

Appendix 1

Street Trading Policy – Revised Paragraphs 7.2 and 7.3

7.2 Applicant suitability

All applicants (**except for special events**) are required to submit a basic disclosure for each new application and subsequently every 3 years. A basic disclosure provides details of any unspent convictions that an applicant may have incurred.

The results of this disclosure will assist the Licensing Authority in determining whether the applicant is safe and suitable to hold a street trading consent.

All costs associated with obtaining the basic disclosure check are to be met by the applicant or consent holder.

The disclosure certificate must have been issued less than 3 months prior to the day on which the application is determined (not the day the application is submitted) by the Licensing Authority.

A basic disclosure can be obtained from [the Disclosure and Barring Service \(www.gov.uk/request-copy-criminal-record\)](http://www.gov.uk/request-copy-criminal-record).

7.3 Assistant suitability

An assistant is any person that uses a street trading consent to trade with the knowledge / permission of the consent holder.

A street trading consent permits trading by the consent holder and any person(s) named on the consent as an assistant.

Applicants must specify on the application form, any assistant that may use the street trading consent to trade. Consent holders will be able to make changes to the named assistants by notifying the Licensing Authority in writing and returning the consent to the Licensing Authority for updating.

An assistant can only trade under the authorisation of a street trading consent, once the Licensing Authority have issued a consent with the assistant named on it.

A basic disclosure is required to be submitted for all named assistants **(except for special events)** for each new application and subsequently every 3 years.

The results of this disclosure will assist the Licensing Authority in determining whether the assistant is safe and suitable to be named on a street trading consent.

All costs associated with obtaining the basic disclosure check are to be met by the applicant or assistant.