

# 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>	
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	<b>Days and hours of trading requested – complete for each day.</b>
	Hours of Trading
	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

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 style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;">no</td> </tr> </table> <p><b>If the answer is yes, please give particulars below:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">DATE</th> <th style="width: 25%;">COURT</th> <th style="width: 35%;">OFFENCE</th> <th style="width: 25%;">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	<input type="checkbox"/>	<input type="checkbox"/>		no	DATE	COURT	OFFENCE	RESULT												
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**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>				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name, age, address</td> <td style="width: 50%;">Phone number</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Name, age, address	Phone number		
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

<b>Assessment criteria</b>	<b>Specific factors linked to criteria</b>	<b>Score</b>	<b>Comments (Additional guidance in italics)</b>
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 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. 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	<p>Except for Castle Street the trading unit is situated 30m distant from any other trading unit</p>	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>
<p>12. Site Assessment</p>	<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>	<p>3</p>	<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.