

Street Trading Guidance Notes and Application Form



Street Trading Consent

A Guide for Applicants

Everything you need to know about applying for a Street Trading Consent in the Dover District.

Licensing Team

Dover District Council White

Cliffs Business Park Dover

Kent CT16 3PJ

Tel: 01304 872295

Website: www.dover.gov.uk

Email: licensing@dover.gov.uk

1. Introduction

Thank you for your interest in street trading within the Dover District.

This guide explains the Council's street trading requirements and provides information on:

- When a Street Trading Consent is required
- How to apply
- How applications are assessed
- The responsibilities of consent holders
- Fees and charges
- Enforcement arrangements

Please read this guidance carefully before making your application.

Street trading is regulated by Dover District Council under the Local Government (Miscellaneous Provisions) Act 1982. The purpose of street trading controls is to ensure trading activities are safe, suitable and do not cause nuisance, obstruction or danger to other users of public spaces.

2. What is Street Trading?

Street trading generally means selling, offering for sale, or displaying goods or services from a street or public place.

This can include trading from:

- Street markets
- A gazebo
- A trailer
- A food van
- A coffee cart
- An ice cream vehicle
- A hot food stall
- A portable display stand
- Advertising a car for sale

For the purposes of street trading legislation, a "street" includes:

- Roads
- Pavements
- Beaches
- Public squares
- Any other area the public can access without payment

3. Do I Need a Street Trading Consent?

You will usually need a Street Trading Consent if you wish to trade in an area designated by Dover District Council as a Consent Street. All consent streets are listed at **Appendix A**.

In addition, any street adjoining a street identified in **Appendix A** is also designated as a consent street for a distance of **20 metres from the junction** with the designated street.

You must obtain permission before you start trading.

Important: Submitting an application does not authorise you to trade. You must wait until consent has been granted by the Council.

Street Trading Consents can be granted for a period of up to 12 months.

4. Exemptions

Certain activities do not require a Street Trading Consent. These include:

Pedlars

Persons lawfully acting as pedlars.

News Vendors

The sale of newspapers and certain related products from approved stalls.

Shop Front Trading

Trading carried out as part of an existing shop business on land adjoining that shop.

Delivery Rounds

A roundsman making deliveries to regular customers on a regular route.

Markets and Fairs

Markets or fairs operating under separate legal rights.

Highway Act Permissions

Activities already authorised under the Highways Act 1980, such as certain pavement cafés.

Charity Collections

Collections carried out under the appropriate permissions.

If you are unsure whether your activity requires consent, please contact the Licensing Team before trading.

5. How We Assess Applications

Every application is considered on its own merits.

When deciding whether to grant consent, the Council may consider:

Public Safety

We must be satisfied that trading can take place safely and without causing danger to pedestrians, cyclists or motorists.

There must be sufficient space for customers and passers-by to move freely without obstruction.

Impact on Existing Businesses

The Council may consider whether there are already sufficient retail outlets offering similar goods in the area.

Nature of the Goods

Commercial street trading will normally be restricted to goods such as:

- Food and drink
- Beach-related goods
- Souvenirs

Suitability of the Applicant

The Council must be satisfied that applicants are suitable to hold a Street Trading Consent.

Once a valid application has been received with the appropriate fee and plan, the 28 day consultation period will begin. You will be notified of the end of consultation date, and you will be contacted to let you know if your application is contested. If no representations are received, the Street Trading Consent can be granted, but if the application is contested, the matter will be referred to Regulatory Committee who will make a decision on whether to grant or refuse.

6. Applying for a Street Trading Consent

The application form is shown at **Appendix C**.

Applications must:

- ✓ Be completed on the Council's application form
- ✓ Include the appropriate fee
- ✓ Include two recent passport-style photographs
- ✓ Include written permission from the landowner if private land forms part of the application
- ✓ Include details of any vehicle, stall or structure to be used

The Council may consult:

- Town Councils
- Kent Police
- Highways Authority
- Local business representatives
- Other relevant organisations
- Local businesses and residential properties who are in the vicinity of the proposed site and may be affected

Before a decision is made a notice will be displayed at the site for the 28 day consultation period giving details of the proposal.

7. Current Fees

Application Type	Fee
New Street Trading Application	£600 (£350 payable on application and non-refundable. £250 payable if approved)
Renewal Application	£285
Occasional Trader (Single Stall)	£150 per day
Occasional Street Market	£290 (up to 25 stalls, then £10 per additional stall)

Registered charities are not normally charged a fee, although other permissions may still be required.

8. Your Responsibilities

The standard conditions applied to a Street Trading Consent are shown at **Appendix B**. Additional conditions may be added where necessary.

As a Street Trading Consent Holder you must:

Display Your Consent

Your consent or consent number must be clearly displayed when trading.

Trade Only at Approved Locations

You must only trade:

- At approved locations
- During approved hours
- Selling approved goods

Maintain Insurance

You may be required to maintain Public Liability Insurance with indemnity cover of up to £5 million.

Keep the Area Clean

You are responsible for:

- Removing litter
- Managing waste
- Leaving the trading area clean at the end of each day

Ensure Public Safety

You must not:

- Obstruct the highway
- Create a hazard
- Cause nuisance to local residents or businesses

Food Businesses

Food traders must comply with all relevant Food Hygiene and Health & Safety legislation.

9. Renewals and Changes of Ownership

Street Trading Consents are personal to the holder and cannot be transferred.

If you sell your business:

- You must notify Dover District Council immediately.
- The new owner must submit a new application.

Renewal applications should be submitted well before the expiry date to avoid any interruption to trading.

10. Enforcement and Offences

It is an offence to:

- Trade without a valid Street Trading Consent
- Trade outside the terms of your consent
- Breach consent conditions
- Provide false information in an application

The Council may:

- Revoke a consent
- Refuse future applications
- Take legal action where appropriate

Appendix A

Designated Consent Streets

A full list of streets within Dover, Deal and Sandwich designated as Consent Streets is provided in this appendix. Applicants should check whether their proposed location falls within a designated area before submitting an application

DOVER DISTRICT COUNCIL DESIGNATED CONSENT STREETS

Deal

Albert Road
 Alfred Square (High Street to Alfred Row)
 Beach Street
 Broad Street
 Court Road
 Cornwall Road
 Deal Castle Road
 Dover Road (Ripple Road to The Strand)
 Duke Street (High Street to Robert Street)
 Farrier Street (High Street to Middle Street)
 George Alley
 Gilford Road
 Godwyn Road
 Golf Road (Godwyn Road to Western Road)
 Granville Road
 Griffin Street (High Street to George Street)
 Hamilton Road
 High Street
 Ivy Place
 King Street
 Kingsdown Road
 London Road (Queen Street to Sholden New Road)
 Manor Road
 Marine Road
 Marina, The
 Market Street (High Street to Middle Street)
 Middle Deal Road
 Middle Street
 (King Street to Market Street)
 King Street to Middle Street Car Park Broad Street in
 southerly direction for 20 metres
 South Street in northerly direction for 20 metres)
 Mill Hill

Mill Road
 Mongeham Road (London Road to St Richards Road)
 New Street
 Oak Street (High Street to Middle Street)
 Park Avenue
 Park Street (High Street to eastern boundary of No. 4)
 Peter Street
 Prince of Wales Terrace
 Promenade (From junction of The Marina/ Beach Street to southern boundary of Deal Castle)
 Queen Street
 St George's Road (High Street to western boundary of Town Hall Car Park)
 St Georges Passage
 St Richards Road
 Salisbury Road
 Sondes Road
 South Court
 South Parade
 South Street
 Stanhope Road (High Street to eastern boundary of Astor Theatre)
 Station Road (Dover Road to Court Road)
 Strand, The
 Union Road (High Street to western boundary wall of Union Road Car Park)
 Victoria Parade
 Victoria Road
 Water Street (High Street to Robert Street)
 Wellington Road (High Street to eastern boundary wall of No. 27)
 Western Road

Dover

A20 (Eastern Dock to Court Wood Interchange)	Ladywell
Alkham Road (Abbey Road to London Road, Temple Ewell)	Lewisham Road
Astor Avenue	London Road, Dover
Barton Road	London Road, River
Beaconsfield Avenue	London Road, Temple Ewell (Railway Bridge to London Road, River)
Beaconsfield Road	Maison Dieu Place
Bench Street	Maison Dieu Road
Biggin Street	Marine Parade (Waterloo Crescent to Townwall Street)
Bridge Street	Market Square
Brookfield Avenue (Whitfield Avenue to Buckland Avenue)	Market Street
Buckland Avenue	Melbourne Avenue
Cambridge Road	Mill Lane
Camden Crescent	New Bridge
Cannon Street	New Street
Castle Hill Road (Maison Dieu Road to Upper Road)	Park Avenue
Castle Street	Park Place
Chapel Lane	Pencester Road
Charlton Green (Frith Road to Maison Dieu Road)	Peter Street
Cherry Tree Avenue	Priory Hill (High Street to the western boundary of the United Reformed Church)
Chilton Way	Priory Road
Church Street	Priory Street
Coombe Valley Road	Queen Street
Connaught Road	Queens Gardens
Crabble Hill	Russell Street
Crabble Road	St James Lane
Dieu Stone Lane (Cannon Street to bridge over the River Dour)	St James Street
Dolphin Lane	St Mary's Passage
Dolphin Passage	Snargate Street (Service Road)
Dolphin Place	Stembrook
Duoro Place	Tower Hamlets Road
Eaton Road	Tower Hamlets Street
Edwards Road	Unnamed road between Cambridge Terrace and Waterloo Crescent
Effingham Crescent	Victoria Crescent
Elms Vale Road (Elms Hill to Folkestone Road)	Waterloo Crescent
Esplanade	Wellesley Road
Fishmongers Lane	Whitfield Avenue
Flying Horse Lane	Whitfield Hill
Folkestone Road (Little Farthingloe Farm to Priory Road)	Wood Street
Frith Road	Woolcomber Street
Gaol Lane	Worthington Street
High Street	York Street
Honeywood Road	
King Street	

NB. The promenade of Dover has been specifically excluded from consent street provisions but the prior approval of the Dover Harbour Board is required.

Sandwich

All streets within area bounded by The Butts, Millwall, Ropewalk, The River Stour and The Guestling Stream

The Ash Road (A257) (Town Wall to Sandwich Bypass)

Deal Road (Dover Road to Sandwich Bypass)

Dover Road (Town Wall to Deal Road)

Ramsgate Road (High Street to Sandwich Bypass)

Woodnesborough Road (Town Wall to Sandwich Bypass)

PLEASE NOTE that if you wish to trade from a street that has not been designated as a consent street, you will still require permission from the land owner before commencing trade. If it is a public highway, this is most likely to be Kent Highways.

If you wish to trade on Dover District Council land, you will need to speak to Property Services.

Useful contacts:

Public Protection Food Safety Team: 01304 872216 publicprotection@dover.gov.uk

www.dover.gov.uk/food-safety

Property Services Team: property.services@dover.gov.uk

Kent County Council Highways: www.kent.gov.uk 03000 41 81 81

Trading standards: <https://www.kent.gov.uk/business/trading-standards>

STANDARD CONDITIONS APPLICABLE TO A STREET TRADING CONSENT:

1. The consent is personal to the trader and is not transferable.
2. The holder may only site the permitted structure at the location(s) as specified in the consent
3. There shall be fixed and kept in some conspicuous place at the location a copy of the consent, suitably protected.
4. The holder may only trade between the times or the periods specified in the consent
5. The holder may only sell articles in the street as specified in the consent
6. The holder shall indemnify the District Council against any claims in respect of injury damage or loss arising out of the grant of this consent (except insofar as any claim in respect of injury damage or loss is attributable to the negligence of the Council) and shall maintain a public liability insurance policy of an appropriate level (minimum £5 million). The holder shall produce the certificate of insurance and any renewal thereof within 24 hours of the original expiry date.
7. No person under the age of 17 years shall engage or be employed in street trading.
8. The holder shall take all reasonable and proper precautions for the safety of all other persons using the street(s) and to prevent danger to persons using the street(s).
9. The holder shall not cause any nuisance or annoyance howsoever arising to the occupiers of the adjoining properties or to any person using the said properties or adjoining streets, nor shall he cause any obstruction of the highway.
10. The holder shall comply with the reasonable requests of a duly authorised officer of the Council to take such action as is considered necessary to abate any nuisance or obstruction.
11. Public highways shall be maintained in a clean condition during each days trading and all rubbish and waste paper accumulated throughout the daily operation of this consent shall be removed by the holder at the end of each days trading. The Council reserves it right to recover costs associated with breach of this condition.
12. The holder shall observe perform and comply with all relevant statute law, common law and bye law provisions, including Road Traffic Regulation Orders made by the Highway Authority.
13. Any vehicle or stall etc. used in connection with the operation of this consent shall comply with all relevant food hygiene and health and safety legislation.
14. Nothing in this consent shall purport to grant to the holder any other licence or permission required under any other enactment or requirement and the holder is specifically advised to obtain such other approval as may be required.
15. This consent may be surrendered at any time.

APPENDIX C

DOVER DISTRICT COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 APPLICATION
FOR STREET TRADING CONSENT

Applicant

Surname:	
First name(s)	
Trading as (Business name)	
Address	
Telephone Number	
Date of birth	

Trading Details

Name of street(s)	
Dates of trading	
Between the times	
Description of the articles to be sold	

Is any cart, barrow, Stationary van or other vehicle, or portable stall to be used in connection with the trading?	YES	No
If yes. Specify types		
If yes. Give details Including dimensions		
If yes. Detail Precise location required		
If yes. Enter the Registration no. (if appropriate)		

Have you sought the advice of the Environmental Protection Team in respect of food hygiene and health & safety matters	YES	No
If yes. Please attach any copies of relevant correspondence		
Have you ever been refused a Street Trader's Licence or consent in this or any other area?	YES	No
If yes. Please provide details		
Have you ever been convicted of any offence involving dishonesty, violence or food matters	YES	No
If yes. Please provide details		

Please ensure the following information is submitted:

- ✓ Application form complete
- ✓ Include two recent passport-style photographs
- ✓ Include written permission from the landowner if private land forms part of the application
- ✓ Include details of any vehicle, stall or structure to be used

Once your application has been submitted, you will be contacted by a licensing officer to advise if there is anything further that you need to provide, and issue you with an invoice.

Once payment is made, the 28 day consultation period will begin and a notice will be displayed at the site and on the council's website. No trading is permitted until the street trading consent has been issued.

I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.

Signature	Date

Dover District Council is a data controller under General Data Protection Regulation (GDPR), your attention is drawn to our Corporate Privacy Notice available at <https://www.dover.gov.uk/privacy>. This explains how we will use and share your personal information and protect your privacy and rights.

NOTE: If any person makes a false statement or omits any material particular in giving the foregoing information knowingly he shall be guilty of an offence under Paragraph 10 of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, and shall be liable on summary conviction to a fine not exceeding four hundred pounds.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.