

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](#).

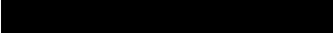
You should continue to follow the guidance to keep yourself and others safe. [Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

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.

Signed 

Print Name..... MELANIE DEW Date 3/7/22

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.



If you find the text in this form difficult to read we can supply it in a format better suited to your needs

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

To: Head of Environmental Health and Community Safety, Waverley Borough Council,
The Burys, Godalming, Surrey, GU7 1HR

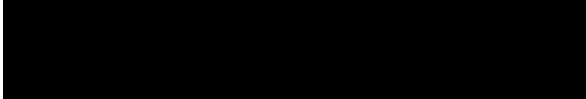
I hereby make application under the provisions of section 3 and schedule 4 of the above Act for consent to sell or offer or expose for sale the articles stated below, in the open air within the area of Waverley Borough Council.

This application is for (please tick)	New Application		Renewal	<input checked="" type="checkbox"/>
If a renewal application please provide the number on the current consent				
The type of consent being applied for (please tick)	Sole Trader		Special/Community Events	<input checked="" type="checkbox"/>
If special/community events please state the number of stalls/traders to be present				

I submit the following particulars for consideration:

1.	Applicant Full name	MELANIE JILL O'DELL	Date of Birth	[REDACTED]
2.	Trading as	HASLEMERE EVENTS		
3.	Home Address (inc. postcode) (for sole traders)	[REDACTED]		
4.	Address of organiser (if a community/special event)	[REDACTED]		
5.	Daytime telephone number	[REDACTED]		
6.	E-mail	melanie @ haslemere . com		
7.	Address where articles are stored (if applicable)	n/a		
8.	Proposed trading location/address*	WEST STREET & HIGH STREET HASLEMERE		

*** 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)	VARIOUS
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)	FIRST SATURDAY OF MONTH - SW SURFLEY FARMERS' MARKET 9am - 2pm 1st DECEMBER 23 CHRISTMAS MARKET 10am - 4pm
13.	Insurance Company and Policy No.	
14.	If a food business please provide the name of the local authority you are registered with	VARIOUS

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



Fwd: Street Trading Consent Application - Haslemere Events

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

Wed, Jul 24, 2024 at 3:56 PM

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>, Deputy Clerk Haslemere TC <deputy.clerk@haslemeretc.org>
Cc: Environmental Health <environmentalhealth@waverley.gov.uk>

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 and West Street, Haslemere between the hours of 09:00 – 14:00 on the first Saturday of the month (excluding December) and 10:00 – 16:00 on Sunday 1st December 2024 (the application form incorrectly states 2023). Please find attached details of the application (redacted where appropriate), including:

- Application form
- Map of proposed trading locations (indicative only)
- Christmas Market Event Management Plan

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](#)

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 August 2024.

Regards,

Holly Appleton

Senior Environmental Health Officer

Waverley Borough Council



Trading from parking bays, not on highway

M section
Museum

Stallholder
Parking 5

Stallholder
Parking 3

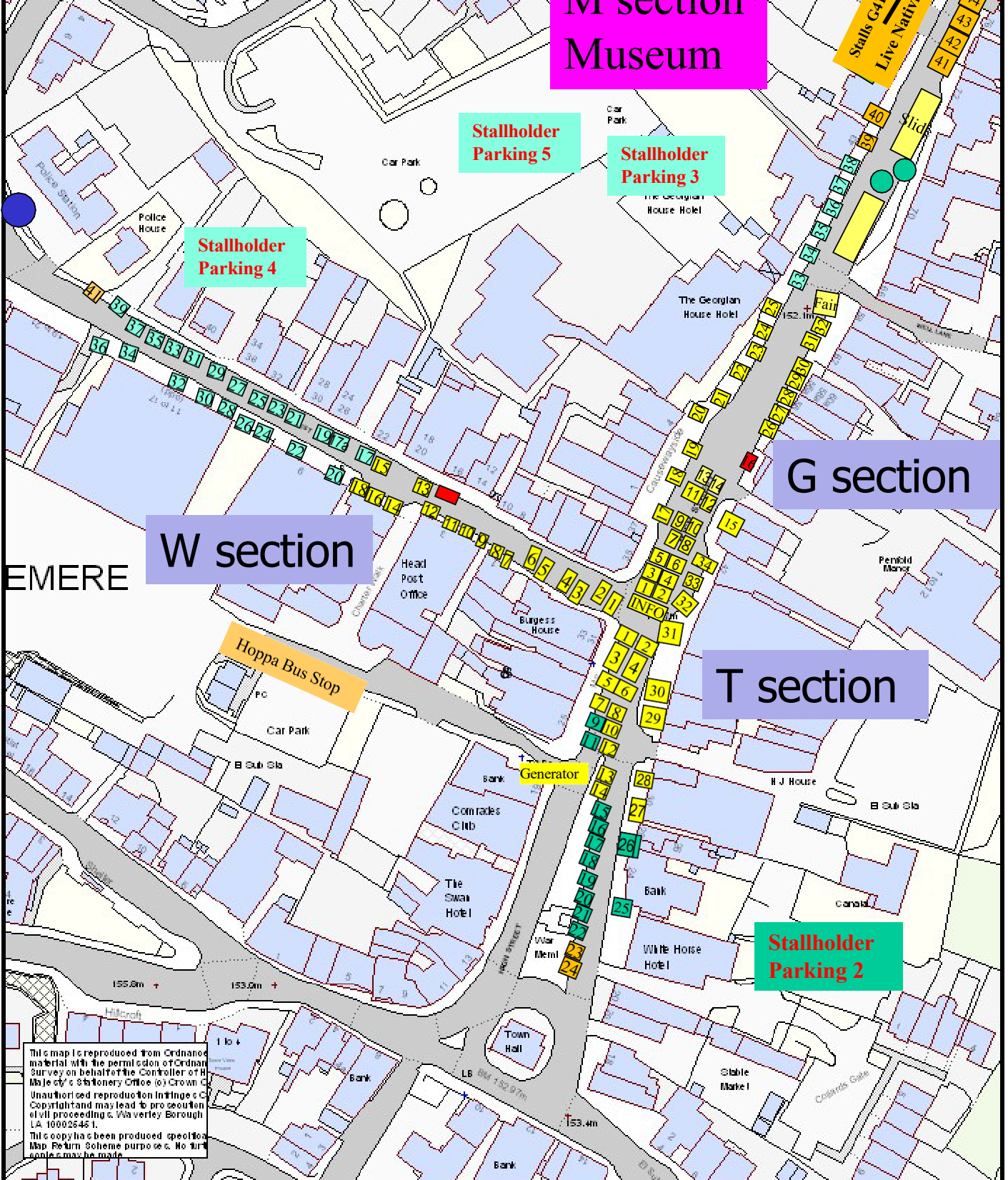
Stallholder
Parking 4

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 523118 DX No:58303



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: SU9032NW