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**Fwd: Street Trading Application- ice-cream vendor in Waverley**

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

Fri, May 24, 2024 at 10:21 AM

Licencing

Kind Regards,

Lisa

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

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

Date: Fri, 24 May 2024 at 09:55

Subject: Street Trading Application- ice-cream vendor in Waverley

To: [info@surrey-chambers.co.uk](mailto:info@surrey-chambers.co.uk) <[info@surrey-chambers.co.uk](mailto:info@surrey-chambers.co.uk)>, Catherine Knight <[Catherine.Knight@waverley.gov.uk](mailto:Catherine.Knight@waverley.gov.uk)>, [highways@surreycc.gov.uk](mailto:highways@surreycc.gov.uk) <[highways@surreycc.gov.uk](mailto:highways@surreycc.gov.uk)>, Adrian Selby <[adrian.selby@surreycc.gov.uk](mailto:adrian.selby@surreycc.gov.uk)>, [sfrs.firesafety@surreycc.gov.uk](mailto:sfrs.firesafety@surreycc.gov.uk) <[sfrs.firesafety@surreycc.gov.uk](mailto:sfrs.firesafety@surreycc.gov.uk)>, [parking@guildford.gov.uk](mailto:parking@guildford.gov.uk) <[parking@guildford.gov.uk](mailto:parking@guildford.gov.uk)>, [waverley@surrey.police.uk](mailto:waverley@surrey.police.uk) <[waverley@surrey.police.uk](mailto:waverley@surrey.police.uk)>, Jeanette Guy <[Jeanette.Guy@waverley.gov.uk](mailto:Jeanette.Guy@waverley.gov.uk)>, Richard Homewood <[Richard.Homewood@waverley.gov.uk](mailto:Richard.Homewood@waverley.gov.uk)>, Suzanne Robinson <[Suzanne.Robinson@waverley.gov.uk](mailto:Suzanne.Robinson@waverley.gov.uk)>, Jacquie Keen <[Jacquie.Keen@waverley.gov.uk](mailto:Jacquie.Keen@waverley.gov.uk)>, Tony Fairclough <[Tony.Fairclough@waverley.gov.uk](mailto:Tony.Fairclough@waverley.gov.uk)>, [planning@farnham.gov.uk](mailto:planning@farnham.gov.uk) <[planning@farnham.gov.uk](mailto:planning@farnham.gov.uk)>, Farnham Clerk <[town.clerk@farnham.gov.uk](mailto:town.clerk@farnham.gov.uk)>, Haslemere Clerk <[town.clerk@haslemeretc.org](mailto:town.clerk@haslemeretc.org)>, Cranleigh Clerk <[clerk@cranleighpc.org](mailto:clerk@cranleighpc.org)>, Bramley Clerk <[clerk@bramleyparish.co.uk](mailto:clerk@bramleyparish.co.uk)>, Chiddingfold Clerk <[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)>, Ewhurst Clerk <[clerk@ewhurstallengreen-pc.gov.uk](mailto:clerk@ewhurstallengreen-pc.gov.uk)>, Godalming Town Clerk <[townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk)>, Tilford parishClerk <[clerk@tilford-pc.gov.uk](mailto:clerk@tilford-pc.gov.uk)>, Frensham Clerk <[clerk@frensham-pc.gov.uk](mailto:clerk@frensham-pc.gov.uk)>, [info@farnhambid.co.uk](mailto:info@farnhambid.co.uk) <[info@farnhambid.co.uk](mailto:info@farnhambid.co.uk)>, [info@cranleighbid.co.uk](mailto:info@cranleighbid.co.uk) <[info@cranleighbid.co.uk](mailto:info@cranleighbid.co.uk)>, [info@godalmingbid.co.uk](mailto:info@godalmingbid.co.uk) <[info@godalmingbid.co.uk](mailto:info@godalmingbid.co.uk)>, Witley Clerk <[clerk@witley-pc.gov.uk](mailto:clerk@witley-pc.gov.uk)>, Hambledon Clerk <[parishclerk@hambledonsurrey.co.uk](mailto:parishclerk@hambledonsurrey.co.uk)>, Thursley Clerk <[thursley\\_pc@btinternet.com](mailto:thursley_pc@btinternet.com)>, Elstead Clerk <[elsteadpc.clerk@gmail.com](mailto:elsteadpc.clerk@gmail.com)>, Dunsfold Clerk <[clerk@dunsfoldparishcouncil.gov.uk](mailto:clerk@dunsfoldparishcouncil.gov.uk)>, Hascombe Clerk <[clerk@hascombeparishcouncil.co.uk](mailto:clerk@hascombeparishcouncil.co.uk)>, Alfold Clerk <[clerk@alfoldparishcouncil.co.uk](mailto:clerk@alfoldparishcouncil.co.uk)>

Cc: Environmental Health <[environmentalhealth@waverley.gov.uk](mailto:environmentalhealth@waverley.gov.uk)>

Dear All,

Waverley Borough Council is currently in receipt of an application for a Street Trading Consent from **West Sussex Whippy** to sell ice-creams from a mobile van trading from multiple locations within Waverley. Please find attached details of the application (redacted where appropriate), including:

- Application form
- Image

The application is for trading seven days a week between the hours of 12:00 and 19:00 from March – September only. The applicant is registered as a food business with a Food Hygiene rating score of 5. As this is an itinerant trader, there is no fixed trading location and a condition will be added to any Consent granted limiting the amount of time that can be spent in any one location to a maximum of 20 minutes.

From time to time the Council will receive such applications for Street Trading Consents and our policy requires that you are informed of any relevant applications - you do not have to do anything unless you wish to comment on or object to the application.

The details are on our website [M3 Licensing Online \(waverley.gov.uk\)](http://waverley.gov.uk). To make any objections or other comments please email [environmentalhealth@waverley.gov.uk](mailto:environmentalhealth@waverley.gov.uk) or reply to this email.

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 22 June 2024.**

If you have any queries with regards to this matter, please do not hesitate to contact me further.

Regards,

Holly Appleton

Senior Environmental Health Officer

Waverley Borough Council

Direct Line - 01483 523283

[www.waverley.gov.uk](http://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](mailto:environmentalhealth@waverley.gov.uk)

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

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## 2 attachments



**West Sussex Whippy image.JPG**  
110K



**West Sussex Whippy appn.pdf**  
205K



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	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/>
If a renewal application please provide the number on the current consent				
The type of consent being applied for (please tick)	<input type="checkbox"/> Sole Trader	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Special/Community Events	<input 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	Michael maggs	Date of Birth	
2.	Trading as	West sussex whippy		
3.	Home Address (inc. postcode) (for sole traders)			
4.	Address of organiser (if a community/special event)			
5.	Daytime telephone number			
6.	E-mail	Book@bounceaboutsussex.co.uk		
7.	Address where articles are stored (if applicable)			
8.	Proposed trading location/address*	Ice cream van trading on multiple streets		

* 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)	Ice cream van short wheelbase transit
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.	Mr whippy ice cream and dairy free lollies
12.	Proposed times of trading (please include frequency, times of day, days per week, months of the year)	After midday until 7pm occasionally March until September.
13.	Insurance Company and Policy No.	
14.	If a food business please provide the name of the local authority you are registered with	Chichester District Council

**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](mailto: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](mailto: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..... **Michael maggs** ..... Date ..... **20/5/2024** .....

**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.



