

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

**APPLICATION FOR A BLOCK STREET TRADING
CONSENT**

1. APPLICANT DETAILS	
Full Name:	Lucy Allen – Town Clerk
Current Residential Address:	THE GATEHOUSE HIGH STREET CHEPSTOW NP16 5LH
Telephone Number:	██████████
Mobile Number (optional):	██████████
Email (optional):	████████████████████
Date of Birth: (DD/MM/YYYY)	██████████
National Insurance Number:	██████████
Do you have any unspent convictions? (If yes please state details)	Yes/No NO
Have you previously had any Street Trading Consent revoked or surrendered? (If yes please state details)	Yes/No NO

2. TRADING DETAILS	
Please state number of pitches	45 max. on any one day - town centre areas 30 max. on any one day – Chepstow Castle Dell area 10 max on any one day – Chepstow Riverbank area <u>10</u> max on any one day – Hardwick Playing Field 15 max on any one day – Library Place/Manor Way <u>105</u>
Address of the precise location of where the pitches will be located: (Please include names of streets)	St Mary's Ward Town Centre: Beaufort Square, Chepstow (8) Bank Square, Chepstow (6) Cormeilles Square, Chepstow (10) High Street adj to Gatehouse (1) High Street*, Chepstow (subject to road closure being in place) (20) Library Place/Manor Way, Chepstow (15) The number of stalls at the above locations may vary, but will not exceed the number specified for each location. Chepstow Castle Dell, green area in front of Chepstow Castle (NP16 5EY) Chepstow Riverbank area (NP16 5HH) Hardwick Playing Field (NP16 5EB)
Do you have permission from the owner of the land where you wish to trade? (If yes please ensure that you submit a copy of the written permission)	MCC Land – Beaufort Square, Bank Square, Cormeilles Square, High Street, Chepstow Castle Dell area, Chepstow Riverbank area, Hardwick Playing Field Yes - Library Place/Manor Way (previously sent – update attached)
Please provide contact details for the owner of the land: (Please include name, address and telephone number)	Beaufort Square, Bank Square, High Street – MCC Highways Cormeilles Square - MCC Property Services Chepstow Castle Dell area, Chepstow Riverbank area, Hardwick Playing Field – MCC Grounds Library Place/Manor Way – Llanhennock Investments, ● ● Tel: ● Email: ●
Please provide details of the type of articles which you propose the pitches will sell:	Local produce Inc. Breads, Pies, Pastries, Cakes, Preserves, Oils, Vinegars, Fruit, Vegetables, Herbs, Plants & Flowers, Meat, Fish. Local craft made Cider, Wines & Beers – subject to separate Alcohol Licences. Local crafts Inc. Pottery, Jewellery, Prints & Paintings, Wooden Goods, Needlecraft, Knitted & Fabric Goods

	Vintage goods Inc. China & Clothing. Other goods approved by the Authority.	
Please provide details on how you will ensure compliance of pitch holders with the Council's Street Trading Conditions. (Use a separate sheet if necessary). See enclosed Monmouthshire County Council's Street Trading Policy.	<p>The Chepstow High Street Markets will be contracted to Cotyledon Markets. Individual Stall holders will be required to complete an application form designed to comply with the Street Trading Conditions.</p> <p>On other occasions stall holders will be required to complete the Town Council's "Application for Day Market Pitch" which has been designed with the County Council's Street Trading Conditions in mind.</p> <p>Compliance with all conditions set out in the "Application for Day Market Pitch" will be verified and confirmed prior to consent being granted.</p> <p>Market set up and trading to be checked daily by nominated Town Council Officer.</p>	
3. TYPE OF CONSENT BEING APPLIED FOR		
Please state which type of street trading consent you wish to apply for: (Please note that first time applications for Block Street Trading Consents will take a maximum of 60 days to be determined and will normally be heard at the Licensing and Regulatory Committee for determination)	Block Annual Street Trading Consent (Amendments to existing)	<input checked="" type="checkbox"/>
	Block Daily Street Trading Consent	<input type="checkbox"/>
Are there any other consent holders in the vicinity? (If yes please give further details)	Yes/No NO	
ADDITIONAL INFORMATION/EXPLANATION OF REASON(S) FOR VARIATIONS		
<p>1. Town Centre increase in number of pitches on High Street. The close working relationship which has been developed with Cotyledon Markets has supported the development of the monthly "Local Independent Producers Markets". Both existing High Street businesses and the market traders have expressed a preference for the market to be concentrated in the High Street, when the road is closed. The market is growing steadily and it is felt that the increase of pitches will accommodate any further expansion over the next year.</p> <p>2. Increase to the number of pitches at Library Place/Manor Way – landholder agreement held for temporary structures including market stalls, children's rides on event days etc.</p>		
4. TRADING DATES AND TIMES		
Please give details of day and times in which you wish to trade: (Trading in Alcohol will require an additional licence under the Licensing Act 2003, as will Hot Food and Drink after 11p.m. up to 5a.m.). If a day consent please state the date you require: _____	DAY	TIMES From/To
	Monday:	9.00am – 6.00pm*
	Tuesday:	9.00am – 6.00pm*
	Wednesday:	9.00am – 6.00pm*
	Thursday:	9.00am – 6.00pm*
	Friday:	9.00am – 7.00pm*
	Saturday:	9.00am – 6.00pm*
Sunday:	9.00am – 6.00pm**	

*Note trading until 6.00pm will be by exception taking place on only one or two occasions during the year e.g. in town centre area for special Christmas markets in the run up to Christmas, falling in line with any late night shopping events arranged by High Street shops and, at festivals such as Castle Roc taking place in Castle Dell area or at the Riverbank.

** It is anticipated that Sunday trading will generally operate from 9.00am to 3.00pm or from 12.00noon to 6.00pm. Sunday trading hours will not exceed the hours permitted by any legislation in force at the time.

5. FEES

10% Administration Fee (See attached notes for fees payable – this fee is non refundable)

Please invoice for payment of the full fee

6. ADDITIONAL DOCUMENTATION

To apply for a Street Trading Consent, you **MUST** submit the following documents to support your application

- 10% of the full fee
- Copy of Ordnance survey map of at least 1:1250 scale, clearly showing the proposed site position by marking the site boundary line with a red line. Available online including from www.planningportal.gov.uk/planning/applications/plans (Google or bing style maps are not acceptable) **already of file**
- Written permission from the land owner (If **applicable already on file**)
- Proof of Food Registration (If applicable). Information available at <http://www.monmouthshire.gov.uk/food-safety/food-premises-registration/>
- Licence under the Licensing Act 2003 (If applicable)
- One Passport-type photograph of the applicant. (**already of file**)

Please note the this is a renewal and the above information is already on file

7. DECLARATION

The Local Government (Miscellaneous Provisions) Act 1982 offences are as follows:

A person who engages in street trading in a consent street without being authorised to do so or being authorised by a consent, trades in that street

- (i) From a van, cart, barrow or other vehicle, or
- (ii) From a portable stall.

Without first having been granted permission to do or so contravenes a condition imposed shall be guilty of an offence.

It shall be a defence for a person charged with such an offence to prove that he took all reasonable precautions and exercised due diligence to avoid commission of the offence.

Any person who in connection with an application for a consent makes a false statement which he knows to be false in any material respect, or which he does not have reason to believe to be true, shall be guilty of an offence.

I declare that I have read and understood the Standard Conditions and any additional conditions which may apply. I believe that all of the above particulars are correct and to the best of my knowledge.

I understand that the 10% administration fee I pay will not be refundable if the application is withdrawn or if the consent is granted and I do not take it up.

Applicant Signature: ...

A black rectangular redaction box covering the signature of the applicant.

.....

Print Name L Lucy Allen

Date: 28th July 2021

GENERAL

Where an application has been approved the following also will be required prior to the issue of Street Trading Consent:-

- **An original copy of a certificate of insurance covering the street trading activity for third party and public liability risks up to £5million**
- **Copies of gas, electrical safety certificates for each equipment and recent records of periodic inspection reports.**

The Street Trading Consent will specify the location, times and days for which it is valid and the type of goods to be sold. Consent Holders must follow the terms of their Street Trading Consent. Failure to do so may result in the Street Trading Consent being revoked or not renewed, or in a prosecution.

The granting of a Street Trading Consent does not in any circumstances exempt the Consent Holder from the need to obtain any other licence or permission that may be required or from obligation to comply with all other general or local legislation. There may be additional costs involved in obtaining these additional licences or complying with other legal requirements.

It is the obligation of the Consent Holder to familiarise themselves and their employees with this legislation. The council may revoke a Street Trading Consent for any failure to comply with any other general or local legislation.

A Consent Holder shall not assign, underlet or part with his interest or possession of a Street Trading Consent, but it may be surrendered to the council at any time.

The Council reserves the right to revoke a Street Trading Consent at any time without compensation.

Please send completed application to:-

Licensing Section
Monmouthshire County Council
The Melville Centre
Pen-y-Pound Road
Abergavenny
NP7 5UD

Telephone: 01873 735420

Email: licensing@monmouthshire.gov.uk

Street Trading Fees

Type of Street Trading Consent	Full Fee	10% Admin Fee
Block Annual Street Trading Consent	£688	£68.80
Block Daily Street Trading Consent	£119 per day	£11.90

Payment can be made as follows:-

cheque/postal order should be made payable to Monmouthshire County Council and returned to, Licensing Section, Monmouthshire County Council, Melville Theatre, Pen-y-Pound, Abergavenny, NP7 5UD.

If you wish to pay by BACS you may do so by using the following information (quoting your licence number as a reference)

Bank: Barclays Bank plc

Sort Code: 20-18-15

Account Number: 13996565

Account Name: Monmouthshire Main ACC

(If you do pay by BACS you will need to inform the licensing office that the payment has been made, you can do so by emailing licensing@monmouthshire.gov.uk quoting your licence number)

You can also make a payment by telephoning our payments line on 01873 735420 (quoting your licence number as a reference).

APPLICANT CHECKLIST
<input type="checkbox"/> Signed Street trading application form
<input type="checkbox"/> 10% Administration Fee
<input type="checkbox"/> Copy of a map, site position marked by red line
<input type="checkbox"/> Permission from the land owner (if applicable)
<input type="checkbox"/> Food Registration (if selling food)
<input type="checkbox"/> Licence under the Licensing Act 2003 (if applicable)
<input type="checkbox"/> One passport type photograph of you