

LONDON BOROUGH OF RICHMOND UPON THAMES



Street Trading Policy

Approved on: 7th March 2023

In effect from: 8th March 2023

CONTENTS

PAGE NO

Introduction	3
Purpose	3
Consultation for the Street Trading Policy	4
Principles	4
What is street trading?	4
Other legislative considerations	5
Application process for a new Licence	5
Duration of licences	7
Street Trading Activities	7
- Trading from pitches	7
- Shopfront licences	8
- Market operators	8
- Local Authority run markets	8
Designation of licence Streets	9
Types of Authorisations	10
- Street Trading licences	10
- Temporary licences	10
Special provisions for community/charity trading licences	10
Exemptions	11
Motor vehicles	11
Ice Cream Traders	11
Fees and Waivers	12
Consultation for licence applications	13
Assessing consultation feedback and objections	13
Decision making	14
Reasons for refusal of a licence	15
- Other considerations	16
Hearings	16
Appeals	17
Conditions and standards for licence holders	17

Special provisions for certain geographical locations	18
Delineation	18
Offences	18
Enforcement	19
Renewals	20
Variations	21
Succession	22
Lapsing of Street Trading licence	22
Commodities	22
Appendix 1 – Consultation List	23
Appendix 2 - Definitions	24
Appendix 3 - Street Trading licence Conditions	27
Appendix 4 – Commodities List	36

1. **Introduction**

- 1.1 Local Authorities may regulate street trading activities and apply local controls in their area. For the purposes of controlling street trading in the London Borough of Richmond Upon Thames, the Council has previously adopted the relevant provisions of the 'London Local Authorities Act 1990 (as amended) hereafter referred to as ("The Act").
- 1.2 Street trading has always formed part of life in Richmond. It provides valuable employment opportunities for local people as well as providing convenience for customers to the borough. The Council recognises the positive impact street trading can have on an area, and that it can add to the diversity of shopping opportunities and local neighbourhoods in which trading is carried out.
- 1.3 The Council is keen to create a street trading environment that complements the street scene and premises-based trading, is sensitive to the needs of both residents, traders and workers, promotes consumer choice and enhances the diverse trading and business opportunities in the borough.
- 1.4 The Council wants to ensure that street trading both enhances the character and ambience of local environments and is provided safely for all Richmond residents and visitors.
- 1.5 The main hubs for street trading in the borough are Twickenham, Richmond town centre and Kew. This includes shopfront licences, designated sites, and markets such as Kew Village. Licences also cover individual pop-up markets and events such as the rugby at Twickenham Stadium and Kew Sparkle.
- 1.6 There have been 1194 Temporary Licences issued in the last year, including monthly markets at Kew and Ham as well as events across the borough. There are also 18 designated sites and 58 Shop Front licences in the borough. This does not include an additional 29 regular Shop Front Licences currently utilising the Pavement Licences brought in under the Business and Planning Act 2020 to assist the hospitality sector during the COVID-19 pandemic.

2.0 **Purpose**

- 2.1 The purpose of this policy is to provide a framework for the Council to administer and regulate street trading to ensure a consistent approach is taken. It also serves as a reference for Licence holders, enforcement officers, relevant stakeholders, and the Licensing Committee as to the Council's intended vision and approach to street trading activities.
- 2.2 In regulating street trading activities, the Council aims to reduce the administrative burdens on applicants, Licence holders and create a clear consistent, and transparent process for traders.
- 2.3 This Policy sets out the regulatory framework, application process and conditions of licensing for the following activities:

- Markets/stalls
- Street Trading from Pitches
- Trading activities on private land within 7m of the public highway
- Shopfront and tables & chairs Licensing
- The revocation or prosecution for breach, of a licence
- Enforcement of the legislation

2.4 The Council will not deviate from this policy unless there is a good reason to do so and full reasons are provided.

3.0 Consultation

3.1 In preparing this Policy the Council has undertaken and had regard to the comments received following extensive consultation with statutory consultees, residents, businesses, Licence holders and other stakeholders. The consultation took place between 1st November 2022 and 5th January 2023. Details of those consulted can be found in Appendix 1.

4.0 Principles

4.1 Nothing in this Policy will:

- undermine the rights of any person to make an application under the Act for a licence and to have that application considered on its own merits; or
- override the right of any person to make objections or appeal against any decision.

5.0 What is Street Trading?

5.1 The Council has determined that it will regulate street trading in the Borough under the London Local Authorities Act 1990 (as amended).

5.2 Section 21(1) of the Act defines Street trading as being '*the selling or exposing or the offering for sale of any article, and the purchasing of or offering to purchase any ticket, and the supplying or offering to supply any service, in a street for gain or reward*'.

5.3 For the purposes of this legislation a 'street' is defined in the same Section of the Act and includes 'any road or footway and other area within 7 metres of any road or footway, to which the public have access without payment'

5.4 Street trading licence' – means a licence granted under the Act and valid for not less than six months and not more than 3 years. The licence can only be granted in a designated street.

- 5.5 'Temporary licence' – means a licence granted under the Act valid for a single day or for a period not exceeding 6 months.
- 5.6 The Council has also determined to licence the use and the placing of tables and chairs on the highway under part II of the Act.
- 5.7 The Council has powers to designate a street as a 'licence street' and can prescribe the types of commodities or services which will be authorised by a licence.
- 5.8 The Council is permitted to charge fees and charges under Section 32 of the Act in respect of street trading licences and related costs.
- 5.9 Street trading without the required licence is an offence under section 38 of the Act and carries a maximum fine not exceeding level 3 on the standard scale, which is currently £1000.

Note: The placement of 'A' boards outside a premises are not covered by a street trading licence and must be agreed with the Highways Authority.

Please visit the Council Highways website to obtain further guidance on the application process or Telephone: 020 8891 1411

Email: highwayoperationsandstreetscene@richmond.gov.uk

6.0 Other Legislative Considerations

- 6.1 Traders should be aware that this policy relates only to street trading activities and it is the responsibility of the trader to ensure that they are compliant with other legislation. Traders should consider whether their activities are likely to require authorisation and/or compliance with other regulatory regimes. For example, Control of Pollution Act 1974 and Environmental Protection Act 1990, Planning, Building Control, Food Safety, Health & Safety, Control of Waste, Highway Obstruction, Trading Standards, Late Night Refreshment/ Entertainment/Alcohol Licensing etc.

7.0 Application process for a new licence

- 7.1 The application process for each of the street trading activities to which this Policy relates are set out on the Council's website www.richmond.gov.uk and includes a specified application form, supporting information requirements and payment of the appropriate fee.
- 7.2 Applications will be subject to consultation in accordance with this policy.
- 7.3 Where an application receives relevant objections, the case will be referred to the next available Licensing Sub committee for determination. The applicant and anyone making an objection will be given the opportunity to speak at the hearing.

7.4 For all street trading licences involving the offering of food, applicants should be registered with their home authority and make their Food Hygiene Rating Score available to an authorised officer of the Council upon request. Businesses which have a poor Food Hygiene Rating of 2 and below will not be granted a Street Trading licence

7.5 Food hygiene certificates will be displayed within the vehicle/trailer/stall when trading is taking place.

7.6 Applications from Caterers who make a commitment to deliver healthier food choices to customers will be favourably considered

7.7 **Improving Air Quality**

- The Council will be asking new applicants to use street trading vehicles that meet the Euro 6 emissions standards where the engine is required to be kept running for the purpose of providing power in connection with the licensed Street Trading activities.
- Existing traders will be required to conform to this requirement by 1st January 2024. Applications for a low -emission-capable street trading vehicle will be favourably considered.
- As part of the Council's Climate Change action plan, electricity bollards have been installed in some of the street trading locations within the borough for licence holders to use when carrying out street trading activities. For example, all mobile vendors, including food and ice cream vendors located in an area supplied with an electricity bollard are now required to plug their equipment into an electrical source and run off electricity whilst parked, to avoid idling their engines. This requirement will form part of the conditions of the licence when renewed.
- Where the Council provides written consent for a generator to be used: -
 - Diesel/petrol generators are not to be used where mains supply options exist.
 - Where generators are the only option, they must meet EU Emissions Stage V, unless the licence holder/applicant can demonstrate a reasonable explanation for why they can't obtain a stage V generator.
 - Mobile power sources, or generators powered by hydrogen should be used in preference to diesel/petrol as they are less noisy and produce less fumes", Diesel/petrol generators includes those which run on 'Green Diesel (HVO). **Note*** HVO is a fuel alternative to diesel made from oil.
 - From 1st January 2024, the use of diesel/petrol generators will not be permitted in any circumstances.

8.0 Duration of Licences

- 8.1 The Council has powers to issue permanent licences for up to three years, or for such shorter periods as the borough council may determine. Temporary licences can be issued for one day or up to six months.
- 8.2 The Council has determined to issue shopfront licences for up to 3 years, designated sites licences for 1 year, and Red Route licences for up to 1 year.
- 8.3 Where the street trading proposed will first require designation of the street, the trader will be recommended to initially apply for a Temporary Licence. This will give them the opportunity to trade while the licensing process for the street trading licence takes place and enable the assessment of the longer-term suitability of trading at the location.
- 8.4 A subsequent street trading application by the same Licence holder may then be granted in line with the Council's licences timescale referenced in 8.2 above.

9.0 Street Trading Activities

Trading from Pitches

- 9.1 Street Trading Licences are issued in order to control the location of trading activity and ensure pitches are located in suitable areas and do not cause nuisance or disruption to local businesses and are safe and accessible.
- 9.2 As part of the process of considering whether to issue a licence, the Council will make sure that trading locations do not cause obstruction to the highway, including lines of sight at junctions, and are positioned so as not to obstruct rights of way, entry to premises or cause nuisance to nearby residents. The Council will also consider the suitability of the proposed street trading in relation to the existing neighbouring retail outlets with the aim of ensuring the balance is kept between encouraging new street trading and protecting the amenities of the neighbourhood. Conditions attached to licences will ensure these factors are controlled for the duration of the licence period.
- 9.3 Prospective applicants for Trading Licences are recommended to familiarise themselves with the Standard Conditions and to ensure that their proposed trading locations:
- Provide a minimum of 1.5m of space for pedestrians to pass safely
 - Do not block access to existing premises (even if those premises are vacant)
 - Are located such that they will not cause nuisance from smells, light or noise (including shouting)
 - Allow for all trading materials and waste arising from activities to be removed by the Licence holder at the end of the trading period.
- 9.4 The Council has resolved to adopt a commodities list, given at Appendix 4, which details a range of goods or services a licence holder may be licensed to trade in.

Shop Front Licences - tables & chairs and shopkeeper displays

- 9.5 The Council regulates the placing of tables and chairs, and shopkeeper displays on the highway through a licence issued under the Act.
- 9.6 Any person wishing to place such items on the public highway must first obtain a Shop Front Licence. This includes items such as tables, chairs, display units and barriers.
- 9.7 The display of goods outside the front facade of a premises or a seating area for patrons can greatly enhance the visual amenity and provide valuable additional sales space for businesses to advertise their goods for sale. However, inappropriately located shop front displays or seating areas can create problems for various members of the community e.g. people with disabilities, visual impairments, mobility difficulties and those using pushchairs etc.
- 9.8 Controlling the placement of these items helps to ensure that footpaths and walkways are kept clear of obstructions and everyone can move about safely. For example, it may be necessary for tables and chairs to be positioned in a consistent manner on busy streets so that a constant and direct path through areas is maintained.
- 9.9 When deciding whether a Shop Front Licence might be appropriate for their business, prospective applicants should familiarise themselves with the Standard Conditions to ensure the following requirements can be met:
- Provide a minimum of 1.5m of space for pedestrians to pass safely in front of any display of goods or seating area.
 - Do not block access to neighbouring premises (even if those premises are vacant) or access to properties above your shop or premises.
 - Will be removed at the end of the trading period permitted by the licence
 - The area does not cause damage to the highway

Market Operator

- 9.10 A Market Operator providing a market can co-ordinate the applications for market stall holders and documents required for each proposed market trader. Under the London Local Authorities Act 1990, the Council must consider a street trading licence for each proposed market trader. Each trader will be issued an individual market stall street trading licence and not the Market operator. Each market stall holder will be required to adhere to the conditions of their market stall street trading licence.

Local Authority run Markets

- 9.11 There are currently no authority run markets in the borough. However, if one were to be instigated, it would operate in a similar fashion to 9.10 above but with the

Authority receiving individual applications from the traders. Each market would be subject to conditions specific to the site whilst having direct regard for the standard conditions.

10.0 Designation of Licence Streets

- 10.1 If the Council considers that street trading should be allowed or licensed in any area, it may pass a resolution designating any street or part of a street as a licence street under Section 24 of the Act.
- 10.2 In deciding if a street or site should be designated for street trading, the following may be considered;
- a. The presence of any existing or planned street furniture;
 - b. The proximity and nature of any road junctions and pedestrian crossing points;
 - c. The number of street trading sites already licensed in the vicinity;
 - d. Whether the proposed site for designation would impact on accessibility for members of the public i.e. pedestrians, pushchairs, wheelchairs etc.
 - e. Whether the safety of the public will be put at increased risk;
 - f. Whether the proposed site will leave the recommended clearance of two metres clear passage between the trading area and the edge of the kerb or footway;
 - g. Whether there will be a negative impact on the character or appearance of the area.
- 10.3 To pass a resolution to designate a licence street or rescind or vary a designation, the Council must conduct a 28 day public consultation. During this time the Council consults with the Police, Highway Authority or relevant corporation, Planning Authority, Ward councillors, the Council's Food and Safety team, the general public and any other relevant body/interested party. For the Red Route, Transport for London (TfL) is the relevant Highway Authority.
- 10.4 The consultation period begins from when notice of the intention designate is published in a local paper. The Council will consider any relevant representations received, before making a decision.
- 10.5 A Street does not have to be designated as a licence street for street trading purposes where a Temporary Licence is issued.
- 10.6 The Council is able to consider new locations where a designation resolution has not previously been made. In these circumstances, the trader will be required to submit full plans of their proposals to the Council for consideration
- 10.7 Designation of new licence streets will not normally be considered for streets with parking restrictions (double yellow lines) and/or a speed limit of 40mph or more.

A list of designated licence streets for shopfronts and designated sites is available on the main council website.

11.0 Types of Authorisations

Street Trading licences

- 11.1 A Street Trading Licence will normally be issued for 1 year to applicants for pitch and Red Route licences. Shop front and tables & chairs licences will normally be issued for a period of 3 years. Before any street trading licence is issued, traders will be requested to hold a temporary licence for a minimum period of 6 months to demonstrate that trading can be carried on without causing undue interference or inconvenience at the location.

Temporary Licences

- 11.2 Temporary licences will be issued to applicants for pitch licences where the trade is only proposed for one day up to six months, or where the trading activity is part of an event or promotion.
- 11.3 Temporary Licences will also be available to applicants for pitch, shop front or tables & chairs licences who may wish to trade seasonally or for short periods of time. For example, where a business is going to be sold and a licence is only required for a short time or a seasonal extension to accommodate trade at specific times of the year.
- 11.4 Temporary licences may also be granted as part of an application for a full licence, allowing licensed activity during the consultation phase and to provide a test environment for a permanent licence.

12.0 Special Provisions for Community/Charity Trading Licences

- 12.1 Community/Charity trading licences will be issued to organisations that are carrying out trading activity for the purpose of making a profit on an occasional or temporary basis.
- 12.2 The Council will consider individual applications for Community/Charity trading licences on a case by case basis and acceptance will be assessed in the following circumstances:
- fundraising activities,
 - promotion of charity or other local cause,
 - promotion of community services.
- 12.3 The licences will be applied for in the same way as Temporary Street Trading Licences.

13.0 Exemptions

13.1 The Council recognises that certain trading activities do not constitute street trading and are therefore exempt from the licensing regime. The following exemptions are outlined in the legislation:

- a) A person trading as a 'Pedlar' under the authority of a pedlars certificate granted under the Pedlars Act 1871, provided that the trading is only carried out 'house to house';
- b) Anything done in a market or fair the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of any enactment or order.
- c) Trading in a trunk road picnic area.
- d) Trading as a news vendor.
- e) Trading by a rounds man delivering milk and/or other perishable goods.
- f) Charity collections.
- g) The selling or offering for sale goods or services on private land adjacent to a shop provided that the trade forms part of the normal business of that shop. For example, a fruit/vegetable display outside a grocers' shop or Tables & Chairs for diners outside a café.

14.0 Motor Vehicles

14.1 It is an offence for traders to expose or offer for sale any motor vehicle on a public street without a licence. This includes the selling or exposure or offer for sale of any motor vehicle in the course of a business if the vehicle is:-

- (a) exposed or offered for sale on the internet; and
- (b) kept on a street during the period when it is so exposed or offered for sale.

14.2 Where motor vehicles for sale are displayed on a street, this will be determined as an improper use of the highway for which the seller of the vehicle may be subject to legal action and the vehicle seized.

14.3 Persons operating motor vehicle trading activity from their residential address may need planning permission for the trading activity and cannot display their vehicles on the public highway without a valid street trading licence.

15.0 Ice Cream Traders

15.1 Ice cream trading means the selling, exposing or offering for sale from a vehicle, goods which consist mainly of ice cream, frozen confectionery or other similar items.

15.2 Richmond Council does not issue street trading licences in respect of Ice Cream trading unless on a designated street and at a static location.

15.3 Itinerant ice cream trading outside of the 15-minute exemption is an offence under the Act and covers the use of a vehicle whether that be a van, bike or similar. Trading on foot would also require a licence and is not covered by the exemption

15.4 Where the Council is considering the prohibition of ice cream trading in certain locations, it will pass a resolution under Section 37 of the Act.

16.0 Fees & Waivers

16.1 Street Trading licence fees will be set and reviewed from time to time by the Council and any changes to those fees will be advertised in accordance with the provisions of the Act.

16.2 The licence fee is split between a non-refundable application fee and an enforcement/compliance charge. The Council requires payment to be made at the time of application. Where a licence is refused for any reason, a refund will be given for the enforcement and compliance section of this charge. Traders renewing their licences will have the option of paying by Direct Debit during the licence year.

16.3 Where a licence is revoked for reasons beyond the Licence holders' control, for example, where the highway has been redeveloped and there is no longer sufficient space for the trading activity to take place or where the Council has introduced a ban on certain commodities that were previously licensed, the Council will offer a partial refund of the licence fee. This will be calculated on pro-rata basis in whole months from the final trading day until the end of the licence year.

16.4 Where a licence has been revoked for reasons within the control of the licence holder, the Council will not issue a refund of the street trading licence fee.

16.5 Fee Waivers

(a) Fee Waivers for absences as a result of long-term sickness/ill-health, or matters relating to maternity/paternity/adoption, or care giving, will be considered on application to the Council in writing by the Licence Holder and may require official documentation as proof.

(b) In the event that any conditions in (a) prevent a Licence Holder from trading, the Council may, upon application in writing from the Licence Holder, permit a named assistant to run the business during their absence.

(c) Where a Licence Holder has been prevented from trading for any of the reasons set out below, the licensing authority may, at its absolute discretion, award a pro-rata waiver for the relevant period.

(i) Damage to the designated trading pitch, not caused by any act or omission or recklessness, of the trader to the extent where the Licence Holder is prevented from trading; or

- (ii) Repairs that must be carried out to the surface of the street trading pitch or to utilities and services underneath it which prevent the Licence Holder from trading; or
 - (iii) Public realm or infrastructure improvement works affecting the location of the street trading pitch or its immediate vicinity to the extent where the Licence Holder is prevented from trading;
 - (iv) Obstruction of the pitch which cannot be removed to the extent where the Licence Holder is prevented from trading.
- (d) In many circumstances minor adjustments to the trading pitch, its location, the placement of stalls, the style of trading, etc. can allow the Licence Holder to trade without the need for fee waivers. The Licence Holder must take all reasonable steps to facilitate trading, including contacting the licensing authority for advice, before applying for a waiver of fees and charges. If minor adjustments are feasible and will result in a situation where trading can continue (whether partially restricted or not), the Licence Holder will not be entitled to a waiver
- (e) Licence charges will be payable for the first month of a period of certified absence.

17.0 Consultation for Licence Applications

- 17.1 Upon receipt and acceptance of an application, the Council will carry out a consultation with the relevant Ward Councillors, the Highway Authority, the Metropolitan Police, Environmental Health, Planning, and any trade representative i.e. Town Centre Management/BID team. The Council's Food Safety team will be consulted where the application is proposing to trade in food items.
- 17.2 Food traders will not be permitted to trade under licence without clearance from the Food Safety Team.
- 17.3 The purpose of the consultation is to seek assurances that the applicants' proposals to satisfy the requirements of the legislation and that they are suitable to be licensed. Through the consultation process, certain discretionary grounds for refusal or modification of applications may be identified.
- 17.4 Representations received after the end of the consultation period will not normally be considered. In exceptional circumstances the Council has discretion to consider late representations, if the application has not yet been determined. Such circumstances may be, but not limited to, where the representation was not received in time either through a technical fault or administrative error.

18.0 Assessing consultation feedback and objections

- 18.1 The Council will consider representations received as part of a designation/licence consultation, feeding into the final decision on grant or refusal
- 18.2 The Council will not consider any representations where they are; frivolous, vexatious or repetitious. Such objections are considered not 'relevant'.

19.0 Decision Making

- 19.1 The Council has powers to consider a wide range of matters on which to grant/refuse street trading licences. Any decisions made upon these grounds will be evidenced and justified after careful investigation into any responses received during the consultation process.
- 19.2 Certain grounds for refusal may present themselves through the application process. Where these grounds are identified, the applicant will be offered the opportunity to amend the application before it is determined.
- 19.3 The licence will be granted by officers authorised to do so provided that the necessary preconditions / requirements are met.
- 19.4 Where relevant adverse feedback has been received within the consultation period and discretionary grounds for refusal have been identified, the Council's Licensing Sub Committee will be tasked with making determinations.
- 19.5 Where the application is to go before the Licensing Committee, the applicant will be expected to present the case and assist the committee panel with any questions. To facilitate this, the applicant will be advised in writing of the date, time and place when the application will be heard. The applicant can be represented if they wish, whether or not the person is legally qualified. The Licensing Team will prepare a report for the Licensing Sub-Committee regarding the application. The report will be made available to the applicant at least five working days before the date of the meeting together with any relevant hearing procedure.
- 19.6 Where no representations are made within the notified timescale the Council will proceed to make a decision on the application and will notify the applicant of this in due course.
- 19.7 An application may be refused on statutory grounds and /or criteria as outlined in this policy. A Licence may be revoked on statutory grounds and / or criteria as outlined in this policy.
- 19.8 Richmond Council cannot be held liable for any costs incurred due to a refused application.
- 19.9 Where grounds for refusal do exist, the Council may still grant a modified version of the licence applied for. For example, it may be appropriate to reduce the days/times of trading activity, to reduce the size of the proposed trading area or add conditions.
- 19.10 Conditions attached to licences will be designed to ensure that these factors are controlled for the duration of the licence period.

20.0 Reasons for refusal of a licence

20.1 The reasons under which a Street Trading Licence application can be refused are set out in the legislation, however, are summarised below. For full details please refer to Section 25 of the Act.

20.2. The Council will not grant a Street Trading Licence if any of the following apply:

- a) The applicant is under the age of seventeen.
- b) The proposed trading location is not within a designated licence street.
- c) The applicant is proposing to sell goods or services which the Council has resolved to ban.
- d) There is not enough physical space within the proposed trading location and any trading activity would have an adverse impact on the surrounding area by causing obstructions to persons or vehicles using the street.
- e) The applicant has made an application to trade in a location which does not satisfy the definition of a 'street' for the purposes of the legislation.
- f) The applicant does not have permission of the landowner in the case of trading on private land covered under the definition of 'street'.
- g) The applicant of a shop front licence is proposing to sell goods or offer services which are not sold or offered for sale within that shop.
- h) There is insufficient width to allow a minimum 1.5m clearance on the highway.
- i) That:
 - (i) the application is for the grant (but not the renewal) of a street trading licence; and
 - (ii) the only available position in the street is within the curtilage of or is contiguous with the frontage of a shop selling similar articles; and
 - (iii) the applicant is not the owner or occupier of the premises comprising the shop.

20.3 The Council may also refuse an application for a Street Trading Licence if:-

- (a) There are sufficient traders in the street, or at premises adjoining it, who are trading in the articles the applicant wishes to trade; or
- (b) The nature of the articles, things or services in which the applicant wishes to trade would adversely affect the general amenity of the area;
- (c) The applicant has made a false statement in connection with the application
- (d) The applicant is unsuitable to hold a street trading licence;
- (e) The applicant has failed to avail himself of a previous street trading licence;
- (f) The applicant has had a licence revoked (or could have been revoked) on the grounds that fees or other charges due to the council were not paid
- (g) The applicant has failed to provide information required by the council to deal with the application;
- (k) The applicant has failed to provide suitable arrangements for storing the vehicle, stall, or other items from which they propose to trade.

20.4 The determination of applications where no relevant adverse feedback has been received during the consultation period, will be determined by Officers delegated for the purpose, and may be changed from time to time as appropriate.

20.5 **Other Considerations**

The Council may also have regard to the other following factors when considering the impact on the local area of the proposed trading activity. This may result in additional conditions being imposed upon any licence granted:

- a) **Public Safety** – whether the street trading activity represents, or is likely to represent, a substantial risk to members of the public from the point of view of obstruction of the highway for emergency vehicles, or otherwise, a fire hazard, unhygienic conditions or other danger that can be reasonably foreseen, that may occur when a trader is using the site.
- b) **Prevention of Crime and Disorder** – whether the street trading activity represents, or is likely to represent, a substantial risk to public order. This is potentially more of an issue for traders wishing to operate as part of the night-time economy.
- c) **Prevention of public nuisance or environmental damage** – whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance or environmental issues. Examples include damage to street surfaces; noise; litter; refuse; vermin; fumes/odours etc.
- d) **Appearance of trading area** – Whether the street trading area is properly constructed and presented and enhances the aesthetic street scene of an area.
- e) **Needs of the area** – amongst other things, the Council will consider the demand for the articles for sale, and the geographical location of the proposed site.

21.0 **Hearings**

21.1 Where the Licensing Sub-Committee is to consider grounds for refusal of a licence application, the applicant will be provided at least 21 days' notice of any representation objection that has been made. Officers will aim to convene a hearing as soon as reasonably practicable after the 21 days' notice. The applicant will be advised in writing of the date, time and place when the application will be heard. The report will be made available to the applicant at least five days before the date of the meeting together with any relevant hearing procedure.

21.2 The applicant will be expected to present the case and assist the licensing committee panel with any questions. The applicant can be represented if they wish, whether or not the person is legally qualified. If the applicant fails to attend

the hearing, the Licensing Sub-Committee may elect to hear the application in their absence. In such cases the Licensing Sub-Committee may make a decision based on written documents presented to them and submissions by any other party/ies who do attend the hearing.

- 21.3 Where a street trading licence is being considered for revocation, the Council is required to afford the licence holder an opportunity to address the Licensing Sub-Committee. The Council will give at least 21 days' notice of any revocation proceedings being brought against the licence holder.
- 21.4 Applicants will normally be notified of the decision within 5 working days from the date of the hearing and will also receive a written confirmation of the decision.
- 21.5 In certain circumstances, the Licensing Sub-Committee may defer their decision, or they may adjourn a hearing. This will be dependent upon the severity and complexity of the case before them, and it may be appropriate to gather additional information to aid the decision-making process.

22.0 Appeals

- 22.1 Subject to Paragraph 22.2 below, any person aggrieved by the Council's decision to refuse or revoke a street trading licence or is aggrieved by the terms and conditions on which a licence is granted, (other than the Council's Standard Conditions), may appeal to the Magistrates Court within 21 days of receipt of the written decision notice following the outcome of the Licensing Sub-Committee.
- 22.2 The full rights of appeal are contained in Section 30 of the Act. Nothing in this Policy removes or adds to any person's right of appeal.
- 22.3 Applicants for temporary licences do not have any appeal rights, notwithstanding statutory rights to seek Judicial Review proceedings.

23.0 Conditions and Standards for Licence Holders

- 23.1 The Council expects all licence holders to carry out their trading activities in accordance with the conditions imposed upon them.
- 23.2 In addition to the above information, the Council will also impose standard conditions on all street trading licences. Additional conditions may be added on a case-by-case basis. Standard conditions will be reviewed from time to time. The standard conditions can be found at Appendix 3.
- 23.3 The Council expects all licence holders to maintain their trading area in a proper manner and to ensure that any trading/display equipment is of a good quality and tidy appearance. The Council will offer assistance and advice to traders and applicants on how to improve the look and quality of their trading/display equipment.

24.0 Special Provisions for certain geographical locations

- 24.1 From time to time, the Council may consider imposing certain trading restrictions in certain geographical locations. For example, it may be appropriate to standardise trading times or maximum trading areas within very busy areas with a high concentration of traders. The Council may also determine to grant only Temporary Licences in a geographical area.
- 24.2 The Council will consider this action as part of town centre regeneration or as part of other town centre incentives.
- 24.3 Details of these special provisions are detailed in Appendix 3.
- 24.4 Where the Council is minded to impose new restrictions, it will consult with those traders affected to ensure transparency in the process.

25.0 Delineation

- 25.1 Where the Council issues a licence, it may be appropriate to define the trading area by delineating with studs or similar.
- 25.2 The Council will consider the following factors when deciding to delineate in certain areas:
- a) Whether there is a need to define the trading area to assist traders in keeping within their licensed trading area
 - b) Where licence holders of pitch licences, and the Council's enforcement officers, need to easily identify a specified trading area.
 - c) Where there is a high concentration of traders in a particular area and trading boundaries need to be defined
- 25.3 Delineation will be considered in consultation with the Council's Highways Service to ensure the appropriate materials are used. The cost for delineating trading areas will be borne by the trader.

26.0 Offences

- 26.1 Section's 34 & 38 of The Act outline the offences which include;
- a) Street Trading without a licence, including trading at a place/time not permitted by a licence.
 - b) Failure to comply with the street trading terms and conditions.
 - c) Making a false statement in connection with an application.
 - d) Obstruction of an authorised officer of the Council.
 - e) Failure to produce a valid street trading licence on demand.

27.0 Enforcement

- 27.1 The Council is committed to enforcing the provisions contained within the relevant legislation and to work in partnership with all enforcement agencies, to provide consistent enforcement on licencing issues.
- 27.2 The decision to use enforcement action will be taken on a case-by-case basis and, to ensure consistency of approach, in accordance with the Regulatory Services Partnership Enforcement Policy which may be applicable. The action taken, which may be immediate, will be proportionate to the seriousness and nature of the non-compliance.
- 27.3 Enforcement commences with the issue of clear terms and conditions at the time an application for a street trading licence is made. Council officers will provide advice with respect to any issues surrounding the interpretation of licence conditions or other matters.
- 27.4 Factors that will be taken into consideration include, but are not limited to:
- a) Seriousness of the breach;
 - b) The risk that the non-compliance poses to the safety, health or welfare of the public at large or to individuals;
 - c) Evidence suggests that there was pre-meditation in the commission of an alleged offence;
 - d) The alleged offence involved a failure to comply in full or in part with the requirements of this policy and / or the terms of the street trading licence;
 - e) There is a history of previous warnings or the commission of similar offences;
 - f) Aggravated circumstances such as obstruction of an officer or negative conduct;
 - g) If the alleged offence, though not serious itself, is widespread in the area where it is committed;
 - h) The gravity of an alleged offence, taken together with the seriousness of any actual or potential harm;
 - i) There has been a repetition of a breach that was subject to a formal caution or issue of a Fixed Penalty Notice;
 - j) False information has deliberately been supplied and/or intention to deceive.
- 27.5 The Council may take the following types of enforcement action (in no particular order):
- a) Verbal/written warnings – e.g. a contravention and / or where Officer contact has not resolved the contravention;
 - b) Simple cautions;
 - c) Licence revocation/variation e.g. where fees go unpaid, a breach of a licence condition; conduct of the licence holder etc.

- d) Fixed Penalty Notices;
- e) Prosecution.

- 27.6 Where grounds for revocation and/or variation have been identified, the case will be considered by a Licensing Sub-Committee in the form of a licence review hearing.
- 27.7 The Licensing Team aims to work closely with other enforcement authorities when dealing with issues on the street.
- 27.8 If the Council considers that there is an issue of public order or threat to public safety in any particular instance, it will call for assistance from the Metropolitan Police
- 27.9 The Council may call for assistance from the Council's CCTV control centre when dealing with such issues.
- 27.10 Standard conditions will be attached to every Street Trading Licence including Temporary Licences and these may be varied by the Council at any time.
- 27.11 Specific conditions may also be attached such as the days and hours when street trading is permitted, the goods which may be sold and the size of the location.
- 27.12 Officers will regularly inspect street trading areas to ensure compliance with the licence terms and conditions i.e. the trader is only trading in the licensed pitch area. In addition, all complaints of unlicensed street trading will be investigated

Any decision to prosecute an offence under this Act will be made in accordance with the Crown Prosecution Service Code for Crown Prosecutors.

29.0 Licence renewals

- 29.1 When a licence is due for renewal a reminder will normally be sent to the Licence Holder, prior to the expiry of a licence, together with the relevant forms required for completion in order to renew the licence. This will normally be approximately two months in advance of the licence expiring.
- 29.2 The licence holder must apply to the Council for a renewal at least 30 days prior to the date of the current licence's expiry. If an application for renewal is not received, the licence will lapse.
- 29.3 The application process for renewal of each of the street trading activities to which this Policy relates are set out on our website www.richmond.gov.uk and includes a specified application form, supporting information requirements and payment of the appropriate fee.

- 29.4 When a permanent street trading licence is due to expire, it is the duty of the licence holder to ensure that any renewal application is submitted to the Council in good time.

Reminders are sent purely as a matter of courtesy and it remains the responsibility of the licence holder to make a timely application and avoid licences expiring. The absence or non-receipt of a reminder does not stop a licence expiring.

- 29.5 All applications for licence renewals must be made in advance of the expiry of the current licence to allow for the application to be processed. Any renewals received outside of the legal framework may not be accepted, and applicants may need to apply for a new street trading licence.

30.0 Licence variations

- 30.1 The Council will allow traders to apply for variations to their licences within the duration of the licence or at renewal. Variations may include but are not limited to; a reduction in the size of the trading area; the authorised trading times; the authorised commodities; the conditions imposed upon the licence.
- 30.2 Where a licence holder wishes to increase the size of the licensed area to larger than the designated area or any substantial changes to the conditions of the licence, a new full application will be required. Increase in licence size but still within the scope of the current designation may be considered under a variation.
- 30.3 Variations must be applied for, using the appropriate form and may be subject to the same consultation process as for new and renewal applications. The application process for variation of each of the street trading activities to which this Policy relates are set out on our website www.richmond.gov.uk and includes a specified application form, supporting information requirements and payment of the appropriate fee.
- 30.4 A processing fee will be charged and should accompany the application form. Where a variation is sought for an increase in a shop front display area, the fee for any additional metres will be charged as well as the processing fee.
- 30.5 Where the variation is administrative, e.g. change of licence holder's address; change of assistant's details, a lesser processing fee will be charged.
- 30.6 Where grounds to revoke a licence have been identified, the Council may, instead, choose to vary the licence by imposing additional conditions or making restrictions on the licensed area or times. Any such variations will be imposed by the Licensing Sub-Committee when considering a case for revocation/variation.

31.0 Succession

31.1 Under the London Local Authorities Act 1990 (as amended), traders have the right of Succession, which permits the licensed trader to nominate a relative whom he/she desires the licence be granted to under the following circumstances;

- a) When the licence holder dies;
- b) When the licence holder retires, having reached the normal age for retirement;
- c) When the licence holder advises the Council that owing to ill health, he/she is unable to continue to operate the licence.

31.2 The Council will consider the circumstances of the individual trader when assessing succession rights. It is advised that the trader seeks their own independent legal advice on the matters involved before any assumptions about the entitlement can be made.

31.3 Holders of temporary licences are not entitled to succession rights.

32.0 Lapsing of Street Trading Licences

32.1 A Street trading licence will automatically lapse where permission to trade from the landowner ceases.

32.2 Where the Council is the owner of the land upon which the street trading activity is taking place, the Council may withdraw permission to trade where there are exceptional circumstances to justify a decision for example, street works and or/redesign of a street where it would no longer be possible to maintain the trading area.

32.3 Any licence not renewed within the required time frame will lapse, and a new application will need to be submitted and granted before trading can continue.

33.0 Commodities

33.1 Applications for street trading licences must be made in accordance with the Council's approved list of commodities and banned commodities (Included as Appendix 4). The Council will consider commodities that are not on the approved list at its own discretion.

33.2 The Council may amend this list in order to ensure fair trading opportunities to all traders in the relevant area. The Council may, from time to time, ban certain commodities in certain areas where there is a need to do so. If the Authority amends the list of banned commodities, a 21 day consultation with traders will be held in the affected area prior to a decision being made.

APPENDIX 1

CONSULTATION LIST FOR THE POLICY

- Ward Councillors
- Metropolitan Police
- Highway Authority
- Planning Authority
- The Fire and Rescue Authority
- Existing Street Trading Licence Holders
- Persons/bodies representative of Street Trading Licence Holders
- Environmental Health Section (Food and Safety Team)
- Environmental Health Section (Noise and Nuisance Team)
- Transport for London
- Environmental Health (Air Pollution Team)
- Public Health Authority
- Parks Services (Parks and Open Spaces)
- The Area Forums
- Local business organisations
- Town Centre Management/BID team.
- Residents Associations

APPENDIX 2

DEFINITIONS

In the street trading licence conditions unless the context otherwise requires, the following expressions shall have the same meanings that appear in Section 21(1) of the London Local Authorities Act 1990 as amended.

'The Act' means the London Local Authorities Act 1990 Part III as amended.

'The Council' means the London Borough of Richmond Upon Thames.

'Advertisement' means any word, letter, model, sign, placard, board, notice, whether illuminated or not, in the nature, and employed wholly or partly for the purposes of, advertisement, announcement or direction and includes any hoarding or similar structure or any balloon used, or adapted for use for the display of advertisements, and references to the display of advertisement shall be constructed accordingly.

'Approved Street Festivals' means those street festivals whereby the Council may issue Temporary Licences.

'Assistant'

(a) means a person employed by, and acting under the directions of a licence holder to assist him/her about the business of the stall, whether for reward or not and includes a person directed solely or otherwise to transport the licence holder's stall.

(b) where a Licence is granted outside a catering establishment or shop premises; 'assistant' shall also include any other employee, manager, secretary, director, partner, supervisor or the like who may from time to time or full time be involved in the street trading activity including those engaged in the completion of a transaction within the premises.

'Authorised Officer' means any officer of the Council authorised in writing by the Council's Director of Environment and Regeneration to carry out any function under the Act or these Regulations acting within the terms of such authorisation.

'Awning' includes a sheet of canvas or other material, used as a protection against the weather, which projects as an extension of the roof beyond the structure of the stall

'Child' means a person under compulsory school leaving age as in the Education Act 1996 or successor and includes a baby/child of pre-school age.

Designation the term to describe a legally defined licence street that permits trading subject to holding the appropriate licence. Can encompass a single pitch or an entire street.

Designated Site means a place in any licence street at which street trading may be engaged in by a Licence Holder, and includes any temporary alternative place approved by the Council or a duly authorised Officer of the Council.

'Goods' means any goods, wares, or merchandise displayed for sale at a stall or Licensed Site.

"Grant", unless the context otherwise requires, includes renew and renewal, and cognate words shall be construed accordingly;

"Ice cream trading" means the selling, exposing or offering for sale of goods consisting wholly or mainly of ice cream, frozen confectionery or other similar commodities from a vehicle.

"Itinerant ice cream trading" means ice cream trading from a vehicle which goes from place to place remaining in any one location in the course of trading for periods of 15 minutes or less and not returning to that location or any other location in the same street on the same day.

'Harassment' includes but is not limited to:-

- (a) Violence or threats of violence towards any person;
- (b) Abusive or insulting words or behaviour;
- (c) Damage or threats of damage to property belonging to another person;
- (d) Writing threatening, abusive or insulting graffiti;
- (e) Any act or omission calculated to interfere with the peace or comfort of any person or to inconvenience such person;
- (f) Refusal to serve or permit access to a stall, licensed site, premises or services.

'Licence' means a valid Street Trading Licence or a valid Temporary Licence.

Licence Holder means any person who holds a Street Trading or Temporary Licence for street trading under Part III of the London Local Authorities Act 1990 as amended. To also include assistants acting on behalf of the named licence holder.

Licensed Site term used to describe a street trading location

Licensing Sub-Committee means a collective of Councillors who will review licence applications and decisions

Licence Street term used to describe a street that has been designated by the Council to allow street trading, subject to holding a licence

'Loading and Unloading' includes stocking or replenishing goods at a Licensed site, vehicle or receptacle.

'Market Operator' means a person responsible for the management and co-ordination of a market

Pitch term used to describe a street trading location

'Receptacle' includes a vehicle or stall and any basket, bag, box, vessel, stand, easel, board, tray or thing which is used (whether or not constructed or adopted for such use) as a container for or for the display of any article or thing or equipment used in the provision of any service.

'Refuse' includes empty and discarded receptacles and any waste material.

'Stall' means any structure, box, table, stand or thing for which the Council grants a Licence for goods or services to be displayed thereon or from which services are provided.

'Shop Front Licence' means where the Council has granted a Licence to display goods from a stall on the footway immediately outside the shop premises, or for where the Council has licensed the placement of tables and chairs for customers' use on the street.

'Street' includes:-

- (a) any road or footway;
- (b) any other area, not being within permanently enclosed premises, within 7 metres of any road or footway, to which the public have access without payment;
- (c) any part of such road, footway or area;
- (d) any part of any housing development provided or maintained by a Local Authority under Part II of the Housing Act 1985:

'Street Furniture' includes seating facilities provided by the Council for public use, bollards, stanchions, railings, the walling of flower beds and any structure owned by a statutory undertaking or the like.

'Street Trading' means the selling or exposing or the offering for sale of any article (including a living thing) or the supplying or offering to supply any service in a street for gain or reward.

'Street Trading Licence' means a Licence granted under the Act and valid for the period specified therein being not less than six months and not more than three years:

'Temporary Licence' means a Licence granted under the Act valid for a single day or for such period as may be specified in the Licence not exceeding six months.

APPENDIX 3

STREET TRADING LICENCE CONDITIONS

Part III of the London Local Authorities Act 1990 (as amended)

Regulations Prescribing Standard Conditions for Street Trading Licences

GENERAL

The grant of a Street Trading Licence shall not be deemed to give any approval or consent which may be needed under any bylaw, enactment, or Regulation other than under the Act.

The possession of a street trading licence does not confer any special rights for use of a vehicle, and in particular does not exempt the Licence Holder or any assistants from the requirements of parking and/or traffic regulations currently in force.

The stall, trade, business, activity etc. shall comply and be conducted in a manner that conforms with other relevant legislation enforced by the Local Authority or other Agencies. These include but are not limited to General Health and Safety, Food Safety, Trading Standards, Fire Prevention, and Highways Regulations.

It is the responsibility of the Licence Holder to ensure compliance with the conditions. This includes making appropriate arrangements for assistants to comply with any requirement or restriction imposed by a condition.

Failure to comply with conditions of the Street Trading Licence or Temporary Licence may result in the trader being liable for prosecution. I.E. being issued with a *fixed penalty notice* (F.P.N.) and/or, revocation of licence

1. INSURANCE

- a) The Licence Holder shall be responsible for holding appropriate public liability insurance, with a minimum liability of at least £5 million throughout the period where the Street Trading Licence is in force.

2. DAYS AND TIMES

- a) The Licence Holder shall only engage in Street Trading on the days of the week and during the times specified in the Licence or otherwise authorised by the Council except that there shall be no trading on Christmas Day.

3. CHARGES AND FEES

- a) Where the Council has agreed that Licence fees may be paid by instalments, the Licence Holder shall adhere to the schedule of payments specified by the Council, which may include additional fees specified in the Councils published fees, and any instruction to set up a direct debit where payments are missed.

- b) If the Licence Holder is not able to pay the fees due for a period of four weeks or more after they become due, they shall contact the Council in writing as soon as reasonably practical. The Licence Holder shall explain any circumstances that they wish to be taken into account prior to the Council beginning proceedings to revoke the licence.

4. LICENCE AND INSPECTION OF LICENCE ETC.

- a) The Licence Holder shall prominently display a copy of their Licence at the Licensed Site so that it is clearly visible.
- b) The Licence Holder shall produce the current Licence for inspection when requested to do so by an Authorised Officer of the Council or Police Officer.

5. POSITION

- a) The Licence Holder shall ensure that only the Licensed Site prescribed in the Licence is used, (which may be marked or denoted on the ground by means of white lines, contrasting paving or other device by the Council) unless the circumstances under 5(c) shall arise
- b) The Licence Holder shall inspect the Licensed Site whilst in use at least every hour to ensure that any receptacles or tables and chairs are not outside of the licensed area.
- c) If the licensed site is obstructed by roadworks or other hazard, the Licence Holder may consult an Authorised Officer of the Council or failing that a Police Officer in uniform and produce their Licence. Temporary trading elsewhere whilst the obstruction persists shall be at the discretion of the Officer consulted. The name of the Council Officer or the number of the Police Officer must be noted by the Licence holder.

6. SIZE

- a) The Licence Holder shall not place or cause to be placed on the street, a stall or any other object that exceeds the dimensions prescribed in the Street Trading Licence.
- b) The dimensions of all stalls prescribed in Licences shall include any towing bar or bracket or the like that remains projecting from the stall whilst trading is being conducted.
- c) The sizes and numbers of receptacles, tables & chairs, parasols or other objects shall not exceed those prescribed in the Licence.

7. PERMITTED GOODS AND SERVICES

- a) Only those goods or services specified in the Licence may be displayed, used, provided or offered for sale.

- b) No advertisement shall be displayed on a stall or licensed site which relates to any goods or services other than those offered for sale or provided on the stall or licensed site.
- c) All commodities offered for sale will conform to the lists contained in Appendix 4 of the Street Trading Policy, and no commodities appearing in the banned list may be offered for sale. Special consideration will be given for items not included on any of the commodity lists in this document should applications be received.
- d) Commodities are divided into categories: Licence holders may trade up to three commodities from two categories on their street trading Licence

8. FOOD HYGIENE RATING SCORE

For all street trading licences involving the offering of food, the licence holder must be registered with their home authority and make their Food Hygiene Rating Score available for inspection to an authorised officer of the Council upon request. A Street Trading licence will not be authorised to businesses which have a poor Food Hygiene Rating of 2 and below.

9. DEALING WITH THE PUBLIC

- a) The Licence Holder shall ensure that the public, Council officers and the Police are treated fairly and with courtesy.
- b) Admission or service shall not be refused to any person on the grounds of any protected characteristics as defined by the Equality Act 2010, including gender, race, ethnic origin or the grounds of sexual orientation.
- c) The Licence Holder shall not use or permit any activity, omissions or practice in the conduct of the business that will cause harassment to any person on the grounds of any protected characteristics.
- d) The serving of customers shall not take place in the road.
- e) All goods offered for sale shall be clearly priced and sold in accordance with all relevant consumer protection laws or requirements
- f) A Licence Holder offering a service shall make clear the nature and cost of that service by way of a notice on the stall or within the licensed area.

10. RECEPTACLES & CONSTRUCTION OF STALL

- a) Only those stalls and receptacles approved by the Council shall be used by the Licence Holder and assistants.
- b) Goods must not be placed directly on the street unless specified in the Licence.
- c) Stalls shall be constructed so as not to become unbalanced or otherwise unstable, and shall be maintained in good order and free from protruding nails or other hazards likely to cause injury or damage to a person or their clothing.
- d) No stall, part of the stall, accessory, table or chair shall be used if it is likely to damage the street, and shall not be bolted or otherwise secured to any street furniture or anything in the street.

- e) The Licence Holder shall not provide or use any form of seating facility outside of the licensed site (other than street furniture provided by the Council for public use) unless they have the written consent of the Council. Such permission may restrict their use to the licence holder and assistants and prescribe the number of seats, their construction, size and positioning together with other conditions.
- f) The Licence Holder shall remove the receptacle and goods at the end of each trading day with the exception of those receptacles that have written consent from the Council to remain overnight on the designated pitch or other agreed location. Any receptacle left without permission may be removed and a cost recovery fee charged for removal and storage.
- g) Where the licensed site is in the road or adjacent, scales and cash registers shall be placed on the stall at the furthestmost point from passing vehicular traffic.

11. ROOFING OF STALLS ETC.

- a) The distance between ground level and any support of the roof, awning or supports of the stall or goods suspended from any of these, shall be at least 2.4m unless otherwise specified in the Licence.
- b) The Licence Holder shall not permit the awning or roof of the stall to project outside the area of the pitch, except for 0.6m over the footway unless otherwise specified or restricted by a further condition of the Licence.
- c) The roof or awning shall be safely constructed and must not shed water over customers or passersby.
- d) The Licence Holder shall immediately remove any roof on the instruction of an Authorised Officer or a police constable and shall, in any case, remove any Awning outside the permitted hours for Street Trading.

12. ELECTRICITY SUPPLY ETC.

- a) The only connection between stalls in the street and other premises shall be for the purposes of electric lighting and power, for the operation of electronic scales, measuring equipment and cash registers and the testing of low wattage electrical goods or other agreed services; and any such electrical or other connections shall be readily detachable and the detailed arrangements agreed with the Council. No connection shall be made with any other stall.
- b) Where the Council provides an electricity bollard for street trading activities, the licence holder shall plug into the electricity source supplied instead of idling their engine or using another source of generated power.
- c) Where the Council provides an electrical supply system to the stall, the Licence Holder shall pay to the Council upon demand the installation costs and for the supply and maintenance of the service and equipment.
- d) All electric power supplies shall have the appropriate consent from the Council before seeking installation of the supply by an electricity supplier.
- e) All electrical wiring and components shall comply with the basic Electricity Supplier Specification and be earthed and insulated accordingly.

- f) All electrical cables that are suspended over the public footway shall have a minimum clearance of 2.4 metres from the footway surface, and 5.1 metres from the surface of the roadway.
- g) Any suspended lighting shall be safely protected and shall not expose the public, Licensed Holders or assistants to any form of risk.
- h) In all such cases an automatic circuit breaker must be installed within the premises between the point of supply and the equipment in the trading area.
- i) Licensed Holders shall ensure that electricity bollard supply covers and water points are secure at the close of each trading day.

13. GENERATORS , APPLIANCES ETC

- a) Mobile electrical generators, portable cooking appliances, bottled gas or other services shall not be used without the written consent of the Council.
- b) Where the Council provides written consent for a generator to be used:
 - Diesel/petrol generators are not to be used where mains supply options exist.
 - Where generators are the only option, they must meet EU Emissions Stage V, unless the licence holder/applicant can demonstrate a reasonable explanation for why they can't obtain a stage V generator.
 - Mobile power sources, or generators powered by hydrogen should be used in preference to diesel/petrol as they are less noisy and produce less fumes", Diesel/petrol generators includes those which run on 'Green Diesel (HVO). Note* HVO is a fuel alternative to diesel made from oil.
 - From 1st January 2024, the use of diesel/petrol generators will not be permitted in any circumstances.
- c) Electrical generators shall not be used at the location of Shop Front Licences.
- d) When mobile electrical generators are permitted, they shall be so positioned that:-
 - i. they do not present a danger to the public, and
 - ii. they do not present a fire or similar hazard risk to the stall or goods displayed thereon, or to persons engaged on or about the stall, and
 - iii. they do not cause a statutory noise nuisance or pollution nuisance, and
 - iv. any inflammable fuel is stored away from the stall in a container and position approved by the Council.
 - v. Heat producing equipment shall be so placed within the licensed site as to offer maximum safety to the public. The position of any equipment in relation to other goods and materials shall be agreed with the Council in writing.

14. NOISE AND NUISANCE

- a) The Licence Holder shall not cause or permit a nuisance to be created by noise or smell from the Licensed Site or type of display.
- b) The Licence Holder shall not use a megaphone, amplification equipment or a loud voice to shout out the price of goods etc. in order to attract customers.
- c) Radios or other audio equipment shall not be used in or around the licensed site other than by written agreement of the Council.

15. IMPROVING AIR QUALITY - USE OF VEHICLES FOR STREET TRADING

- a) The Licence Holder shall only use vehicles that meet Euro 6 emissions standards where the engine is required to be kept running for the purpose of providing power in connection with the licensed Street Trading activities.
- b) Existing traders will be required to conform to this requirement by 1st January 2024. Applications for a low-emissions-capable street trading vehicle will be favourably considered.
- c) The Holder of a licence located in an area supplied with an electricity bollard shall plug their equipment into an electrical source and run off electricity whilst parked, to avoid idling their engines.
- d) The holder of a licence first issued prior to **XX 2023** will not be required to comply with this condition until 1st January 2024

16. LOADING AND UNLOADING

- a) Loading and unloading shall be carried out as quickly as possible and the vehicle shall be removed immediately on completion, unless that vehicle is used as the permitted receptacle for Street Trading.
- b) Any cart, barrow or trolley or similar conveyance used for replenishing or moving goods shall be stored on the Licence Holder's vehicle or at appropriate storage facilities, and shall not be kept on the street.
- c) The Licence Holder shall not place, keep or use a vehicle at or near the Licensed Pitch in contravention of any legal parking or loading.
- d) Loading or unloading shall be abandoned, or vehicles moved, for any duration ordered by an Authorised Officer of the Council or Police Officer if in their opinion the activity obstructs pedestrian flow or causes any other form of obstruction or nuisance.

17. REMOVAL OF STALLS ETC.

- a) The Licence Holder shall remove the stall, including any associated furniture, and goods for so long as may be necessary in the event of an emergency or in exercise of the Council's powers and duties when reasonably required to do so by a duly authorised officer of the Council, a police officer or an officer of any other emergency service.

- b) Stalls, goods, tables and chairs etc., shall be removed from the public highway to the place of storage, as stated on the application form, or such other alternative place subsequently agreed by the Council in writing, within 1 hour of the time prescribed on the Licence for the end of trading on that day.
- c) A Licence Holder electing to cease trading before the time denoted in the Licence shall remove the stall, goods, tables and chairs at that time to the place of storage.
- d) Where at an approved Street Festival the stall is hired or provided by the organiser or the agent, the Licence Holder shall be responsible for its erection, suitability, stability, dismantling and safe and prompt removal.

18. PROVISION OF STALL BY THE COUNCIL

- a) The Licence Holder shall use any stall provided by the Council.
- b) Where the Council provides, (lends, hires or lets) the stall, the Licence Holder shall be responsible for its care and safe custody and must not willfully or otherwise cause to it any damage.
- c) The stall shall not be used for street trading or any other purpose elsewhere.
- d) The stall when not in use shall be placed within any storage unit provided by the Council for this purpose.
- e) The Licence Holder shall secure the unit by the use of padlocks or other locking devices approved by the Council.
- f) The Licence Holder shall keep the storage unit free from accumulations of refuse.
- g) The Licence Holder shall make the storage unit available for inspection by an Authorised Officer of the Council and to enable its general maintenance.

19. REFUSE

- a) The licence holder shall ensure that all refuse arising as a result of their activities, including waste water and oil, is placed in suitable covered containers that are kept within the designated pitch exclusively for that purpose and that are approved by the Council. Such refuse containers shall be provided by the licence holder, unless otherwise provided by the Council specifically for the use by licence holders and shall be kept as clean as is reasonably possible.
- b) The Licence Holder shall produce on demand to an Authorised Officer of the Council, proof of a contract for the disposal of trade refuse.

20. ATTENDANCE BY LICENSED LICENCE HOLDER

- a) The Licence Holder is required to make full personal use of the street trading licence, which means that the licence holder must personally attend at the stall during the hours and on the days that the licence authorises street trading to be carried on. A registered assistant can be present when the licence holder is temporarily unable to attend at the stall or if the licence holder can provide exceptional reasons as to why he or she was unable to be present for a longer period but a failure to make full personal use of the licence is a ground for revoking the street trading licence in its own right.

- b) Where, in accordance with Section 26 of the Act, the Licence Holder has nominated a relative as his successor and that holder dies then the nominated successor may continue to engage in Street Trading within the terms of that Licence for a maximum period of 28 days provided that successor pays any charges due.
- c) The Licence Holder shall not sub-let the stall or any part of the stall or the licensed site, or install a manager to operate the Licence.

21. NAMES OF ASSISTANTS AND RESTRICTION OF EMPLOYMENT ETC.

- a) The Licensed Holder shall notify the Council of the names of any assistants within seven days of their commencement. This shall be on a form prescribed by the Council.
- b) The Licence holder shall give any other information regarding assistants as required by the Council.
- c) The maximum number of assistants per licence should be no more than 5.
- d) A licence holder shall not have as an assistant any child in the business of street trading including the putting out or stocking of receptacles, clearance of refuse, attending a stall or any related activity.
- e) A licence holder or Assistant shall not bring or have care and control of a child whilst the business is being set up, operated or dismantled.
- f) The failure of an Assistant to comply with the conditions of the Street Trading Licence held by the employer shall be deemed to be a failure by the licence holder.

22. ADMINISTRATION

- a) The Licence Holder shall notify the Council in writing of any change of their title, name or home address as soon as it occurs.
- b) All notifications (excluding payments of weekly/monthly charges) given by the Licence Holder to the Council shall be to the Council's address as it appears on the Licence or that subsequently amended and notified in writing to the licence holder.

STANDARD CONDITIONS SPECIAL PROVISIONS

Conditions Specific to Shop Front Licences

In addition to the conditions relating to all street trading and market licences, these conditions apply specifically to Shop Front Licences only.

- SF1. A copy of the licence must to be displayed in the window of the premises outside which trading is permitted. The licence is to be displayed so as to be clearly visible and legible from the street.
- SF2. Payment for goods or services shall be carried out within the shop premises and not within the licence site or road.

- SF3. The dimensions of a licensed street trading pitch shall be such that a minimum of 1.5m clear of any obstruction shall be maintained on the Public Highway for the safe pass, re-pass and free flow of pedestrian and vehicular traffic.
- SF4. No equipment, stall, container, or display or tables(s) or chair(s) shall at any time be permitted to obstruct an entrance or exit to any adjacent premises, or to any part of the building to which the licence applies that is under separate occupation.
- SF5. Only those commodities or services sold or offered within the premises can be displayed outside, provided they are not excluded items as defined by the Councils regulations.
- SF6. Only those services provided within the relevant shop premises can be provided in the licensed area where a licence permits tables & chairs to be placed on the street.
- SF7. Only that equipment, stall, container, or display or tables(s) or chair(s) and containers which is suitable and fit for purpose shall be used by the Licence Holder for shop front trading or ancillary to shop front trading.
- SF8. Any barriers approved by the Council must be in place around the trading area during licensed hours. The barriers must be placed within the total space/area permitted by the licence and not take any more space than stipulated on the licence. They must be removed outside of the hours permitted by the licence.
- SF9. No Awning other than a parasol may be used as part of a stall for shopfront licences.
- SF10. Mains electrical power may be supplied from the permanent premises to the trading area providing that all equipment and wiring shall be placed, installed, maintained and operated in accordance with the provisions of the Health and Safety at Work, etc. Act 1974 and all other relevant Regulations.
- SF11. Licence holders or assistants shall replenish Shop Front Licences from stocks held within the shop premises and not directly from any vehicle.

Additional standard condition applied to licences near the Rugby Football Union ground on match and event days:

- Alcohol may not be sold, supplied or exposed from street trading receptacles or sites in streets in the following area bounded by and including the streets named below:
- Whitton Dene; Mogden Lane; Northcote Avenue; St Margaret's Road; Crown Road; Richmond Road; York Street; King Street; Heath Road; The Green; Staines Road; Meadway; Chertsey Road: Alton Gardens and Kneller Road.

APPENDIX 4

Permitted Commodities

Clothing
<ul style="list-style-type: none">• Women's clothing• Men's clothing• Children's clothing• Baby wear• Sportswear• Clothing accessories i.e. hats, scarves, ties, belts etc.• Underwear/nightwear• Footwear/slippers• Other items (must be specified)
Flowers
<ul style="list-style-type: none">• Cut flowers and plants• Uncut flowers and plants• Artificial flowers• Flower accessories i.e. pots, food, hanging baskets etc.• Seasonal i.e. Christmas Trees, Holly, Mistletoe etc.• Other items (must be specified)
Fruit and Vegetables
<ul style="list-style-type: none">• Raw fruit / vegetables• Other items (must be specified)
Pre-packed Groceries
<ul style="list-style-type: none">• Dried fruit, seeds, pulses, beans etc.• Cheese and dairy• Meat / fish• Bread / cake• Deli food i.e. olives, pickles, nuts etc.• Confectionary• Other items (must be specified)
Household Goods
<ul style="list-style-type: none">• Cleaning products• Laundry products• Cleaning utensils• Plastic storage and accessories e.g. crates, boxes etc.• Light bulbs• Other items (must be specified)
Toiletries and Cosmetics
<ul style="list-style-type: none">• Toiletries• Hair products• Make-up

- Perfume
- Other items (must be specified)

Kitchen / Dining

- Cookware
- Serve ware
- Glassware
- Tableware
- Other items (must be specified)

Soft Furnishings

- Cushions & throws
- Bedding
- Curtains and blinds
- Rugs & mats
- Dining linen
- Other items (must be specified)

Electrical & Audio/Visual

- Audio/amplification equipment
- Visual/display equipment
- Computer hardware and accessories
- Games consoles
- Musical instruments
- Cameras
- Electrical accessories
- Other items (must be specified)

Travel Accessories

- Luggage
- Sports bags
- Handbags
- Other items (must be specified)

Jewellery & Accessories

- Costume jewellery
- Precious jewellery
- Hair accessories
- Sunglasses
- Watches
- Other items (must be specified)

Stationary

- Office supplies
- Paper
- Greetings cards
- Wrapping supplies/gift bags
- Other items (must be specified)

Toys
<ul style="list-style-type: none"> • Children's Toys • Outdoor games and toys • Baby/nursery equipment • Other items (must be specified)
Tools, DIY and Gardening
<ul style="list-style-type: none"> • Tools • Garden tools • DIY supplies • Other items (must be specified)
Furniture
<ul style="list-style-type: none"> • Furniture including antiques • Other items (must be specified)
Sports Equipment
<ul style="list-style-type: none"> • Exercise equipment • Track & field • Golf • Sports equipment • Other items (must be specified)
Pet Supplies
<ul style="list-style-type: none"> • Pet food • Pet beds • Pet cages/hutches/tank/carriers • Grooming and care supplies • Other items (must be specified)
Arts and Crafts
<ul style="list-style-type: none"> • Art • Sculpture • Craft items • Handmade textiles • Other items (must be specified)
Textiles
<ul style="list-style-type: none"> • Fabric Haberdashery Yarn/Wool • Knitting/Sewing supplies • Other items (must be specified)
Miscellaneous
<ul style="list-style-type: none"> • Other items not in any category above (must be specified by the applicant)

Hot and Cold Food (ready to eat)

- Hot food - specify (prepared at the stall e.g. fish & chips, hot potatoes, kebabs, burgers, hot dogs, sandwiches, pies)
- Cold food - specify (prepared at the stall e.g. sandwiches, wraps, ice cream, ice lollies, salads, sushi)
- Hot drinks
- Cold drinks

Banned commodities

Banned Commodities

- Cigarettes, e-cigarettes, vapes and related items
- Medicines, drugs, and other prescribed substances
- Drug related goods and paraphernalia
- Weapons/Firearms (including replicas) and ammunition
- Lottery tickets, raffles, tom bolas and other games of chance
- New and used motor vehicles (unless part of a shopfront licence)
- Second hand gas and electrical appliances
- Pets and livestock
- Containers of Liquid Petroleum Gas (LPG) including any which are part or fully discharged
- Explosives including shop goods (fireworks)
- Petroleum products including petroleum mixtures or solvents
- Goods of an inflammable, corrosive, or otherwise dangerous nature

Any other goods thought to be unsuitable by The Council

Special Consideration Commodities

The Council has determined that the following commodities will be given special consideration before holders of Street Trading Licences, Temporary Licences or Speciality Markets are licensed to operate:

Special Consideration Commodities

- Alcohol and related items
- Sex Articles (as defined by the Local government (Miscellaneous Provisions) Act 1982)