

# 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> Osama Ashraf Mahameed	
2	<b>Business NAME</b> FALAFEL HOLY LAND	
3	<b>ADDRESS</b> [REDACTED]	
4	<b>DATE OF BIRTH</b> 23/09/2006	<b>TEL NO</b> [REDACTED]
5	<b>EMAIL ADDRESS</b> [REDACTED]	
	<b>Right to Work – Home Office Share Code</b> [REDACTED] <b>If no British Passport</b>	
6	<b>TYPE OF TRADING</b> (explain in detail what you want to sale) All vegetarian Falafels – wraps – salads – and maybe soup  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. Prepared at home then transfer it to my store  (b) Where is food stored? Overnight and during trading – give details. at home in the fridge and small fridge on store  (c) What type of packaging/cutlery is to be used? – give details Paper Bags and Boxes	

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

Bin in store available for customers and will keep a look for any Rubbish near the store to pick up

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

Advised to register online + will complete as needed.

(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.**

Plans to attend ECC L2 training on 7th May

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

off Rd at my home's friend or rent parking space - not sure yet

(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.**

if successful will register with ECC Environmental Health and will not trade until inspected.

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

will obtain if successful.

**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.

Bottom of Castle St  
behind hot sausage stall

**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.

Stall - 2 x 2.5 M

Generator – (if used) or fuel type. Gas or Electricity

	<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) <i>will obtain if application successful.</i></p>
9	<p>If you intend to trade from a vehicle, please give details below. Must meet Euro 6 or ULEV <i>N/A</i></p> <p>Attach a recent copy (last 3 months) MOT, copy of insurance and V5. Photos must be clear and easy to read. <i>N/A</i></p>

10	<p>Days and hours of trading requested – complete for each day.</p> <p>Hours of Trading</p> <table border="1"> <tr> <td>Monday</td> <td><i>10 - 1800</i></td> </tr> <tr> <td>Tuesday</td> <td><i>10 - 1800</i></td> </tr> <tr> <td>Wednesday</td> <td><i>10 - 1800</i></td> </tr> <tr> <td>Thursday</td> <td><i>10 - 1800</i></td> </tr> <tr> <td>Friday</td> <td><i>10 - 1800</i></td> </tr> <tr> <td>Saturday</td> <td><i>10 - 1800</i></td> </tr> <tr> <td>Sunday</td> <td><i>10 - 1800</i></td> </tr> </table>	Monday	<i>10 - 1800</i>	Tuesday	<i>10 - 1800</i>	Wednesday	<i>10 - 1800</i>	Thursday	<i>10 - 1800</i>	Friday	<i>10 - 1800</i>	Saturday	<i>10 - 1800</i>	Sunday	<i>10 - 1800</i>
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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><i>[initials]</i></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		<i>[initials]</i>	DATE	COURT	OFFENCE	RESULT												
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We require a recent (last 3 months) Basic DBS – Please submit with application.

DBS: 

*02/04/2025* *CLEAR CERT TO FOLLOW*

13	If consent has been previously issued by ECC please state date of issue

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 <i>N/A</i></p> <table border="1"> <thead> <tr> <th>Name, age, address</th> <th>Phone number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name, age, address	Phone number				
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Signed....  ..... Date 03/04/2025 .....

<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.***

*Right to work to 28-09-2028  
can work in any job.*

# Street Trading Consent Application - Assessment Framework Matrix – Osama Mahameed – Falafel Holy land

(will be scored 0 to 5 with 0 being the lowest/worst score and 5 being the highest/best score)

To be completed by Licensing Officer

52/60

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	Trading site is at the bottom of Castle Street, behind the Hot Sausage stall. Discussed size restrictions with applicant to allow free flow of pedestrians as well as emergency vehicles if needed. Proposed stall will be small enough to comply with restrictions. Stall and plan of Castle Street showing traders positions is attached to the committee report at Appendix B Application circulated to Highways and nearby traders. No objection from highways and one trader replied saying that he has no objections. No comments received from second nearby trader.
2. Prevention of crime and disorder	Adverse comment made by Police or any other relevant consultee in terms of increased risk.	5	Proposed daytime trading. No adverse or increased risk envisaged. Application circulated to police and no comments received.
3. Prevention of nuisance	Consideration of proposed activity and how that may impact on neighbouring residences and businesses.	5	Application for site with two other traders already in situ. Proposed stall should add to the variety of food offered. At present the location has a crepe van and a hot sausage and beefburger stall. Other stall traders informed of application and one comment received confirming that they are happy with the proposed stall. The site also has food

			outlets on both sides of the street but each offer different food choices. Pret a Manger is on one side and The Cornish Bakehouse is on the opposite side. Trading is restricted to the stall only and no other structures are allowed. No direct impact to other businesses or potential nuisance envisaged.
4. Suitability of applicant	Any adverse unspent convictions  Previous history of reliable payment of fees  Previous history of compliance with any street trading consent	5	New application with no previous applications to consider. Clear recent, April 2025, Basic DBS submitted with application. Applicant has right to work in the UK until 28 September 2028. Applicant is intending to complete Food Safety training at level 2 as soon as possible.
5. Suitability of trading unit	Compliance with design brief (applicable for consent over 12 weeks in any financial year) Appropriate size for proposed location High quality design Agreed removal of unit after trading All goods, ancillary equipment and stock kept within unit. Emissions criteria of vehicle MOT history	3	The trading unit proposed is a two by two meter gazebo as seen in appendix B of the committee report. This is the appropriate size for the space available, with the maximum being two by two and a half meters. The gazebo seems to be an acceptable design and quality as seen in the provided picture. All goods and equipment will be kept within the unit. The trailer will be removed each day.
6. Power / Fuel source	All units to be compatible with being powered by electricity. 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 Electrical and gas safety certification in date	3	The applicant intends to fuel the unit by gas or electricity as appropriate when fitting the proposed stall out for trading. No pictures or certificates submitted with application. Gas and Electrical Safety certificates would be requested prior to any trading if successful.

7. Advertising	Advertising only relates to goods on sale Advertising is not illuminated and is contained in unit No "A" Boards etc.	3	Only advertising of company name, menu and prices on stall. No A boards will be used. No illuminations planned. No picture of fully function stall available so advertising should be as advised.
8. Barriers	These are necessary and appropriate.	5	No barriers to be used.
9. Hours of Trading	Trading hours promote: <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	Proposing daytime trading only so no adverse consequences envisaged. Will provide a bin for customer use and will make sure area is left clean and tidy at end of trading day. Any noise and smell created will be representative of the types of food stall in the location already. Trading will be on a wide paved area so no potential to obstruct the highway and customers will be able to access and egress the unit safely. Proposing vegetarian food only so not contributing to any meat smells.
10. Cumulative Impact	Except for Castle Street the trading unit is situated 30m distant from any other trading unit.	4	Will be situated in Castle Street alongside two other small food outlets.
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> </ul>	4	The applicant proposes to provide a range of falafel wraps, falafel salad boxes, and falafel with humas and vegetables. The food will be prepared at the applicant's home and transported to the site in Castle Street.



	<ul style="list-style-type: none"> <li>• Goods do not contribute to crime and disorder</li> <li>• Goods do not have a negative health impact</li> </ul>		Applicant intends to use paper and wooden packaging and cutlery only, in compliance with Council policy.
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> <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>	5	<p>Size of stall is limited in order to ensure free access for emergency vehicles and enable pedestrians and wheelchair users' easy access to either side. Application was circulated to highways and no objections were received.</p> <p>Situated in the middle of the pavement so no obstructions to any other business entrance or windows.</p> <p>Landowner permission not required for this application</p>
13. Additional Information	<p>The full Council policy with conditions and assessment Matrix was sent to the applicant.</p> <p>The applicant understands that he will need to register, regarding the new trading unit business, as a Tier Two Business Waste carrier and produce a Trade Waste Transfer Note annually. The applicant also understands that he will need to register with Exeter City Council as a new food business and have a successful Hygiene Inspection in order to trade. The applicant will obtain public Liability Insurance if successful.</p> <p>The applicant has refugee leave to remain and has the right to work until September 2028. There are no restrictions on the types of work that the applicant can do.</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.