

Street Trader Consent Application Form for Winchester City Street Market

To apply to become an Approved Trader at the Winchester City Street Market, you need to complete this form and submit all supporting documentation relevant to your business in the link you will receive via email upon submitting this form.

If approved you will receive a street trading consent licence and will be able to trade on the Winchester Street Market subject to our usual terms and conditions.

Once your application and supporting documentation has been received, checked and verified your application will be considered within 30 days.

Please email your application form and all supporting documentation to: streetmarkets@winchester.gov.uk.

If a question doesn't apply to your business please respond with 'no' or 'N/A'.

Business information	
Date of application	
Trading name of business	
Registered Company Name <i>if different to trading name</i>	
Company number	
VAT number	
Name of person applying to trade <i>The company owner should fill out this form</i>	
Full address	
Business Address <i>(if different)</i>	
Telephone number and mobile number	

Emergency contact number <i>For your next of kin</i>	
Email address	
Website	
Facebook, X, Instagram and any other social media accounts	
How long has the business been trading?	
Do you trade at other street markets? If so, where? Do you trade to any retail outlets (not street markets)?	
Tell us who you are and about your business. <i>We would like to hear about the idea behind your business, why you started up, how it has evolved?</i>	
Tell us what inspires you? What experience do you try and create for your customers? What would your customers tell their friends?	
Products/goods you are selling	
Do you produce the products you intend to sell yourself? <i>For example are you a farmer, artist or maker?</i>	
Is your product certified? <i>For example: organic, Fairtrade, slow food etc? Please list</i>	
Where do you source your products from if you don't produce them yourself? <i>food traders only</i>	
What is the price range of your products?	

If you plan to sell food/drink products, could you explain your food preparation methods	
If you plan to sell food/drink, please tick that you have read our Compliance and Legislation Volume 1 and 2 policies: www.winchester.gov.uk/business/street-market-trading	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list your products individually in detail that you want to sell and include photographs of products within your application. Have you won any awards? What is your bestselling product – describe your best seller so we understand why it's so popular.	
Do you have any other comments you'd like to add about your business or products?	
Sustainability	
What steps do you take to minimise the use plastics?	
How far in miles do you would travel from your home address to the Winchester City Street market? Also what sort of transport do you use? Please let us know if you use an electric vehicle	
What do you do within your business to make it environmentally sustainable? Do you make your products sustainably?	
Are you complying with the Simpler Recycling Legislation introduced in the UK on 31 March 2025, by separating recyclable waste (e.g. paper, plastic, metal, glass, and food waste) as required? www.winchester.gov.uk/waste-recycling/recycling/simpler-recycling-for-businesses	<input type="checkbox"/> Yes <input type="checkbox"/> No

Winchester City Street Market	
Why do you want to trade at Winchester Street Market?	
Which days of the Winchester city street market would you like to trade at? <i>Street markets take place Thursday to Sunday (every first and third Sunday of the month)</i>	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday (Design Market) <input type="checkbox"/> Sunday (Antique Market)
Pitch size request <i>Please note we provide gazebos for all traders on this street market, there is no option to bring your own.</i>	<input type="checkbox"/> 3 X 3 metres <input type="checkbox"/> 3 X 4 metres Other _____
Do you need electricity? <i>Please note this could limit the position of your stall on the street market.</i> If yes, please list all electrical appliances and their wattage and confirm they are PAT tested	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate your preferred payment method for pitch fees	<input type="checkbox"/> Direct Debit <input type="checkbox"/> BACS transfer <input type="checkbox"/> Debit/credit card <input type="checkbox"/> Cash
Please let us know if you do or do not want to be included in the free promotion of your stall and goods when we promote Winchester City Street Market.	<input type="checkbox"/> I DO want to be included in marketing and promotion <input type="checkbox"/> I DO NOT want to be included

Please complete this section and tick which supporting documents are provided				
		YES	NO	
	Photographic ID and evidence of the right to work and reside in the UK	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance				
1.	Copy of Public Liability Insurance Certificate and Schedule (Minimum cover £5,000,000)	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Documentation		Yes	No	N/A
2.	A copy of current Gas Safety certificate for LPG appliances (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Electrical Test report (PAT) (where applicable) <i>all appliances must have 16amp plugs attached and be PAT certified</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Pressure Systems Report of Compliance with a Written Scheme of Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Fire Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Fire Extinguisher Certificate of Compliance or new purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Vehicle MOT certificate for the trading vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Driving Licence for the person(s) driving the trading vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Food and Drink (see notes below)			
10.	A copy of your food registration form or letter/email from your Local Authority confirming that your business is registered	<input type="checkbox"/> Y	<input type="checkbox"/> N
OR			
11.	A letter/email from your Home Local Authority confirming that your business is low risk and subject to interventions, other than inspection.	<input type="checkbox"/> Y	<input type="checkbox"/> N

	And	Y	N	N/A
12.	Evidence of your most recent food hygiene rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Copy of Food Hygiene Level 2 Certificate or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Evidence of completing the FSA online allergy training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Evidence of completing the FSA online labelling training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Evidence of Allergen matrix, to include all products which include an allergen ingredient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Temporary Event Notice (TENS) if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Evidence of a commercial waste removal contract, including oil if relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

I confirm that I have read the Winchester City Street Market Operating Policy and the Street Market Compliance and Legislation Volume One and Volume Two policies and that I understand my obligations should I achieve Approved Trader status. www.winchester.gov.uk/business/street-market-trading

☐ Yes

☐ No

I agree not to promote the street market as my own event.

☐ Yes

☐ No

I agree not to act as official market spokesperson when making comment to the media.

☐ Yes

☐ No

I agree that any media enquiries relating to the street market will be passed to Winchester City Council's communications team (communications@winchester.gov.uk) who will field any market-related press enquiries.

☐ Yes

☐ No

I am happy to be contacted about trading opportunities and for street market updates

☐ Yes

☐ No

I am happy to be included in any marketing and photography that is collected to promote Winchester City Street Market

☐ Yes

☐ No

I declare that I am over 17 years of age. I HEREBY CERTIFY that to the best of my/our knowledge and belief, the above particulars are true.

Signed

Date

All data and information will be stored and managed in accordance with council's privacy and data protection policies: <https://www.winchester.gov.uk/strategies-and-policies>

Additional notes and information

Food allergen matrix display

All food and drink vendors on Winchester City Council land are required to display to the public their allergen matrix of the foods that they have for sale.

- A copy of a blank allergen matrix can be found online:
<https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf>
- Having the standard "Food Allergen and Intolerance Notice" on display alone will be insufficient. The matrix covers the 14 main food allergens. For further information, please see: <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

Sale of alcohol

Traders as a rule will not be permitted to sell alcohol. However there be a select and specific number of times when this might be wanted, for example Christmas, or national holidays. In this circumstance a Temporary Event Notice will be required.

A Temporary Event Notice (TEN) is given by an individual (a premises user) and authorises the premises user to conduct one or more licensable activities at a premises for no more than 168 hours (7 days).

For more information and how to apply see:

<https://www.winchester.gov.uk/licensing/alcohol-entertainment-late-night-refreshment/temporary-event-notice-ten>

Single Use plastics

All food and drink vendors on Winchester City Council land are required to comply with the government ban and restrictions on single use plastics. This includes:

Banned:

- drinks stirrers
- cutlery
- food and drink containers made of expanded and extruded polystyrene

Restricted

Over-the-counter sales and supply of the following single-use plastic items have restrictions:

- plates, bowls and trays
- straws

For details please visit: <https://www.gov.uk/guidance/single-use-plastics-bans-and-restrictions>

Waste

The trading pitch must be kept clean and tidy state and free from rubbish and litter at all times. At least one suitably sized waste container should be provided for use by customers and it is the responsibility of the trader to dispose of refuse arising from the business. Council, highway or other waste bins must not be used. Liquid waste must not be poured down drains or onto the pavement, road or grassland. If applicable proof of commercial waste contract will be needed.

Any waste generated by the operation of the businesses must be separated for recycling in accordance with the requirements. Traders will need to plan for their waste to be collected, or if they intend to dispose of the waste themselves, be registered as a lower tier waste carrier. For more details see:

<https://www.gov.uk/guidance/simpler-recycling-workplace-recycling-in-england>

Trading Vehicles

If trading from a vehicle this must have valid insurance, tax and MOT certificates. Any person driving the vehicle must a full UK driving licence.

<https://www.gov.uk/view-driving-licence>

Vehicles must not be left on site and should be parked overnight at the business / traders registered address or, if not possible, parked elsewhere and in accordance with the parking restrictions.