

# 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> ZOLTAN BALOG	
2	<b>Business NAME</b> BALOGS CAFÉ LTD	
3	<b>ADDRESS</b> [REDACTED]	
4	<b>DATE OF BIRTH</b> 03/may/1977	<b>TEL NO</b> [REDACTED]
5	<b>EMAIL ADDRESS</b> exetereast@uk.cafe2u.biz	
	<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) <ul style="list-style-type: none"> <li>56103 - Take-away food shops and mobile food stands</li> </ul> <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. Food pre-prepared by tiffin sandwiches company, sotred in fridge while trading</p> <p>(b) Where is food stored? Overnight and during trading – give details. Food is stored at dedicated fridge at home address</p> <p>(c) What type of packaging/cutlery is to be used? – give details Not applicabe</p>	

	<p>(d) What means of collecting and disposing of litter is to be used? – give details.</p> <p><b>General waste bin , recycled wate collected and taken to recicyle centre</b></p> <p><b>No waste produced, only plastic (20/week) milk bottles and coffee grounds(3kg/week). Plastic milk bottles are collected at home address and delivered to recycle centre, coffee groudns are given to our landlord who used coffee groudns for compst for his farm.</b></p> <p><b>At the start of the business we had business waste container but due to small amount waste produced and cost of waste management it wasn't sustainable to keep business waste managemen</b></p> <p><b>Note: You must have a Business Trade Waste Transfer Note.</b></p> <p>(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. <b>Please attach all certificates to this application.</b></p> <p>Level2 certificate, attached to email</p> <p>(f) Where will the mobile catering unit be kept overnight? Driveway at home address</p> <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></p> <p>Balogs cafeLtd is registered with Exeter City council, Food hyghene certificate is issued by East Devon Council 5star rating</p> <p><a href="https://ratings.food.gov.uk/business/1740335/balogs-cafe-ltd">https://ratings.food.gov.uk/business/1740335/balogs-cafe-ltd</a></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></p> <p>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><b>Abbey Court – EX2 7HY – Eagle way, Sowton industrial estate – Van is parked while trading at car park spce , safely no obstruction , trading from back of the van</b></p>

**Landmark** - EX2 7HY – Eagle way, Sowton industrial estate – Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Kew Court** – EX2 5AZ – Pyne hill - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Belvedere House** – EX2 5WS Pyne hill - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Esturay House** – EX2 7XE Pyne hill - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Bloor Homes** – EX1 3PD - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Lakeside Hosue** – EX1 3FD - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Admiral House** – EX1 3QF - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**LV** – EX1 3LH - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Francis Clark** – EX2 7QT - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Basepoint** – EX2 8LB - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**CTC** – EX2 8FS - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Exeter Mobility Centre** – EX2 8RU - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Sunbelt** – EX2 8LD - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**VP ESS** – EX2 8PF - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

**Peplows** – EX2 8PW - Van is parked while trading at car park spce , safely no obstruction , trading from back of the van

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 - Mercedes Vito 2017 Diesel</p> <p>Generator – (if used) or fuel type. cummins onan diesel generator DS5000</p> <p><b>A photograph or picture of the stall to be used must be provided with the application.</b></p> <p><b>Generator or fuel to be used. (Please attach any safety check certificates held i.e. gas safe electrical safety test cert)</b></p>
9	<p>If you intend to trade from a vehicle, please give details below. Must meet Euro 6 or ULEV</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	<p><b>Days and hours of trading requested – complete for each day.</b></p> <p>Hours of Trading</p> <p>Monday -06:30-16:00</p> <p>Tuesday -06:30-16:00</p> <p>Wednesday-06:30-16:00</p> <p>Thursday-06:30-16:00</p> <p>Friday-06:30-16:00</p> <p>Saturday – no trading</p> <p>Sunday– no trading</p>
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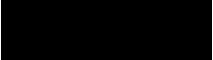
12	<p>Have you ever been convicted of a criminal offence other than those spent convictions as defined in the Rehabilitation of Offenders Act 1974?</p> <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td></td> <td>X</td> </tr> </table> <p><b>If the answer is yes, please give particulars below:</b></p> <table border="1"> <thead> <tr> <th>DATE</th> <th>COURT</th> <th>OFFENCE</th> <th>RESULT</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</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		X	DATE	COURT	OFFENCE	RESULT	N/A	N/A	N/A	N/A								
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**We require a recent (last 3 months) Basic DBS – Please submit with application.**

DBS check is in process, will be sent as soon as it arrives through post. Applied on gov.uk website and confirmation text received it is being delivered

13	<b>If consent has been previously issued by ECC please state date of issue</b>
NA	

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>	
Name, age, address		Phone number
N/A		N/A

Signed.....  .....Date..... 07/may/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 - Assessment Framework Matrix (will be scored 0 to 5 with 0 being the lowest score)

Licensing Officer Geraldine Pendlington

51/60 Balog's Café Ltd (Cafe2U)

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, sandwich and snacks van trading on the industrial estates 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.
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. Little or no opportunity for crime or disorder.
3. Prevention of nuisance	Consideration of proposed activity and how that may impact on neighbouring residences and businesses.	5	Providing service for businesses on trading estates. Has developed a customer base so little or no proposed nuisance. Coffee and snacks van so no smell nuisance and chimes/bell to be used to announce arrival only.
4. Suitability of applicant	Any adverse unspent convictions Previous history of reliable payment of fees Previous history of compliance with any street trading consent	4	Clear recent DBS provided. First application so no history of fees. Applicant was trading without consent but believed he did not need it. Once contacted he stopped trading immediately and applied for consent. All checks and documents requested have been promptly provided. Applicant has L2 Food safety and public liability in place. Right to



			work checked and full right to unlimited work 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> <p>Emissions criteria of vehicle</p> <p>MOT history</p>	3	The applicant is proposing to trade from a franchised jiffy van. It is a Euro 6 compliant Mercedes Vito registered in 2018. The van presents as in good condition and the applicant has fixed the advisories from its last MOT. Evidence of the work done has been supplied. MOT history shows most advisories were due to tyres needing replacement. The vehicle failed 3 times in its history due to faulty headlamps, windscreen wiper and parking brake. All work was completed.
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	2018 Mercedes Vito Diesel van and diesel generator to fuel the appliances. Is Euro 6 as per our policy. A photo of the generator used in the van is supplied and attached to the committee report. All trading will be outside the city centre. The applicant has supplied fire and health and safety risk assessments as per the franchise model. We have also received PAT test certificate for all appliances on the van dated 01.05.2025
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	Advertising on the sides of the van. This is tidy and presented in a corporate manner. No other advertising used.
8. Barriers	These are necessary and appropriate.	5	Not applicable – no barriers used
9. Hours of Trading	Trading hours promote:	5	Applying to trade five days a week Monday to Friday 6.30 to 16.00

	<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>		Business model does not present any concerns regarding disturbance, noise or smell as based on trading estates. Daytime hours requested and operating off highway so seen as low or no risk.
10. Cumulative Impact	Except for Castle Street the trading unit is situated 30m distant from any other trading unit	5	Not applicable as mobile. 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.
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> <li>• Goods do not contribute to crime and disorder</li> </ul>	3	Main focus is various coffees but compliments this with a variety of prepacked snacks. No extra packaging is used. Coffee stirrers are wooden. No definitive snack menu offered. Coffee/hot drinks menu can be seen on back door of van.

	<ul style="list-style-type: none"> <li>• Goods do not have a negative health impact</li> </ul>		
12.Site Assessment	<p>Any potential obstruction of pedestrian, vehicular or disabled access.</p> <p>Any obstruction to the safe passage of pedestrians and wheelchair users.</p> <p>Any nuisance/interruption to pedestrian flow of social distancing</p> <p>The safe access and egress of customers and staff from the pitch and immediate vicinity.</p> <p>Obstruction of entry to or sight lines to the entrance of retail premises or obstruction of display windows of retail premises.</p> <p>Is permission of landowner is required.</p>	3	<p>Mobile jiffy van with permission to visit industrial/retail units and to park on private car parks in order to serve customers.</p> <p>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.</p>
13.Additional Information	<p>Zoltan has been forthcoming and as helpful as possible once he realised that he needed to apply for consent to street trade. Franchise providers often give incorrect information regarding the need to apply for consent to trade as it seems to be a common belief that if you are on private land consent is not needed.</p> <p>Zoltan recycles his own milk containers by taking them to the recycling centre. Coffee grounds are given to a local farmer to be reused. Zoltan used to have a commercial waste pick up contract but as the waste was very low decided to recycle it himself. Zoltan will need to register as a lower tier waste carrier which is free and keep a waste transfer note for the waste he takes to the recycling centre.</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.

