

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** ☒ **12** months ☐ 9 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 IONOUTS TOMATSEK	
2	Business NAME THEODOR'S AMAZING FOOD LTD	
3	ADDRESS [REDACTED]	
4	DATE OF BIRTH 17.01.1980	TEL NO [REDACTED]
5	EMAIL ADDRESS IANNYS1980@ICLOUD.COM	
	Right to Work – Home Office Share Code If no British Passport	
6	TYPE OF TRADING (explain in detail what you want to sale) 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. FOOD WILL BE PREPARED AT THE SHOP, ON 3, BUDDLE LANE, EX41JU (b) Where is food stored? Overnight and during trading – give details. FOOD IS PREPARED DAILY DAILY AT THE SHOP AND STORED IN DESIGNATED FRINGES (c) What type of packaging/cutlery is to be used? – give details ECO PACKING, WOOD CUTLERY	

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

WILL PROVIDE MY OWN BIN, AND WILL BE PICKED UP BY MYSELF BEFORE LEAVING THE SITE. ALSO WILL USE MATS IN ORDER NOT TO KEEP EVERYTHING CLEAN.

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

(c) 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.

I HAVE LVL 2 IN FOOD SAFETY IN CATERING PLEASE FIND ATTACHED THE PROOF.

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

AT 3, BUDDLE LANE, EX41JU, EXETER, DEVON.

(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.

EXETER CITY COUNCIL.

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

I'VE ATTACHED THE PROOF.

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.

- ① CASTLE STREET, BEHIND THE SAUSAGE STALL.
- ② MY GAZEBO WILL NOT OBSTRUCT PEDESTRIANS
- ③ I'VE ATTACHED A MAP AS WELL.
- ④ I'M NOT USING ANY NOISE EQUIPMENT.

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 - GAZEBO 2x2 METERS. NOT USING GENERATOR.

	<p>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) I'VE ATTACHED A PHOTO WITH GAZERO GENERATOR WILL NOT BE USED.</p>
9	<p>If you intend to trade from a vehicle, please give details below. Must meet Euro 6 or ULEV</p> <p style="text-align: center;">NOT USE A VAN. N/A</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 style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"></th> <th style="width: 10%; text-align: center;">Hours of Trading</th> <th style="width: 70%;"></th> </tr> <tr> <td>Monday ✓</td> <td style="text-align: center;">09</td> <td>– 16:00</td> </tr> <tr> <td>Tuesday ✓</td> <td style="text-align: center;">09</td> <td>– 16:00</td> </tr> <tr> <td>Wednesday ✓</td> <td style="text-align: center;">09</td> <td>– 16:00</td> </tr> <tr> <td>Thursday ✓</td> <td style="text-align: center;">09</td> <td>– 16:00</td> </tr> <tr> <td>Friday ✓</td> <td style="text-align: center;">09</td> <td>– 16:00</td> </tr> <tr> <td>Saturday ✓</td> <td style="text-align: center;">09</td> <td>– 16:00</td> </tr> <tr> <td>Sunday ✓</td> <td style="text-align: center;">09</td> <td>– 16:00</td> </tr> </table>		Hours of Trading		Monday ✓	09	– 16:00	Tuesday ✓	09	– 16:00	Wednesday ✓	09	– 16:00	Thursday ✓	09	– 16:00	Friday ✓	09	– 16:00	Saturday ✓	09	– 16:00	Sunday ✓	09	– 16:00
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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 style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px 10px;">YES</td> <td style="border: 1px solid black; padding: 2px 10px;">NO</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px 10px;"></td> <td style="border: 1px solid black; padding: 2px 10px; text-align: center;">X</td> </tr> </table> <p>If the answer is yes, please give particulars below:</p> <table style="width: 100%; border-collapse: collapse;"> <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> <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> </table>			YES	NO		X	DATE	COURT	OFFENCE	RESULT												
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We require a recent (last 3 months) Basic DBS – Please submit with application.

I'VE ATTACHED THE BASIC DBS.

13	<p>If consent has been previously issued by ECC please state date of issue</p> <p style="text-align: center;">N/A</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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 55%; border-bottom: 1px solid black; padding: 5px;">Name, age, address</td> <td style="width: 45%; border-bottom: 1px solid black; padding: 5px;">Phone number</td> </tr> </table>		Name, age, address	Phone number
Name, age, address	Phone number			

[REDACTED]	[REDACTED]
[REDACTED]	/
/	/

Signed.....

[REDACTED]

.....Date.....

11.03.2025

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.

Street Trading Consent Application - Assessment Framework Matrix - Ionouts Tomatsek – Theodores Amazing Food

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

51 /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 comments 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 comments 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	<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>New application with no previous applications to consider. Clear recent, March 2025, Basic DBS submitted with application. Applicant has right to work in the UK until 11 December 2029. Applicant has Level 2 Food safety certificate dated 4 December 2015 but is also intending to update this by retaking the training at level 2 as soon as possible. The applicant is currently part business owner at a Greek food takeaway and caterers in Exeter. The business is registered with Exeter City Council and achieved a food hygiene rating of 5 at their last inspection on 11 September 2024.</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>	3	<p>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 gazebo will be removed each day and the street floor swept clean of any debris. The applicant has advised that he will</p>

	<p>Emissions criteria of vehicle</p> <p>MOT history</p>		<p>use rubber mats to keep the floor space clean of drips and debris. The applicant has informed us that he has purchased new equipment for the cooking of food in the stall. Applicant has provided evidence that the required Public Liability insurance is in place.</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>The applicant has looked at the possibility of running the grills by electric batteries but even with solar backup the electricity generated would not be enough to run the equipment all day. A licensing officer also did some research and found that this was the case. Therefore, the applicant intends to use gas to fuel the table top fryer, griddle, and other equipment needed to run the stall. The applicant has submitted recently completed gas safety inspection paperwork for his outside catering equipment.</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>	3	<p>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.</p>
8. Barriers	<p>These are necessary and appropriate.</p>	5	<p>No barriers to be used.</p>
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. 	5	<p>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</p>

	<ul style="list-style-type: none"> • Protecting public safety. • Preventing obstruction of the highway. • Having regard to location and operating hours of business activity. 		customers will be able to access and egress the unit safely.
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"> • 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 	3	<p>This will be an extension of a Greek food takeaway that obtained a score of 5 for the last food hygiene inspection on 11 September 2024. The applicant proposes to provide a range of grilled meat, cheese, and vegetables and salads. The food will be prepared at the registered food business and transported to the site in Castle Street. The proposed menu is provided in the committee report at appendix B</p> <p>Applicant intends to use paper and wooden packaging and cutlery only, in compliance with Council policy.</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. 	5	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.

	<ul style="list-style-type: none"> Any nuisance/interruption to pedestrian flow or social distancing The safe access and egress of customers and staff from the pitch and immediate vicinity. 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. 		<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. The applicant has provided all documents and information requested. The applicant understands that he will need to register, in regard to the new trading unit business, as a Tier Two Business Waste carrier and produce a Trade Waste Transfer Note annually for the transference of waste from the unit in Castle Street to the business at Buddle Lane. The Trade waste is collected from Buddle Lane by Exeter City Council and a contract and Trade waste Transfer Note has been provided to evidence this.</p> <p>Although the applicants right to work shows this is valid until 2029 the applicant has explained that he was offered British Citizenship but declined due to already having dual nationalities. He did not want to give these up. The applicant informed licensing that he just needs to register residency every 10 years and that he has been resident in the UK since 2015. 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.