



Street Fairs and Licenses

A Guide for Voluntary Organisations

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Reading Voluntary Action

Street fairs and stalls are a great way of raising awareness about your voluntary or community group, as well as raising a bit of much needed extra cash. This guide aims to help you to do this legally and will look at how to apply for the correct licences in advance. If you need any further help or have any questions, then please contact us at advice@rva.org.uk

“I would like to run a stall at a street fair”

Don't forget your Street Trading Licence

If you are planning to hold a stall on a public street then don't forget you need to apply for a street trading licence from Reading Borough Council if you plan on selling anything at the stall, even if you are selling the items as a fundraising activity. If you want to trade on a private forecourt you should get permission from the landowner. If you are unsure, you are advised to contact Reading Borough Council Licensing team for informal advice about your plans to trade.

If you want to be part of a larger event, then check that the organiser has the appropriate licence. You may need to give them details of your stall in advance.

IMPORTANT: Trading without a licence could result in a £1,000 fine

If you are applying for the licence yourself, here's a list of documents you will need to provide to Reading Borough Council in support of your application?

- 2 passport sized colour photographs of each person with name printed and signed on the back
- Level 2 food safety training certificates for anyone who will handling food on the day. This should be no less that three years old
- Letter of authority
- Copy of a management plan (detailing event programme, roles, fire safety, start and finish time of event)
- Copy of a risk assessment
- Public Liability Insurance certificate
- Colour photograph of the trading stall
- Current gas safety certificate (if applicable)

- Fee £11 per day (you are advised to check this with the Council)

Where to apply?

- Contact Reading Borough Council, Civic Centre, Bridge Street, RG1 2LU. Tel. 0118 937 3787 or email licensing@reading.gov.uk
- The application form can be downloaded from their website [here](#)

How far ahead to apply?

- At least 28 days in advance, you may wish to consider applying earlier to allow for queries.

“I would like to sell some food at my stall”

Don't forget you will need a Food Hygiene Certificate

You will need your own certificate if you are preparing and selling food at your individual stall. You may already have one if you are selling food to the public on a regular basis.

The Food Standards Authority (FSA's) guidance is that the regulations do not cover activities such as occasional preparation of food for gatherings or for sale at charitable events. However it's best to check as the guidelines around food preparation are very strict. If you are unsure you should consult with Reading Borough Council Environmental Health department to confirm whether or not registration is required. Tel. 0118 937 3787

How to obtain a Food Hygiene Certificate?

- Training courses for the Voluntary Sector are available through the Early Crescent Resource Centre £45 (Level 2 Award in Food Safety in Catering) more information available [here](#)

Some general practical tips around food hygiene:

- See this [guidance from the FSA for catering advice](#) for charity and community groups providing food
- See this [guidance from the FSA on providing food at movable premises](#) such as street stalls

“Can I collect money donations at my stall?”

Don't forget to apply for a Charity Collection Licence

Legally you need a Charity Collection licence if you are collecting door to door or operating a tin collection on a public street, including a street fair stall.

How do I apply for a Charity Collection Licence?

- Apply directly with Reading Borough Council. You can do this online [here](#)

How far ahead should I apply?

- Reading Borough Council require at least one month to process your application. You may wish to allow more time.

IMPORTANT: It is an offence to collect money for charity without a valid licence.

Further sources of help and information

Reading Voluntary Action

Herjeet Randhawa

Advice Worker

Tel: 0118 937 2273

Email: herjeet.randhawa@rva.org.uk

Reading Borough Council

Licensing team

Civic Centre, Bridge Street, RG1 2LU.

Tel. 0118 937 3787

Email licensing@reading.gov.uk

Food Standards Agency

Helpline

Monday to Friday 9.30-16.00

tel: 020 7276 8829

email: helpline@foodstandards.gsi.gov.uk

www.food.gov.uk

Earley Crescent Resource Centre

(Food Hygiene Certificate)

Warbler Drive

Earley

Reading

Berkshire

RG6 4HB

Tel: 0118 921 0555

www.earleycrescent.org