

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	Applicant NAME [REDACTED]	
2	Business NAME COFFEE BISCOTTI	
3	ADDRESS	
4	DATE OF BIRTH [REDACTED]	TEL NO [REDACTED]
5	EMAIL ADDRESS [REDACTED]	
	Right to Work – Home Office Share Code If no British Passport	
6	TYPE OF TRADING (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	

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

ALL WASTE PRODUCED IS TAKEN BACK TO
BUSINESS ADDRESS

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.

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

LOCKED IN UNIT

(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.
Please attach to this application.

MID DEVON COUNCIL

(h) You must have Public Liability Insurance – **please attach to this application.**

7 PRECISE LOCATION OF TRADING:

Note: Identify the **exact site requested**; 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.

SOWTON INDUSTRIAL ESTATE
APPLE LANE BUSINESS UNITS
PINHOE TRADING ESTATE
SANDPIPER COURT
EXETER BUSINESS PARK

I DO NOT STOP ON
ANY HIGHWAY TO TRADE
ONLY IN CUSTOMER
CARPARKS UPON
REQUEST

8

Size of stall: You should detail the exact type, **size** 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.

MERCEDES VITO VAN – Diesel
Stall - 1.9m high, 4.9m long, 1.9m wide,
Lithium Battery, LPG
Generator – (if used) or fuel type.

	<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>Hours of Trading</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>8.30 - 14.30</td> </tr> <tr> <td>Tuesday</td> <td>8.30 - 14.30</td> </tr> <tr> <td>Wednesday</td> <td>8.30 - 14.30</td> </tr> <tr> <td>Thursday</td> <td>8.30 - 14.30</td> </tr> <tr> <td>Friday</td> <td>8.30 - 14.30</td> </tr> <tr> <td>Saturday</td> <td></td> </tr> <tr> <td>Sunday</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		
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Signed....  Date..... 24/05/2025

FOR OFFICE USE ONLY	
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"> • Preventing crime, disorder and antisocial behaviour. • Avoiding disturbance due to noise, smell, or other matter. • Protecting public safety. • Preventing obstruction of the highway. • Having regard to location and operating hours of business activity. 	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"> • Quality of goods • Innovative products • No single use plastics • Plant based and other dietary options • Goods do not cause nuisance • Goods do not contribute to crime and disorder • Goods do not have a negative health impact 	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"> • Any potential obstruction of pedestrian, vehicular or disabled access. • Any obstruction to the safe passage of pedestrians and wheelchair users. • Any nuisance/interruption to pedestrian flow or social distancing • The safe access and egress of customers and staff from the pitch and immediate vicinity. 	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"> • Obstruction of entry to or sight lines to the entrance of retail premises or obstruction of display windows of retail premises. • Is permission of landowner is required. 		
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.