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CITY OF GLASGOW COUNCIL

STREET TRADERS GUIDANCE NOTES

Before submitting your application for a street traders licence please ensure that you have read the following guidance notes.

1. Where the proposed trading involves food business please ensure that you have read the "Street Traders' Standards" produced by Environmental Health, a copy of which may be obtained from Environmental Health, 231 George Street, Glasgow, or from the Licensing Section by emailing [LicensingEnquiries@glasgow.gov.uk](mailto:LicensingEnquiries@glasgow.gov.uk)
2. Where the proposed trading includes food business which involves using a vehicle, kiosk or moveable stall, a Certificate of Compliance with the Food Safety Act 1990 must accompany your application. Said certificate must be in either your name or that of your employer. Information on how to obtain a certificate of compliance from the relevant food authority is available at:  
  
<https://www.glasgow.gov.uk/index.aspx?articleid=3966>
3. Where you intend to act as a street trader from a fixed stance(s) please ensure that you have read the Advisory Notes by the Department of Land Services, Roads and Transportation Division, a copy of which is attached hereto. It should be noted that compliance with said notes in no way guarantees that your application will be granted.
4. If you are applying for the grant of a licence and propose to act as a street trader from a fixed stance, please complete the attached Application for Location of Stance(s) for Street Trader's Licence. A fee of £5 per fixed stance is payable by BACS transfer with your application fee. You will plot the stance, as described in your form, on an Ordnance Survey Map. (Please refer to note 2 of the Advisory Notes by the Department of Land Services, Roads and Transportation Division, prior to purchasing and completing the Ordnance Survey Maps).
5. If you are applying for a street traders licence in respect of a fixed stance please ensure that you are precise when describing the proposed locus and when entering same on the Ordnance Survey map as your application once lodged cannot under any circumstances be amended.
6. If you are applying for the renewal of a licence and Ordnance Survey maps have already been lodged with your previous application, then you do not require to lodge Ordnance Survey maps with this application, as the stance concerned must be at exactly the same location as detailed on your previous application and on your current licence.
7. If you propose to act as a street trader from a fixed stance the maximum number of stances permitted per application is three unless you have obtained authorisation from the Head of Legal Services to exceed such limit.

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8. Written permission form Neighbourhoods, Regeneration and Sustainability is required to be lodged with your application if you propose to trade within the City Centre pedestrian precincts.
9. Your attention is drawn to the following current policies of the Licensing Committee regarding street trading-
  - (a) The existing stances within the City Centre area make sufficient provision for street trading in said area therefore no further street traders licences will be granted within said city centre area.
  - (b) No new licences for street trading from the existing stances within the city centre area will be granted.
  - (c) Street traders licences in respect of the sale of food and/or refreshments will not generally be granted beyond 3am outwith the city centre area and 4am within the city centre area.
  - (d) There is a presumption against the grant or renewal of a street trader's licence for any food and/or soft drinks vendor who wishes to trade within 300 metres of a secondary school premises at the times specified in the new condition of licence as detailed in the attached conditions.
10. Your attention is drawn to the Standard Conditions contained in a Street Traders Licence, a copy of which is attached hereto. Should you require dispensation from any or all of said conditions you should submit the relevant request together with your application form.
11. The lodging fees for applications are as follows. You will be required to BACS transfer. You will be advised of the bank account once your application has been submitted by email to [LicensingEnquiries@glasgow.gov.uk](mailto:LicensingEnquiries@glasgow.gov.uk) . Please note that your application will not be processed until the application fee has been paid-

Application for licence valid for Temporary 3 Years

£64                      £153

**NB:** These fees are non-refundable

12. If you are unclear about any of the above please do not hesitate to ask a member of the Licensing Section staff for assistance or clarification (TEL: 0141- 287 5354).

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