

*** For special/community event applications please provide the details of all of the traders separately as part of your application.**

9.	Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	
10.	Registration no. or identification mark	
11.	Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	
12.	Proposed times of trading (please include frequency, times of day, days per week, months of the year)	Farmers' Market 1st Saturday of Month Feb-Nov 9-1 Haslemere Christmas Market 1st Sunday Dec 10-4
13.	Insurance Company and Policy No.	
14.	If a food business please provide the name of the local authority you are registered with	

I enclose:

1. A passport style photograph of myself (sole traders only)
2. Photographs showing the sides, back and front of each vehicle (sole traders only).If you are an existing trader please provide a photo of the vehicle(s) in the trading location.
3. A plan/map image showing all locations that I have applied to trade in, which shows sufficient details to identify the location of the proposed site.
4. A copy of valid public liability insurance for trading/the event providing cover to a minimum amount of 5 million pounds. The person applying for street trading consent

is responsible for providing this insurance, individual applicants (sole traders), or the organiser (special/community events).

5. If a food trader(s) - a copy of correspondence showing that I am/they are registered with a local authority as a food business and/or have achieved a minimum FSA food hygiene rating score of level 3 or above.
6. An event management plan(s) (special/community events only) detailing how the event(s) will be run safely and without causing nuisance to the area. Please note:

The Government has published its [plan for living with COVID](#)

COVID is still present in the community. As the organiser of an event(s) you must take all reasonable steps to protect the safety of those working or attending the event. As such you are required to include COVID in your risk assessment under general Health & Safety requirements. HSE Guidance is available on how to [assess COVID related risks](#) and there is also a [risk assessment template](#).

You should continue to follow the guidance to keep yourself and others safe. [Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

If you require any COVID advice, please do not hesitate to get in contact with Environmental Health on 01483 523393 or send an email to Environmentalhealth@waverley.gov.uk

7. Confirmation that if trading from privately owned land that the land owner has given permission for me to trade/the event to go ahead there.

I confirm that:

- I will pay the required fee within 48hours of submitting this application. I am aware that failure to provide the required fee will result in my application not being processed.
- I am aware that the required fee is payable per trading site.
- I will display a notice at the proposed trading location(s) notifying local residents and businesses of my intention to trade there if a consent is granted. I will provide a photo of this being displayed at the location within 48hrs of submitting this application to environmentalhealth@waverley.gov.uk. (not required for itinerant street traders such as ice cream vans who do not trade from any specific locations)
- I am aware that if valid objections are received to my application, the application will need to be considered and determined by Waverley Borough Council's Licensing Sub-Committee. This may delay a street trading consent being granted.

SignedMelanie Odell.....

MELANIE ODELL

Print Name..... Date21/6/23.....

Notes:

Fees are reviewed annually. They are published on the Council's website, or please contact Environmental Health

Making a deliberately false statement in connection with any application is an offence punishable on summary conviction by fine of up to £400.



Pippa Auger <deputy.clerk@haslemeretc.org>

Fwd: Street Trading Consent Application - Haslemere Events

3 messages

Lisa O'Sullivan <town.clerk@haslemeretc.org>
To: Pippa Auger <deputy.clerk@haslemeretc.org>

Fri, Jun 23, 2023 at 9:25 AM

Haslemere Events street licence.

Kind Regards,

Lisa

----- Forwarded message -----

From: **Holly Appleton** <Holly.Appleton@waverley.gov.uk>
Date: Fri, 23 Jun 2023 at 09:17
Subject: Street Trading Consent Application - Haslemere Events
To: info@surrey-chambers.co.uk <info@surrey-chambers.co.uk>, Catherine Knight <Catherine.Knight@waverley.gov.uk>, highways@surreycc.gov.uk <highways@surreycc.gov.uk>, Adrian Selby <adrian.selby@surreycc.gov.uk>, sfrs.firesafety@surreycc.gov.uk <sfrs.firesafety@surreycc.gov.uk>, parking@guildford.gov.uk <parking@guildford.gov.uk>, waverley@surrey.police.uk <waverley@surrey.police.uk>, Jeanette Guy <Jeanette.Guy@waverley.gov.uk>, Richard Homewood <Richard.Homewood@waverley.gov.uk>, Suzanne Robinson <Suzanne.Robinson@waverley.gov.uk>, Zoe Barker-Lomax <Zoe.Barker-Lomax@waverley.gov.uk>, Peter Nicholson <Peter.Nicholson@waverley.gov.uk>, Terry Weldon <Terry.Weldon@waverley.gov.uk>, Haslemere Clerk <town.clerk@haslemeretc.org>

Dear All,

Waverley Borough Council is currently in receipt of an application for a Street Trading Consent from '**Haslemere Events**' to trade from the High Street, Haslemere between the hours of 09:00 – 13:00 on the first Saturday of the month and 10:00 – 16:00 on the first Sunday of December. Please find attached details of the application (redacted where appropriate), including:

- Application form
- Map of proposed trading locations (indicative only)

Our Street Trading policy requires that you are informed of any relevant applications, but you do not have to do anything unless you wish to object to the application.

The details are on our website [M3 Licensing Online \(waverley.gov.uk\)](https://www.waverley.gov.uk/m3-licensing-online). If you wish to comment or object to this application, you can reply to this email or email environmentalhealth@waverley.gov.uk.

Details of the matters that can be considered for valid objections are contained within Waverley Borough Council's Street Trading Policy on the Waverley website [Street Trading](https://www.waverley.gov.uk/street-trading)

If you are not the person to deal with this query within your organisation, please pass this on to the correct person and advise me accordingly.

The last date for relevant objections is 21st July 2023.

Regards,

Holly Appleton

Senior Environmental Health Officer

Waverley Borough Council

Direct Line - 01483 523283

www.waverley.gov.uk

If I am not available and you need assistance before my return, please contact our Customer and Technical Services Team on 01483 523393 or email environmentalhealth@waverley.gov.uk

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Please visit our website at <https://www.waverley.gov.uk>

2 attachments



Haslemere events appn.pdf

179K



Haslemere plan.pptx

1323K

Lisa O'Sullivan <town.clerk@haslemeretc.org>
To: Pippa Auger <deputy.clerk@haslemeretc.org>

Fri, Jun 23, 2023 at 12:16 PM

Kind Regards,

Lisa

----- Forwarded message -----

From: **Holly Appleton** <Holly.Appleton@waverley.gov.uk>

Date: Fri, 23 Jun 2023 at 12:13

Subject: RE: Street Trading Consent Application - Haslemere Events

To: info@surrey-chambers.co.uk <info@surrey-chambers.co.uk>, Catherine Knight <Catherine.Knight@waverley.gov.uk>, highways@surreycc.gov.uk <highways@surreycc.gov.uk>, Adrian Selby <adrian.selby@surreycc.gov.uk>, sfrs.firesafety@surreycc.gov.uk <sfrs.firesafety@surreycc.gov.uk>, parking@guildford.gov.uk <parking@guildford.gov.uk>, waverley@surrey.police.uk <waverley@surrey.police.uk>, Jeanette Guy <Jeanette.Guy@waverley.gov.uk>, Richard Homewood <Richard.Homewood@waverley.gov.uk>, Suzanne Robinson <Suzanne.Robinson@waverley.gov.uk>, Zoe Barker-Lomax <Zoe.Barker-Lomax@waverley.gov.uk>, Peter Nicholson <Peter.Nicholson@waverley.gov.uk>, Terry Weldon <Terry.Weldon@waverley.gov.uk>, Haslemere Clerk <town.clerk@haslemeretc.org>

Following my earlier email, please find the Application form with amended times for the Farmer's Markets –

Farmers' Market 1st Saturday of Month (except December) 10:00 -15:00

Regards,

Holly Appleton

Senior Environmental Health Officer – Land & Air Quality

Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR

Direct Line - 01483 523283

www.waverley.gov.uk

If I am not available and you need assistance before my return, please contact our Customer and Technical Services Team on 01483 523393 or email environmentalhealth@waverley.gov.uk

For free information and support for local businesses, please visit www.businesswaverley.co.uk (open in Chrome) and subscribe to our [bi-weekly e-newsletter](#).

Funded and impartial business advice for all businesses in Waverley is also available at - [Waverley Business Support \(incuhive.co.uk\)](http://Waverley Business Support (incuhive.co.uk))

From: Holly Appleton

Sent: Friday, June 23, 2023 9:18 AM

To: info@surrey-chambers.co.uk; Catherine Knight <Catherine.Knight@waverley.gov.uk>; highways@surreycc.gov.uk; Adrian Selby <adrian.selby@surreycc.gov.uk>; sfrs.firesafety@surreycc.gov.uk; parking@guildford.gov.uk; waverley@surrey.police.uk; Jeanette Guy <Jeanette.Guy@waverley.gov.uk>; Richard Homewood <Richard.Homewood@waverley.gov.uk>; Suzanne Robinson <Suzanne.Robinson@waverley.gov.uk>; Zoe Barker-Lomax <Zoe.Barker-Lomax@waverley.gov.uk>; Peter Nicholson <Peter.Nicholson@waverley.gov.uk>; Terry Weldon <Terry.Weldon@waverley.gov.uk>; Haslemere Clerk <town.clerk@haslemeretc.org>

Subject: Street Trading Consent Application - Haslemere Events

Dear All,

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Details of the matters that can be considered for valid objections are contained within Waverley Borough Council's Street Trading Policy on the Waverley website [Street Trading](#)

If you are not the person to deal with this query within your organisation, please pass this on to the correct person and advise me accordingly.

The last date for relevant objections is 21st July 2023.

Regards,

Holly Appleton

Senior Environmental Health Officer

Waverley Borough Council

Direct Line - 01483 523283

www.waverley.gov.uk

If I am not available and you need assistance before my return, please contact our Customer and Technical Services Team on 01483 523393 or email environmentalhealth@waverley.gov.uk

[Quoted text hidden]

 **Haslemere events appn.pdf**
184K

Lisa O'Sullivan <town.clerk@haslemeretc.org>
To: Pippa Auger <deputy.clerk@haslemeretc.org>

Mon, Jun 26, 2023 at 9:19 AM

FYI

Kind Regards,

Lisa

----- Forwarded message -----

From: **Adrian Selby** <adrian.selby@surreycc.gov.uk>

Date: Fri, 23 Jun 2023 at 13:17

Subject: RE: Street Trading Consent Application - Haslemere Events

To: Holly Appleton <Holly.Appleton@waverley.gov.uk>, info@surrey-chambers.co.uk <info@surrey-chambers.co.uk>, Catherine Knight <catherine.knight@waverley.gov.uk>, Highways/EAI/SCC <highways@surreycc.gov.uk>, Fire Safety Admin <sfrs.firesafety@surreycc.gov.uk>, parking@guildford.gov.uk <parking@guildford.gov.uk>, waverley@surrey.police.uk <waverley@surrey.police.uk>, Jeanette Guy <jeanette.guy@waverley.gov.uk>, Richard Homewood <Richard.Homewood@waverley.gov.uk>, Suzanne Robinson <Suzanne.Robinson@waverley.gov.uk>, Zoe Barker-Lomax <Zoe.Barker-Lomax@waverley.gov.uk>, Peter Nicholson <Peter.Nicholson@waverley.gov.uk>, Terry Weldon <Terry.Weldon@waverley.gov.uk>, Haslemere Clerk <town.clerk@haslemeretc.org>

Hi Holly,

No objections.

Regards

Adrian Selby

Senior Engineer

Highway Operations & Infrastructure

Surrey Highways & Transport

Tel : 0300 200 1003

Mob : 07805 766816



From: Holly Appleton <Holly.Appleton@waverley.gov.uk>

Sent: Friday, June 23, 2023 9:18 AM

To: info@surrey-chambers.co.uk; Catherine Knight <catherine.knight@waverley.gov.uk>; Highways/EAI/SCC <highways@surreycc.gov.uk>; Adrian Selby <adrian.selby@surreycc.gov.uk>; Fire Safety Admin <sfrs.firesafety@surreycc.gov.uk>; parking@guildford.gov.uk; waverley@surrey.police.uk; Jeanette Guy <jeanette.guy@waverley.gov.uk>; Richard Homewood <Richard.Homewood@waverley.gov.uk>; Suzanne Robinson <Suzanne.Robinson@waverley.gov.uk>; Zoe Barker-Lomax <Zoe.Barker-Lomax@waverley.gov.uk>; Peter Nicholson <Peter.Nicholson@waverley.gov.uk>; Terry Weldon <Terry.Weldon@waverley.gov.uk>; Haslemere Clerk <town.clerk@haslemeretc.org>

Subject: Street Trading Consent Application - Haslemere Events

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Holly Appleton

Senior Environmental Health Officer

Waverley Borough Council

Direct Line - 01483 523283

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M section
Museum

Stallholder
Parking 5

Stallholder
Parking 3

Stallholder
Parking 4

G section

W section

T section

Stallholder
Parking 2

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Property and Development

Waverley Borough Council
The Bury, Godalming, Surrey, GU7 1HR
Telephone: 01483 523333
Fax No: 01483 523119 DX No: 59303



Haslemere Christmas Market 2021

Code for location

Yellow: Tier 1 Zone Dark Green: Tier 2 Zone

Orange Tier 3 Zone

T = Town Hall end of High Street from West Street

G = High Street towards Georgian & Museum



NORTH

1:1250

23/11/2007

MAP SHEET: SUR032NW