction of stall. Also describe how the stall will be fuelled. i.e. what will you use for energy? If you will be using a generator, please state it's make and model.</p> <p>MERCEDES VITO VAN – Diesel Stall - 1.9m high, 4.9m long, 1.9m wide, Lithium Battery, LPG Generator – (if used) or fuel type.</p>



	<p>A photograph or picture of the stall to be used must be provided with the application.</p> <p>Generator or fuel to be used. (Please attach any safety check certificates held i.e. gas safe electrical safety test cert)</p>
9	<p>If you intend to trade from a vehicle, please give details below. Must meet Euro 6 or ULEV</p> <p>MERCEDES VITO VAN</p> <p>Attach a recent copy (last 3 months) MOT, copy of insurance and V5. Photos must be clear and easy to read.</p>

10	<p>Days and hours of trading requested – complete for each day.</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">Hours of Trading</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>8.30</td> <td>- 14.30</td> </tr> <tr> <td>Tuesday</td> <td>8.30</td> <td>- 14.30</td> </tr> <tr> <td>Wednesday</td> <td>8.30</td> <td>- 14.30</td> </tr> <tr> <td>Thursday</td> <td>8.30</td> <td>- 14.30</td> </tr> <tr> <td>Friday</td> <td>8.30</td> <td>- 14.30</td> </tr> <tr> <td>Saturday</td> <td></td> <td></td> </tr> <tr> <td>Sunday</td> <td></td> <td></td> </tr> </tbody> </table>		Hours of Trading		Monday	8.30	- 14.30	Tuesday	8.30	- 14.30	Wednesday	8.30	- 14.30	Thursday	8.30	- 14.30	Friday	8.30	- 14.30	Saturday			Sunday		
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12	<p>Have you ever been convicted of a criminal offence other than those spent convictions as defined in the Rehabilitation of Offenders Act 1974?</p> <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>If the answer is yes, please give particulars below:</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>COURT</th> <th>OFFENCE</th> <th>RESULT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	YES	NO			DATE	COURT	OFFENCE	RESULT												
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We require a recent (last 3 months) Basic DBS – Please submit with application.

13	<p>If consent has been previously issued by ECC please state date of issue</p>
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14	<p>If you intend to employ staff to work on the unit please state names, ages, addresses and contact telephone numbers. Please note we will need a head photo of all people who will work on the stall/unit</p> <table border="1"> <thead> <tr> <th>Name, age, address</th> <th>Phone number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name, age, address	Phone number		
Name, age, address	Phone number				




Signed....  ..... Date..... 24/05/2025 .....

<b>FOR OFFICE USE ONLY</b>	
DATE FEE RECEIVED:	RECEIPT NO.
DATE CIRCULATED:	LAST DATE FOR REPS:
CONSENT GRANTED / REFUSED	

Appl-Consent Street Trading

**Check List – Required for Application. Please ensure all the below are also submitted with the application.**

1. Basic DBS – within the last 3 months
2. Clear head photo of applicant and any other workers with names on back
3. Photo identification i.e. driving licence or passport.
4. Right to Work evidence i.e. Passport or Home Office Share Code
5. Site plan – where you wish to trade.
6. Photo of trailer/stall/van etc.
7. Photo of generator (no petrol or diesel) or fuel to be used.
8. Gas certificate, electrical safety check certificate
9. Business Trade Waste Transfer note
10. Public Liability (£5000,000) certificate
11. MOT, Insurance and V5 if using a vehicle.
12. L2 food safety award certificates held by applicant and any other workers.

***Please note your application will be assessed in relation to the following attached Matrix.***

***Once all the relevant information is received and the application is assessed we will write a report for sub-committee. Your application will be put forward for the next available sub-committee date and you will be invited to attend to discuss your application. The sub-committee will determine if your application is successful.***



Assessment criteria	Specific factors linked to criteria	Score	Comments (Additional guidance in italics)
1. Public Safety	Adverse comment made by Highway Authority or any other relevant consultee in terms of location	5	Application circulated and no adverse comments received. Coffee, prepacked snacks and cold drinks van trading on the industrial estates and business premises in Exeter. Will pull in and park on the carparks within complexes of offices and commercial units. Customers should be aware of the carparks layout and use and how to navigate from the units to the van safely. As no Public Safety concern, I have scored this section 5.
2. Prevention of crime and disorder	Adverse comment made by Police or any other relevant consultee in terms of increased risk.	5	No comments or objections received. Parked whilst trading and will then move on. Daytime trading only. Little or no opportunity for crime or disorder. As very low risk I have scored this section 5.
3. Prevention of nuisance	Consideration of proposed activity and how that may impact on neighbouring residences and businesses.	5	Providing service for businesses mainly on trading estates. Has developed a customer base who expect the applicant's presence, so little or no proposed nuisance. Coffee and snacks van so no smell nuisance and chimes/bell to be used to announce arrival only. More in depth information regarding rounds in section 7 of the application form. As very low or no risk I have scored this section 5.



4. Suitability of applicant	<p>Any adverse unspent convictions</p> <p>Previous history of reliable payment of fees</p> <p>Previous history of compliance with any street trading consent</p>	3	<p>Clear recent DBS provided. First application so no history of fees. Following information received that the applicant has been trading in Exeter without consent the licensing officer made contact with the applicant and explained that consent is required in Exeter. Following some time, the application form and some checks and documents requested have been provided but some have not. Applicant has public liability in place and a gas and coffee machine safety check has been received. We have not received a Trade Waste Transfer note or any details of how Trade waste is disposed of except stated that it is taken back to the business unit. Photos of the van have not been provided. Right to work checked and no issues. Applicant has stated that she is registered as a food business with Mid Devon Council but latest inspection details have not been provided. No food safety training certificates provided. As this application was not prompt and some documents and information requested was slow to arrive or has not been provided, I have scored this section 3.</p>
5. Suitability of trading unit	<p>Compliance with design brief (applicable for consent over 12 weeks in any financial year)</p> <p>Appropriate size for proposed location</p> <p>High quality design</p> <p>Agreed removal of unit after trading</p>	4	<p>The applicant is proposing to trade from a franchised jiffy van. It is a ULEV compliant Mercedes van first registered in 2017. The van has current a clear MOT with no advisories. The van MOT history shows that it has remained in reasonable condition with advisories to change the tyres in 2023 and 2024. This is relatively small van so</p>



	<p>All goods, ancillary equipment and stock kept within unit.</p> <p>Emissions criteria of vehicle</p> <p>MOT history</p>		<p>appropriate size to park in a car size space which won't impede other users of any car park it is trading in. As this is a roving application the van will be stored elsewhere overnight. Due to lack of van photographs and detailed knowledge of the van set up I have scored this section 3.</p> <p>Photographs received and added to report since this assessment was written. See notes below. Score changed from 3 to 4.</p>
6. Power / Fuel source	<p>All units to be compatible with being powered by electricity.</p> <p>If generator is proposed for use outside city centre evidence must be provided that no alternative power supply is available and cannot be made available</p> <p>Electrical and gas safety certification in date</p>	3	<p>Van operation is fuelled by a combination of LPG and electric built into the van as noted in the application. No photograph of the fuel source has been submitted. A recent gas and coffee machine safety certificate has been provided. As being powered completely by electricity is not available in this type of food van, and due to the lack of photographs I have scored this category as a 3– with 5 being the highest. A score of 5 in this category is seen as aspirational with an expectation that it could possibly be achieved by 2030 in line with the Councils Clean air Policy.</p> <p>Photograph of the fuel source since received and added to report. See notes below.</p>
7. Advertising	<p>Advertising only relates to goods on sale</p> <p>Advertising is not illuminated and is contained in unit</p> <p>No “A” Boards etc.</p>	4	<p>No photos of the van have been provided so unable to comment in detail. Therefore, I have scored this section as a 2.</p> <p>Van photos received following assessment see notes below. Van looks to be tidy and corporate with minimal advertising. This section score changed from 2 to 4</p>



8. Barriers	These are necessary and appropriate.	5	No barriers used so not applicable. I have scored this section 5 as any other score would bring the overall score down without reason.
9. Hours of Trading	<p>Trading hours promote:</p> <ul style="list-style-type: none"> <li>• Preventing crime, disorder and antisocial behaviour.</li> <li>• Avoiding disturbance due to noise, smell, or other matter.</li> <li>• Protecting public safety.</li> <li>• Preventing obstruction of the highway.</li> <li>• Having regard to location and operating hours of business activity.</li> </ul>	5	Applicant is applying for Monday to Friday trading between 08.30 to 14.30. These hours compliment office-based workers need for early morning and lunchtime access to food and drinks. Business parks and trading estates have little or no provision for food and drink so the hours proposed provides to fill this gap. Any disturbance will be minimal, using a brief chime or other method to let customers know that the van has arrived. As the businesses would have already established a relationship with the trader it is expected that the brief noise would not be seen as a disturbance. The proposed routes are off the main highways and mainly using private car parks so no obstruction. There is very little or no scope for crime or disorder in this model of operating. As there are no negative aspects to the proposed hours of trading, I have scored this section 5.
10. Cumulative Impact	Except for Castle Street the trading unit is situated 30m distant from any other trading unit	5	As this is a roving application this does not apply. Other mobile traders providing a similar service will have established rounds



			that do not clash. We would expect traders to respect each other's rounds and to work around each other. I have scored 5 for this section not to impede the overall score.
11. Goods for sale	<ul style="list-style-type: none"> <li>• Quality of goods</li> <li>• Innovative products</li> <li>• No single use plastics</li> <li>• Plant based and other dietary options</li> <li>• Goods do not cause nuisance</li> <li>• Goods do not contribute to crime and disorder</li> <li>• Goods do not have a negative health impact</li> </ul>	4	<p>Last food safety inspection details not provided. Applicant also has not provided any food safety training certificate. Food is prepacked, sold to customers who then take it back to the office. Section 6 of the application form gives more detail regarding food being offered. The general menu seems to offer normal popular pastry based hot food and sandwiches with crisps and sweet snacks. Due to the application not offering any specific innovation in respect of the menu or packaging and lack of food hygiene information I have scored this section 3.</p> <p>Food Inspection received, see below notes so this section score changed from 3 to 4.</p>
12. Site Assessment	<ul style="list-style-type: none"> <li>• Any potential obstruction of pedestrian, vehicular or disabled access.</li> <li>• Any obstruction to the safe passage of pedestrians and wheelchair users.</li> <li>• Any nuisance/interruption to pedestrian flow or social distancing</li> <li>• The safe access and egress of customers and staff from the pitch and immediate vicinity.</li> </ul>	3	<p>Mobile jiffy van with permission to visit industrial/retail units and to park on private car parks in order to serve customers. Customers are aware of surroundings when approaching van and applicant will park in the safest option available at the time. No interruption to pedestrian flow as away from main highways and pavements. Proposed general round is listed in the application. Due to lack of detailed knowledge of the trading sites I have scored this section as 3.</p>



	<ul style="list-style-type: none"> <li>• Obstruction of entry to or sight lines to the entrance of retail premises or obstruction of display windows of retail premises.</li> <li>• Is permission of landowner is required.</li> </ul>		
13. Additional Information	<p>The applicant was slow to provide information and documents requested. This is a Franchise business which has been trading in Exeter for some time without consent. This assessment was sent to the applicant for comment. The applicant replied promptly apologising for not responding sooner and sending her Trade Waste Collection document, collected by Mid Devon Council. Also received was the last Food Inspection rated 5 on 26.09.2023 and pictures of the van and generator. Scores for these areas have been amended following receipt of the above documents and information.</p>		

## 1 Licensing Sub-Committee Procedure

- 1.1 The Licensing Sub-Committee is made up of 2 to 3 elected City Councillors that sit on the Licensing Committee. A Licensing Officer, Legal Advisor and Democratic Services Officer shall also attend the hearing.
- 1.2 An example of procedure followed by the Licensing Sub-Committee is set out below;

### Single Application Procedure

1. Introduction - all the parties attending the meeting are introduced giving their name a reason for attending.
2. The procedure for the sub-committee is explained together with any relevant law and policy considerations.
3. The Licensing Officer reads out the report.
4. Questions of clarification in respect of the report may be asked of the Licensing Officer.
5. The Applicant makes submissions in support of the application.
6. Questions of the applicant from Cllrs and Officers.
7. The Applicant and Licensing Officers leave the room to enable the sub-committee to determine the application. The Applicant may be called back into the room in during the deliberation process to answer additional questions if they arise.
8. A decision is given verbally to the Applicant.

### Multiple Applications Procedure



Where more than one application is made for a street trading consent at the same site the following procedure is followed.

With all applicants in the room.

1. Introduction - all the parties attending the meeting are introduced giving their name a reason for attending.
2. The procedure for the sub-committee is explained together with any relevant law and policy consideration.
3. Each application is then considered individually in turn by the sub-committee in private.
  - a. The licensing officer reads out the report to the licensing sub-committee.
  - b. Questions of clarification in respect of the report may be asked of the Licensing Officer.
  - c. The Applicant makes submissions in support of the application.
  - d. Questions of the applicant from Cllrs and Officers.
  - e. The Applicant shall leave the room and the next application shall be considered.
4. Once all the applications have been considered, the licensing sub-committee will determine which application if any will be granted consent. Applicant(s) may be called in during the deliberation process to answer additional questions if they arise.
5. Applicants will then be called in individually for the decision to be given verbally by the Licensing Sub-Committee.



# APPENDIX B

VAN PICTURES



*Coffee Biscotti*

FRESH COFFEE • SMOOTHIES • HOT & COLD FOOD











*Coffee Biscotti*  
MOBILE CAFE  
07812 635 999













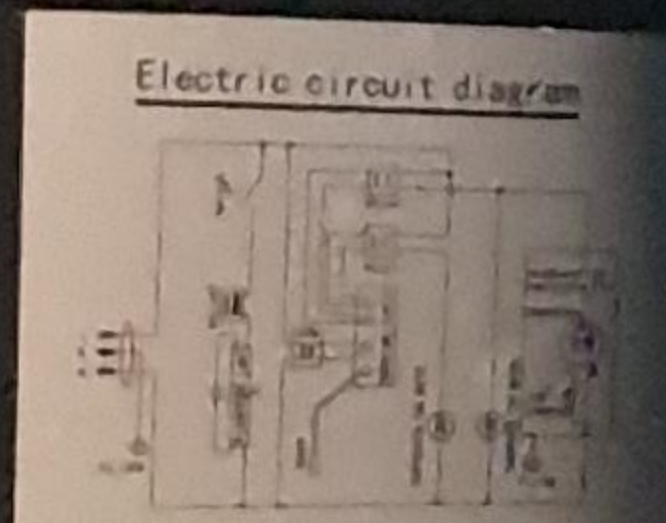


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SHOCK ABSORBER





**POIAR**  
Model: POI-1200W  
Power: 1200W  
Voltage: 12V  
Current: 100A  
Frequency: 50Hz  
Efficiency: 95%  
CE



By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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