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**Application for a Street Trading Consent
Local Government (Miscellaneous Provisions) Act 1982**

All data contained in this form will be handled in accordance with the Data Protection Act 1998. Information about how Oxford City Council will handle this data can be found at www.ico.gov.uk and also on www.oxford.gov.uk.

Note: Please refer to the checklist attached before you send in your application form.

Full Name	Julia Atkinson
Trading Name (if any)	Happy Cakes UK Ltd
Home Address	
Postcode	
Telephone Numbers	Home: Mobile:
Email address	
Date of Birth	
Country of Birth	
Applicants National Insurance number	
Description of articles to be sold	Cupcakes Cake e.g. brownies Water

If you intend to sell food & drink what is the address where the vehicle/trailer will be stored when not in use	
Is this an existing site? If Yes please state site No. If the answer is No please provide a map in accordance with the checklist (see attached)	Yes or No No Map attached
Proposed days and times of trading	Days: Fridays and Saturdays Times: 11am - 6pm
Vehicle registration number, make and model – if applicable	N/A
Will you be the sole operator of the vehicle or stall? If the answer is No please complete an employee form for each member of staff (see attached)	Yes or No Yes
Please read page 4, paragraphs 5.4 and 5.5 of the Street Trading Policy and describe how you are going to meet the following factors in boxes (a)-(h) below	
Public Safety	(a) Trike will be secured into position and kept clean and free of rubbish.
Public Order	(b) All customers treated in a friendly and polite manner
The avoidance of public nuisance	(c) The workarea will be maintained in a neat and tidy manner.

Appearance of the stall or vehicle	(d) Please see photo in attached presentation.
Needs of the area	(e) A treat snack for shoppers, workers, students and tourists in a busy city centre
Environmental Credentials	(f) No fuel required Bin provided for customers use
Food Traders	(g) Applicants will have relevant training.
Highway	(h) We are applying for a position which has been deemed low risk from a highway perspective Short daytime trading hours
What is your Premises Licence reference number? Note: If you are providing hot food or drink between 23:00 and 05:00 this will apply.	
Do you agree to comply with the Street Trading policy?	Yes or No _{Yes}

Any additional information to add to this application form - please write here.

Please see attached presentation outlining the Happy Cakes proposal for street trading in Oxford.

DECLARATION

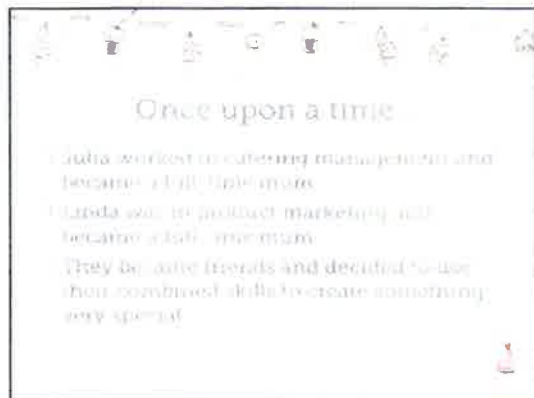
This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.oxford.gov.uk/websitetools/privacy.cfm>.

The data you provide will assist in preventing crime and ensuring public safety. When you sign this application you are consenting to the sharing of this data with other Government Agencies in their efforts to combat crime.

I am aware that if any person knowingly or recklessly makes a false statement or omits any material, particular in giving information on this form, that person shall be guilty of an offence.

This means that if you as the applicant or anyone else gives false information or leaves out any information to help you get a Street Trading Consent, you and/or they can be prosecuted in court.

Signed *D. Williams* (The declaration must be signed by the applicant)







Proposal for Oxford City Centre

- New take as per Bonster Centre
- High quality and creative products including
 - cakes
 - drinks
- Happy Cakes sales experience - this - potential

Proposal for Oxford City Centre


Propose products to the City Council/Committee for the following events:

- Markets (the Festival)
- May Morning
- 2nd May - Village
- June - Day
- July - Day
- Open Doors
- Easter - Week
- Christmas



Why Happy Cakes?

- Proven track record
- Well established and popular local brand
- Large enough to deliver - small enough to be flexible



Happy Cakes



This certificate is presented to

Julia Atkinson

who has successfully completed the training course and assessment in

Level 2 - Food Safety and Hygiene for Catering


This course covers:

- An Introduction to Food Safety & Hygiene • Impact of Food-Borne Illness
- Understanding Food Law • Food Safety Hazards & Contamination
- Food Preservation, Storage & Temperature Control • Personal Hygiene
- Hygienic Premises & Equipment • HACCP & Summary

Date: 08-Mar-2014

Certificate No: 1421855

Signed: 
 Dr Rosemarie Pearson (Food Specialist)

Signed: 
 Director (Virtual College)



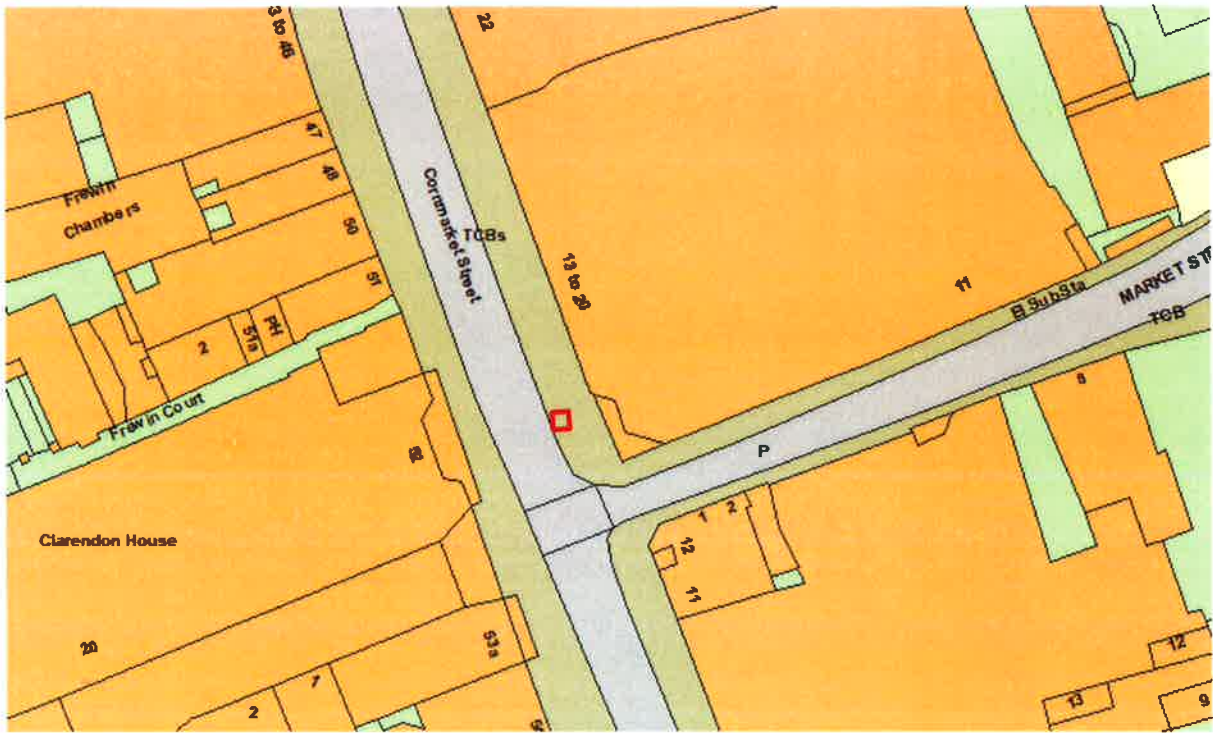
Authorisation Seal



To verify, telephone 01943 605976

The content of this course has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines

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Environmental Development

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LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 CERTIFICATE OF STREET TRADING CONSENT

Oxford City Council grant a Street Trading Consent to:

Licence Holder: Julia Atkinson

Consent Number: 14/00768/STREET

Consent Issued: 5th September 2014

Valid From: 16th October 2014

Valid To: 24th October 2014

Fee: £83.00

Vehicle/Stall Details: Cupcake Trike

Area/Site: Cornmarket Street junction with Market Street outside the Carphone Warehouse

Permitted Trading Days and Hours: Trading only between the hours of 11:00 and 18:00 on Thursdays & Fridays

Articles Sold: Cupcakes, cakes & brownies, hot chocolate and water

This certificate of Street Trading Consent is issued subject to the standard street trading conditions and any other additional conditions attached to this certificate.

Possession of this document does not guarantee that the consent is in force. Its validity may be established by referring to the Councils Licensing Department.

Conditions of Consent are attached to this certificate.

Authorised Officer


Head of Environmental Development

General Conditions for Annual Street Trading Consents

1. No trading to which the attached consent relates shall take place except between the dates of 16th October to 24th October 2014.
2. The operational hours shall be:
Between the hours of 11:00 and 18:00 on Thursdays
Between the hours of 11:00 and 18:00 on Fridays
3. The street trading consent relates to the following area/site only:
Cornmarket Street junction with Market Street outside the Carphone Warehouse, Oxford.
4. The street trading consent relates to the following vehicle/stall only:
Cupcake Trike
5. Street trading can only be carried out from the stall or vehicle authorised under the conditions of the consent. Any changes to or replacement of the stall or vehicle must be approved by the Head of Environmental Development.
6. The Consent Holder shall comply with all statutes, statutory instruments and byelaws currently in force. Consent Holders must pay particular attention to the requirements of the Health & Safety at Work Act, 1974, the Food Safety (General Food Hygiene) Regulations 1995. Advice on these requirements is available from the Environmental Health Department. The Consent Holder shall not drive or park a vehicle on any part of a footway. (It is an offence to drive other than on a road)
7. The Consent Holder shall not be the cause of any nuisance or annoyance to any other user of the highway, the occupier of any land or building or the Oxford City Council. Consent Holders shall have special regard to and must take positive action to prevent excessive noise.
8. The Environmental Protection Act 1990 places a duty of care on businesses to dispose of waste originating from their trade in a certain manner. The Consent Holder shall ensure refuse originating from their trade is disposed of by a licensed waste carrier and shall leave the site clear of refuse at the completion of trading. No water or waste material shall be discharged on to the highway or any adjacent property. The Consent Holder shall ensure that the area in the vicinity of the stall/vehicle is kept clear of all refuse at all times.
9. Consent Holder's vehicle/stall shall be kept in a clean, safe and well maintained condition and be of a presentable appearance. The Street Trading Consent bearing the name of the consent Holder shall be displayed conspicuously on the stall/vehicle so that members of the public can clearly see it during hours of business.
10. The Consent Holder's vehicle shall be maintained in a roadworthy condition, taxed, insured and with a current MOT Certificate.

11. The Consent Holder shall ensure that the stall/vehicle is positioned only in the allocated space (which may be marked on the ground) in the Consent Street for which the Street Trading Consent is issued. All goods shall be displayed on the stall and no freestanding racks or displays are permitted. If a Consent Holder or operator/assistant is requested to move the vehicle/stall by an authorised Council Officer or Police Officer they shall immediately comply with that request.
12. The Consent Holder's stall shall not exceed 2.3 metres in height nor occupy an area greater than 2 metres x 1 metre.
13. The Consent Holder must take adequate precautions to prevent the risk of fire at the stall or vehicle. All hot food vans/trailers are required to comply with current legislation on fire safety. Where gas cylinders are used an annual gas safety certificate is required to ensure the safety of all gas cooking and heating equipment. A serviceable fire blanket and a foam fire extinguisher shall be provided in all vehicles selling hot food.
14. All hot food vans/trailers are required to carry a basic first aid kit. The Consent Holder and others operators should know how to give first aid to treat victims of burns and cuts. All hot food vans should have access to a minimum of one mobile phone that must be serviceable at all times.
15. All staff involved in the preparation of food shall hold a current Level 2 food safety certificate that is accredited by the Chartered Institute of Environmental Health, or the Royal Society of Health, or the Royal Institute of Public Health and Hygiene.
16. A Street Trading Consent cannot be transferred or sold to another person except that the Consent may be transferred to a member of the Consent Holder's immediate family in the event of the Consent Holder's death or incapacity on payment of a fee. The sub letting of a pitch is prohibited.
17. The Consent Holder must be the principal operator and have day to day control of the stall/vehicle. The Consent Holder may employ any other person to assist in operating the stall/vehicle and shall notify the Head of Environmental Development of the name and address of that person. An administration fee will be payable.
18. Anyone who operates a stall/vehicle other than the Consent Holder must be authorised by the Head of Environmental Development.
19. A Consent Holder may terminate a Street Trading Consent by written notice to the Head of Environmental Development. A refund of the portion of the fee equal to the remaining full months will be payable, less £50 which the Council will retain to cover administrative costs.
20. Consent Holders shall ensure that disabled people and wheelchair users can be adequately served. This may involve serving persons from outside the vehicle.
21. A copy of the Consent shall be carried by the operator when trading and must be produced on demand to a Council Officer or Police Officer.
22. Consent Holders shall have and maintain a proper insurance policy against public liability and third party risks. The minimum insurance cover shall be £10,000,000 and shall cover the operator's vehicle, or stall and any additional equipment under their control. If food is sold the insurance

shall specifically include cover against food poisoning to the same amount. The insurance certificate or cover note shall be produced to the City Environmental Health Officer before the Street Trading Consent is issued. Proof of cover must be produced to an officer of Oxford City Council as required.

23. These general conditions, which apply to all Street Trading in Oxford, may be varied, having regard to a particular location. They are termed Special Conditions and listed on the Consent Certificate. These Special Conditions must also be complied with.
24. Instalments are required quarterly, in advance. On or before the following dates: 1st April, 1st July, 1st October and 2nd January. Annual fees may be paid in advance.

Failure to comply with these conditions

If a Consent Holder fails to comply with any of the conditions attached to a Street Trading Consent, the Consent may be suspended for an indefinite period or revoked. The Consent Holder may also be prosecuted.