

Street Trading Policy

How to get permission to trade in the streets of St Albans City & District

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Definitions

Within the policy the following definitions apply:

authorised officer: an Officer of the Council authorised by it to act in accordance

with the provisions of the Local Government (Miscellaneous

Provisions) Act 1992.

Council: St Albans City and District Council

stall: any stall, vehicle, cart or barrow used to trade from

street trading: the selling or exposing or offering for sale of any

article (including a living thing) in any street.

street: includes:

a) any road, footway, or other area to which the public have

access without a payment

b) a service area as defined in Section 329 of the Highways

Act 1980

and also include any part of the street.

consent street: a street where an individual can trade if they have a consent

from the Council.

consent: a consent to trade on a street granted by the Council, pursuant

to Paragraph 7, Schedule 4 of the Local Government

(Miscellaneous Provisions) Act 1982.

consent holder: the person or company to whom the consent to trade has been

granted by the Council.

Licensing Committee the committee of councillors sitting at a hearing to determine a

reconsideration of the officers' decision to refuse a consent

non-industrial area any area that is not on an industrial estate

prohibited street means a street in which street trading is not allowed at all

Introduction

St Albans City and District Council has resolved to control street trading. This means that you cannot trade in any street in the district unless you have been granted a street trading consent. Street trading is allowed in consent streets but not allowed in prohibited streets. We made this decision on 6th January 2005.

We will use this Policy when considering applications for street trading in the District.

Our powers and duties

We can choose to regulate people selling items or services from a stall in our District by adopting the provisions set out in the Local Government (Miscellaneous Provisions) Act 1982, Schedule 4. The law allows us to adopt certain streets as consent streets and prohibited streets. This means we can regulate who is trading and where they are trading.

Apart from the prohibited streets listed in Appendix 2 all streets within the City and District of St Albans are designated consent streets.

What is a street trader?

There are many different types of street trading. For example, an ice cream van, a stall selling flowers, a cart selling crafts or a burger van.

Local traders provide an important contribution to the local economy and we want to support them and encourage more diverse trading.

The following are **not** street trading:

- A person trading as a pedlar under a pedlar's certificate
- A market stall within St Albans Charter Market
- Trading in a trunk road picnic area
- Trading as a news vendor (Where the only items sold are newspapers or
 periodicals and the vendor operates without a stall or receptacle or with a stall or
 receptacle that does not exceed 1metre in length or width or 2 metres in height,
 occupy a ground area exceeding 0.25 metres sq or stand on the carriageway of a
 street.)
- Trading outside a petrol station or outside a premises used as a shop as part of that business
- Selling things as a rounds man
- Trading that relates to the Highways Act 1980
- Trading under a Street Collection Permit (obtained from Street Collections at http://www.stalbans.gov.uk/business/BusinessLicences/OnStreet/charity-collection-licences/

How to make your application

Advice for New Applicants

New applicants are advised to contact us at your earliest opportunity, preferably before an application is made. We will provide advice on your application, as well as clarifying any areas of uncertainty.

You can apply for a street trading consent by completing the application form found at Appendix 1 and sending this to us. You must also send the following items:

- a) a completed and signed application form
- b) one passport sized photograph of you [see appendix 1]
- c) the full fee

- d) if you want to trade from a fixed position, a copy of a map of at least 1:1250 scale. You should mark your proposed position on the map with a red line
- e) a letter from the landowner giving their permission to trade if it is on private land
- f) one photograph of the stall, van, barrow, cart etc. that you intend to use
- g) the original certificate of your public liability insurance certificate (£5 million)

When you make your application you need to note that:

We will not permit trading in the town centre on market days.

We will not grant a street trading consent to persons under the age of 17 years.

We will only grant street trading consents between the hours of 08:00hrs and 23:00hrs.

Please send your application to Street Trading, Community Services, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

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Who we consult about your consent

Before we grant (give you a consent) or renew a consent we will consult with certain organisations and individuals called consultees. We consult:

- Hertfordshire County Council Highways
- Regulatory Services
- Planning and or Community Services
- Hertfordshire Constabulary
- Ward Councillors
- Parish or Town Council (if applicable)

If you apply for a consent in a residential area, we may consult the property owners within 100 metres of the proposed site. When we decide whether or not to give you a consent we will consider any comments made by the consultees.

We will normally process a street trading consent within 10 days after consultation. The consultation lasts for 28 days. If objections are received it may take longer than 10 days because we will need to speak to the consultees.

How we decide if your site is suitable

We will not usually grant a street trading consent where:

- there will be a significant effect on road safety because of the location of the street trading, or the way customers will access the site, or any obstruction of sight lines at pedestrian crossings or road junctions or
- locality of the site, or
- there would be a significant loss of amenity caused by traffic, noise, rubbish, potential for vermin, odour or fumes, or
- there is already adequate provision of a similar trade in the immediate vicinity, or
- there is a conflict with Traffic Orders such as waiting restrictions, or
- the site does not allow for the consent holder, staff and customers to park in a safe manner, or
- the street trading causes any health and safety risk.
 - **a)** We will use the factors set out below to make decisions on street trading consents including any comments from consultees about these factors. We consider all of these to be of equal importance.

b) Public Safety

The location of the street trading should not present a substantial risk to the public in terms of road safety, obstruction or fire hazard. The term "public" refers to both customers and other members of the public using the street.

c) Public Order

The street trading should not present a risk to good public order in the locality in which it is situated. Comments from the Hertfordshire Constabulary will be particularly relevant when we consider this factor.

d) Avoidance of Nuisance

The street trading should not present a substantial risk of nuisance from noise, rubbish, potential for vermin, smells or fumes of households and businesses in the vicinity of the proposed street trading site.

e) Similar items being sold or services provided

We will consider if a shop or street trading stall selling a similar item or providing a similar service already exists in the immediate locality of the proposed street trading site.

We will inspect your stall

We will inspect the vehicle, van, trailer, stall you propose to use for your street trading. You must comply with the legal requirements for the type of street trading proposed. This list shows the relevant law you may need to comply with:

- Food Premises (Registration) Regulations 1991
- Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995 (as amended)
- The Food Safety (Temperature Control) Regulations 1995
- Health and Safety Act at Work etc 1974 and any Regulations under this Act
- Environment Protection Act 1990

Terms and conditions attached to street trading consents

If we grant you permission for street trading, we will issue a consent with conditions attached. You can find a copy of our standard conditions at Appendix4. If the consent is granted by the Licensing Committee they may add additional conditions. The consent will be issued within 10 days of the decision.

The consent will include:

- the unique consent reference number
- the name of the consent holder
- the days and hours when street trading is permitted
- the goods that may be sold or services that may be provide
- the location of the consent site

You must comply with the conditions attached to the consent whenever you are trading. If you fail to do so we may revoke your consent or refuse to renew it.

How we issue street trading consents

A consent will be issued for 12 months. The consent will expire 12 months after the date it was issued. You can apply to renew you consent before it expires

If you pay by cheque that is not honoured by your bank we will write to tell you. You then have 7 days to pay.

Different types of consents

We issue different types of consents depending on how you want to trade. If you trade from a fixed location you will have a static consent. If you trade around the district you will have a mobile consent. A daily consent may be issued to an existing trader to trade outside their usual location e.g. at a fete or classic car show.

If we decide to refuse or revoke

If we refuse your application for a street trading consent or for renewal of a street trading consent we will write to you within 10 days with the reasons for refusal.

If you are not happy with our decision you can ask the Licensing Committee to look at the decision. To do that you need to write to us within 21 days of the date on your refusal letter. You will then be able to attend a hearing and tell the Licensing Committee why you should get your consent.

If we refuse your application we will refund part of the fee less any administrative costs. You can find details of these costs at appendix 3.

What happens at the Licensing Committee

When you request a hearing by the Licensing Committee we will arrange it and tell you in writing of the date, time and place. You should attend the hearing and you can be represented by a solicitor, or supported by a friend or colleague. You can tell the committee why you think our decision was wrong. We will prepare an agenda for the hearing and you will receive a copy of it before the hearing. The agenda will contain the procedure and any officer reports.

We write to let you know the decision of the Licensing Committee within 5 working days of the hearing.

General Information on Street Trading Consents

Refunding Fees

If you stop trading or give back your consent we will not normally give you back any money, unless there are exceptional circumstances.

Co-operation with authorised officers and police officers

You should co-operate with any reasonable request from an authorised officer of the council and police officers.

Sub-letting or transferring

We grant the consent to you. This means only you or someone named on the consent can trade from your stall. You cannot sublet your consent You cannot normally transfer your consent.

We will allow a consent to be transferred to someone named on the consent, where the consent holder has died, is retiring or is suffering from ill health. You should contact us within 7 days to tell us about the transfer.

Variance of Conditions

We may, at any time, vary the conditions of a street trading consent. If we do we will notify you in writing

Change in the location

If the location of your site alters because of building works or parking restrictions we may need to revoke or amend your consent.

Consent on private land

Where your proposed site for trading is on privately owned land you must seek permission from the relevant landowner before we can grant a consent. You should send written permission with your application.

Consents for special events (current traders)

Where you want permission to carry out street trading at an event such as a street fare you must obtain a daily consent and provide permission from the Event Organiser. You do not need permission from the land owner in this case.

Public Liability Insurance

You must have public liability insurance certificate of at least £5 million.

If your insurance is due for renewal during the time covered by your consent, it is your responsibility to provide an original public liability insurance certificate for the length of the

consent. If you have any gaps when you are not covered by insurance we may revoke your consent.

Special events

We may **temporarily suspend** your consent if we think it is necessary because there is a special event in the area of your site. We will work with you to accommodate you elsewhere but this may not always be possible.

How we enforce the street trading rules

We monitor street trading and enforce the provisions of the Act and the rules that are set out in our policy. We will do our best to enforce the rules fairly and consistently and in accordance with our Corporate Enforcement Policy. We will be:

Openness: We will be open about how we enforce the law in relation to

street trading. We will talk to you about any problems before we

take any action under the enforcement process.

Helpfulness: We will help you to meet the requirements of the law. We will

also strive to provide a courteous and efficient service to you.

Proportionality: We will minimise the cost of compliance for you by ensuring

that any action we take is proportionate to the problem and

bear in mind the wider public benefit.

Consistency: We will carry out our duties in a fair, equitable and consistent

manner considering our Enforcement Policy, this policy and any

national codes of practice and guidelines.

If we receive **complaints** about you we will work with you to resolve these. If we consider the complaints relate to how you operate we may consider action in accordance with our policy. This may affect your ability to get a consent in the future.

Anyone who trades without a consent is committing an offence and may have to pay a fine of up to £ 1,000.

Other agencies may take enforcement action where you fail to comply with the law they regulate e.g. trading standards.

How we deal with complaints

We have a Corporate Complaints Procedure, copies of which are available from the Council Offices or on the Council's website at

http://www.stalbans.gov.uk/Images/Customer%20Feedbacktcm15-13028.pdf

Community Services

Please ask for: Licensing Officer

Direct Dial: 01727 573017 Email: licensing@stalbans.gov.uk

Date:

Dear Applicant

Local Government (Miscellaneous Provisions) Act 1982 - Part III, Section 4 Control of Street Trading

Thank you for your interest in trading in St Albans District.

We enclose a street trading consent application form. Please complete the form and return it to us together with the fee and the items included in the check list. Please make sure you read the Council's street trading policy before completing the application form so that you understand how to complete to application form and what the rules are about trading: www.stalbans.gov.uk/business/streettrading/

We will consult with the following about your application:

- Police
- Highways
- Ward Councillors
- Town or Parish Council (if applicable)
- Regulatory Services (health and safety, food safety and noise)
- Planning and or Community Services
- If you apply for a consent in a residential area, we may consult any residential property owners within 100 metres of your proposed site.

Refunding of Fees

If you cease to trade and surrender your consent we will not normally reimburse any of the fees, unless there are exceptional circumstances

Where we refuse an application we will deduct administrative fees as follows:

20% of full fee paid after Licensing Officer's decision.

50% of full fee paid after Licensing Committee decision.

The consents available are:

Consent per annum	Grant	Renewal
Static	£670	£360
Mobile	£465	£245
St Peters Street (static)	£670 plus £100 for electricity	£360 plus £100 for electricity

Daily Rates for Special Events (current traders only)	£45
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Duration of Consents

All consents expire after 12 months apart from daily consents which expire daily.

Apart from the prohibited streets listed below all streets within the City and District of St Albans are designated consent streets.

Prohibited Streets

- Market Place
- Abbey Mill Lane, St Albans
- Branch Road, St Albans
- Fishpool Street, St Albans
- George Street, St Albans
- Romeland, St Albans
- Romeland Hill, St Albans
- St Michaels Street, St Albans
- A405 from Waterdale to the Park Street roundabout
- A6 London Colney By-Pass
- A5183 (entire length)
- A414 between Park Street and London Colney roundabouts
- A1081
- A1081, St Peters Street, St Albans for its entire length, together with the two service roads known as the Eastern and Western Service Roads and the service road known as Church Green, for their entire lengths, except as set out in (c) below
 - (c) That part of the Western Service Road, St Peters Street, St Albans, from a point opposite Waddington Road (adjacent to No. 17 St Peters Street) northwards to a point opposite the alley adjacent to No. 51 St Peters Street (BHS) be designated a consent street

No. of consents within St Peter's Street As St Albans has a charter market in St Peter's Street we are required to limit the number of consents we issue. We normally allow 6 consents.

Public Liability Insurance

You must provide a copy of your public liability insurance certificate with cover for £5,000,000.

If you have any other questions regarding this matter please contact me. Yours sincerely

Licensing Officer

Enc. Application form Food registration form (available via this link)

http://www.stalbans.gov.uk/business/food-safety/foodinformation.aspx

Food hygiene training information

http://www.stalbans.gov.uk/business/food-

safety/food_hygiene_training.aspx



Application for Grant or Renewal of a Street Trading Consent

Local Government (Miscellaneous Provisions) Act 1982

Return to: Licensing, Community Services, St Albans City & District Council, St Peters Street, St Albans, Herts AL1 3JE

/We (delete as applicable) apply under the provisions of the above Act for a street trading consent and submit the following particulars. I/We(delete as applicable) undertake to comply with the council's policy and conditions.

Name of Business:	
Full name of trader	
Full harne of trader	
Contact address	
Comadi address	
Date of birth (applicants must be over 17)	
,	
Talada a a a a a a a a a a a a a a a a a	
Telephone number/s	
Business name and trading status (i.e.	
sole trader, partnership, limited company)	
Business address (if applicable)	
Dusiness address (ii applicable)	

- Full names, addresses, dates of birth of all business partners (if application is on behalf of a partnership) are required.
- Full names, addresses and dates of birth of all other people working on your stall are required
- All applicants and nominated assistants are to submit a passport size photograph
- Photographic proof of identification of all applicants (including nominated assistants) will be required, for example a passport or DVLA licence. You should arrange to bring your original documents to the Council office. An officer can then take a copy of the original and return it to you.

1st person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided £7
2nd person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided £7

3 rd person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided □
4 th person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided □
5 th person:	Name:
	Address:
	Date of birth:
	Type of ID provided:
	Photograph provided □

Proposed trading site/s (enclose plan/s of location/s with proposed trading site/s clearly marked)

If the proposed trading site is privately owned provide the name and address of the land owner.
If the land is privately owned enclosed written consent from them for you to trade. □
Details of any vehicles, stall, trolley, stand, etc. to be used in the course of trading (include registration/fleet number, height, width, length and colour, photograph, all power systems, gas safety certificates). State where it can be inspected prior to the grant/renewal of the consent.
Full description of goods to be sold. Specify types of food to be sold. e.g. burgers, kebabs, fruit and vegetables, ice cream:
Please provide details of how food will be stored:

Trading times (not before 8am or after 11pm):		
Sunday	AM	PM
Monday	AM	PM
Tuesday	AM	PM
Wednesday	AM	PM
Thursday	AM	PM
Friday	AM	PM
Saturday	AM	PM

Is this a renewal application? yes / no	
If yes, how long have you been trading?	
Do you already trade in another local a	uthority area? Please provide details:
Are you food registered? yes / no	
With which authority:	

Declaration by the Applicant

- (a) I/we apply under the provisions of the Local Government (Miscellaneous Provisions) Act 1982 for grant/renewal of street trading consent.
 - (b) I confirm that the details in this application are correct.
- (c) I, my employees or anyone else that will work with me are all at least 17 years old. I understand that if any other person is to work for me, I must notify the Council of their name and address and send a recent passport size photograph with photo ID for example passport or DVLA licence.
- (f) I understand that if a consent is given, it will be granted only to those people named on the application form.
- (g) I am aware that if I sell or transfer my business to any other person, the consent may not normally be transferred. My rights to a site will cease and the new owner must make a new application for consent. I understand that there are limited circumstances outlined in the Policy where we may permit a transfer.
- (i) I am aware that my consent may be revoked or altered if:
 - 1) local conditions change affecting the satisfactory continuation of my trading e.g. the introduction of parking restrictions or erection of buildings

- 2) complaints are received
- 3) I fail to comply with the relevant legislation or with any conditions as stated on my consent
- (j) I understand that the Council may contact any consultee as it considers relevant to this application and that I may be required to produce further information.
- (k) I understand that the Council reserves the right to temporarily suspend or alter consents during special events.
 - (I) I have read the Privacy Notice information that tells me how you will process my personal data with regard to the pavement licence application:

Please tick which consent you are applying for.

Consent per annum	Grant	Renewal
Static	£670	£360
Mobile	£465	£245
St Peters Street (static)	£670 plus £100 for electricity	£360 plus £100 for electricity

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	•	Daily Rates for Special Events	(current traders only)	£45

Please make cheques payable to St Albans City & District Council

I enclose:

- (i) My application fee
- (ii) Map of proposed position of trading area
- (iii) A passport size photograph of me and any person working with me
- (iv) Photo ID for me and any person working with me
- (v) A photograph of the stall/van/barrow/cart
- (vi) My public liability insurance certificate
- (vii) Letter from the owner giving consent (if applicable)
- (viii) Food registration certificate (if applicable)

Privacy Notice				
This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.				
We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.				
All this information is set out in full on the privacy notice attached to this form.				
Please read the privacy notice for more details - http://www.stalbans.gov.uk/business/Business-in-St-Albans/StAlbans-Council-Services-for-Businesses/BusinessLicences/OnStreet/streettrading/default.aspx				
Signed:				
Dated:				

RETURN THE FORM TO:

Licensing, Community Services, St Albans City & District Council, St Peters Street, St Albans, Herts AL1 3JE. Tel: 01727 819542. Fax: 01727 819433.

Email <u>Licensing@stalbans.gov.uk</u>

Apart from the prohibited streets listed below all streets within the City and District of St Albans are designated consent streets

Prohibited Streets

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- A405 from Waterdale to the Park Street roundabout
- A6 London Colney By-Pass
- A5183 (entire length)
- A414 between Park Street and London Colney roundabouts
- A1081
- A1081, St Peters Street, St Albans for its entire length, together with the two service roads known as the Eastern and Western Service Roads and the service road known as Church Green, for their entire lengths, except as set out in (c) below
 - (c) That part of the Western Service Road, St Peters Street, St Albans, from a point opposite Waddington Road (adjacent to No. 17 St Peters Street) northwards to a point opposite the alley adjacent to No. 51 St Peters Street (BHS) be designated a consent street.

Fees

Consent per annum	Grant	Renewal
Static	£670	£360
Mobile	£465	£245
St Peters Street (static)	£670 plus £100 for electricity	£360 plus £100 for electricity

Daily Rates for Special Events (current traders only)	£45
Administrative fees	
Where you surrender your licence we will not reimburse your fees	
unless there are exceptional circumstances.	

Where we refuse an application we will deduct administrative fees as follows:

20% of full fee paid after Licensing Officer's decision.

50% of full fee paid after Licensing Committee decision.

STANDARD CONDITIONS

The following standard conditions will normally be attached to a Street Trading Consent:

- a. You must not sublet your consent.
- b. You must keep any stall, barrow or vehicle used in connection with a consent in good condition.
- c. You are responsible for storing rubbish, liquid and other material accumulated or created whilst trading and for removing it from the site and disposing of it appropriately.
- d. You will be responsible for collecting and removing all litter within 100 metres in any direction of the stall or vehicle and disposing of it in a proper manner.
- e. You must not allow any silage water from the washing of food equipment or hand washing to discharge into the ground and you must satisfy us that you have disposed of it appropriately.
- f. When you are trading you must make sure that you display a sign bearing:
 - your name and address
 - expiry date of your consent

so that it is clearly visible to all customers at the vehicle/stall.

- g. If you intend to sell food from a stationary vehicle/stall you must make sure the vehicle/stall is suitable. You must manage the vehicle/stall so that you comply with the relevant hygiene regulations currently in force within the provisions of the Food Safety Act 1990.
- h. You must not obstruct the street or cause danger to persons using the street.
- i. You must not cause any nuisance or annoyance (whether to persons using the street or otherwise).
- j. If you have consent to trade in the Town Centre you will not be able to use this on market Days.
- k. You can place advertisements and other notices inside the area shown in your consent to be your trading site. You cannot place advertisements or notices outside this area unless you have received written approval from the Local Planning Authority.
- I. You shall not directly or indirectly hawk, tout or solicit custom for or advertise by way of flyer, public address system or otherwise without our written consent.
- m. You must not cause or allow to be caused any damage to the street surface, street furniture, lighting and landscaping within the permitted area. You will be responsible for repairing any such damage.

- n. You should not place any objects on the highway or area surrounding the vehicle/stall unless agreed by us.
- o. You must not allow any obstruction to fire hydrants, manholes or other street furniture etc, resulting from your business.
- p. You must not use mobile generators without our written permission. Where we grant permission the generators must be positioned so that they do not present a danger to the public, do not present a fire or similar hazard to the stall, goods displayed thereon or adjoining premises and do not give rise to a nuisance by reasons of noise, vibration, smoke or smell.
- q. You must not store combustible materials in the vicinity of a generator and you must have suitable first aid and fire fighting appliance(s) available. You must not store any fuel in the vicinity of a generator.
- r. We would prefer generators to be fuelled by diesel oil.

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- s. You must not fill up the generators during the trading day. You must fill up your generator at the start of the day.
- t. You shall ensure that any equipment, such as a generator, is in a safe working condition and suitably cordoned off to ensure that the general public do not have access to the equipment.
- u. If you are using any form of power you must have a minimum of a one-litre fire extinguisher suitable for use on the type of equipment.
- v. If you are selling food a valid food registration certificate must be in force for the business
- w. If you are using an electrical generator or a connection is made to permanent electricity supply the consent holder you must ensure that the electrical installation is safe. If there is any doubt as to the integrity of the supply or installation we may ask for a safety certificate from a competent person or body. In most circumstances an inspection by an NICEIC or ECA approved electrician will be satisfactory. At no time should electric cables be draped across roadway, public footpaths or any other area where the public have access.
- x. You must not use or permit to be used on the pitch area or within the immediate vicinity any equipment or apparatus to produce music or other amplified sound, for example, radio, cassette, CD players, iPod or MP3s
- y. You and your assistants must not trade under the influence of any illegal or intoxicating substance.
- z. You and your assistants must treat the public fairly and with courtesy at all times.

SPECIAL CONDITIONS

When we are dealing with your application we can attach any specific conditions that we consider are necessary for you consent because of the way you will trade. We will only add extra conditions if we consider necessary to:

- maintain adequate public safety
- avoid nuisance and anti-social behaviour
- generally preserve the amenity of the specific locality.