

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 JESSICA MCALLISTER	
2	Business NAME JUNGLE COFFEE	
3	ADDRESS [REDACTED]	
4	DATE OF BIRTH 21 / 08 / 1987	TEL NO [REDACTED]
5	EMAIL ADDRESS junglecoffee.trailer@gmail.com	
	Right to Work – Home Office Share Code If no British Passport British	
6	TYPE OF TRADING (explain in detail what you want to sale) High quality barista coffee and cakes, brownies, and other pre packaged 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. Cakes are brought in & stored in the fridge. No food preparation – all pre packaged. (b) Where is food stored? Overnight and during trading – give details. as above. (c) What type of packaging/cutlery is to be used? – give details Compostable vegware packaging and cups.	

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

I have a bin inside the van, and one outside the trailer for customers to use. I will register with a trade waste company to transfer my waste, and dispose of it responsibly. I will have a trade waste transfer note prior to trading.

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.**

Food Safety Level 2.

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

Lock up in Bramford Speke.

(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.**

Recent assessment with [REDACTED] from East Devon Council, April 2025, 5 out of 5.

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

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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.

Mincinglake Valley Park Car Park
Calthorpe Road

W3W to be supplied.

Roving in the Valley Parks (Mincinglake - both car parks and Northbrook Park).

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 - 4.2m x 2m. Horse trailer converted into a coffee stall.

Generator – (if used) or fuel type. Honda, dual fuel (petrol), 7kw.

	<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> <p style="text-align: center;">Petrol, electric, brand new.</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;">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 border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Hours of Trading</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>6am - 4pm</td> </tr> <tr> <td>Tuesday</td> <td>6am - 7pm</td> </tr> <tr> <td>Wednesday</td> <td>..</td> </tr> <tr> <td>Thursday</td> <td>..</td> </tr> <tr> <td>Friday</td> <td>..</td> </tr> <tr> <td>Saturday</td> <td>..</td> </tr> <tr> <td>Sunday</td> <td>..</td> </tr> </tbody> </table>		Hours of Trading	Monday	6am - 4pm	Tuesday	6am - 7pm	Wednesday	..	Thursday	..	Friday	..	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" style="margin-left: auto; margin-right: auto;"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> </table> <p>If the answer is yes, please give particulars below:</p> <table border="1" style="width: 100%;"> <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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	✓																				
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We require a recent (last 3 months) Basic DBS – Please submit with application.

Applied.

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</p>	
	Name, age, address	Phone number

Signed.



Date 8.5.2025

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.

NEW Street Trading Consent Application - Assessment Framework Matrix (will be scored 0 to 5 with 0 being the lowest score)

Licensing Officer Geraldine Pendlington

57 / 60

JUNGLE COFFEE

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	4	Application was circulated to Highways, Councillors, Estates and the Police. One comment received regarding first suggested site being a car park and concern that only one space is used so to allow maximum spaces free for the public to use. No concerns raised re public safety. If consent awarded further consultation and a site visit with applicant, Licensing and Devon Wildlife Trust will be planned to ensure the best and safest pitch is identified.
2. Prevention of crime and disorder	Adverse comment made by Police or any other relevant consultee in terms of increased risk.	5	No adverse comments received
3. Prevention of nuisance	Consideration of proposed activity and how that may impact on neighbouring residences and businesses.	5	Devon Wildlife Trust are keen to enhance the Vally parks (Mincinglake and Northbrook) with this new initiative. Applicant has met with the park ranger and the manager to consider the best pitch. Several may be tried in order to find the best fit. No nuisance to residences or businesses envisaged as will be within the park's boundaries.
4. Suitability of applicant	Any adverse unspent convictions Previous history of reliable payment of fees	5	New application – has paid application fee on time. No unspent convictions – Clear recent DBS submitted. All documents requested have

	Previous history of compliance with any street trading consent		been submitted promptly. Applicant has L2 Food Safety Certificate and Public Liability insurance in place.
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>	5	As seen in appendix B the small horse box trailer has been decorated and maintained to a high standard. The trailer is small enough to fit in a suitable car parking area and will provide colour and a focus point for visitors. The unit will be removed each day and is kept in a lock up overnight. The applicant has bought a new generator to run the machinery and believes it to be extremely quiet. The unit provides a different experience to a regular coffee van due to the imaginative way it is decorated, and the applicant is passionate in providing barista style quality coffee.
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	The applicant investigated smaller power units but found that the petrol generator bought was the most efficient in order to run the equipment. As it is new it should provide a clean as possible and quiet power source. Start up is by electrical switch. Power source is brand new so has not been safety tested yet.
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>	5	All advertising to be on unit only, as shown in pictures in appendix B. No A boards will be used and no illuminations as daytime trading.
8. Barriers	These are necessary and appropriate.	5	Not applicable – no barriers to be used.

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	<p>Requesting daytime trading only, early morning to after work, in order to serve potential dog walkers. No disturbance envisaged as not near residential properties. Only smell will be coffee which will not travel very far. Off road so highway not affected.</p> <p>It is expected by applicant that the first period of trading will inform the best times to start or finish so have applied for hours that will allow some flexibility.</p> <p>The applicant has a trade waste contract in place and has produced a Transfer note to coincide with the projected start date.</p>
10. Cumulative Impact	Except for Castle Street the trading unit is situated 30m distant from any other trading unit	5	.Not applicable as no other traders in vicinity.
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 	5	<p>Applicant has been trading on Film sets serving Barista style coffee and quality snacks for many years so has experience regarding the range of goods the public can request. All packaging and cups used can be compostable and no single use plastic is used.</p> <p>Plant based milk is offered as an alternative and vegan/gluten free snacks will offer variety. Brownies and cakes are sourced from Exploding Bakery and Cake or Death</p> <p>The applicant caters to all dietary needs and sources everything locally where possible. The applicant also has all the relevant allergen sheets available.</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. 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. 	4	<p>From circulation of the application one comment was received regarding the site being a car park and concern that only one space is used so to allow maximum spaces free for the public to use. No concerns raised re public safety. If consent awarded further consultation and a site visit with applicant, Licensing and Devon Wildlife Trust will be planned to ensure the best and safest pitch is identified. The public park to access the park and walk dogs so will be mindful of other cars when using the site, The pitch will be situated in a suitable place that does not impede sight lines to vehicles accessing or leaving the area. The site will be assessed for safe access by the public. Applicant has permission from Devon Wildlife Trust to trade in either or both Mincinglake and Northbrook parks.</p> <p>A potential trading site outside of the parks has also been identified as a possibility if trading within the parks prove to be unviable. The site is a layby on Prince Charles Rd, opposite the Morrisons roundabout. The site pictures are attached to the committee report at appendix C. This application includes this additional potential site.</p>
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13.Additional Information	The applicant has many years' experience of running the coffee trailer as a small businesses but has focussed on film sets and festivals to date. The applicant is looking to work closer to home and lives close to Mincinglake park so knows the area well. Consultation with Devon Wildlife Trust in developing a presence in the parks they manage has been ongoing for some time and it is understood that DWT is keen to support the applicant in this venture. If the parks proposal proves to be unviable in the long run the applicant has identified a further site to trade from on Prince Charles Rd as shown in the pictures attached to the committee report.
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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.