

Street Trading/Consent Policy



1. Introduction

- 1.1 The aim of the street trading consent policy is to provide a consistent and transparent approach to the method of providing street trading consent.
- 1.2 Street Trading means the selling, exposing or offering for sale any article in a street. The term 'street' includes any road, footway or other area to which the public have access without payment.
- 1.3 East Cambridgeshire District Council has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and has designated some streets as Licensed, some prohibited and Jubilee Gardens as a Consent Street. This Policy deals with the Consent Policy alone. Subject to the exemptions set out below, a Consent is required before Trading.
- 1.4 The effect of designation is that Street Trading is prohibited, subject to exemptions, without first obtaining a relevant Consent (or in other cases, where possible, a Licence) from the Council.
- 1.5 This policy will be applied in a manner which is consistent with the Council's equalities policies.

Exemptions from the need to obtain a Consent

Some types of trade are legally exempt from the need to obtain a street trading consent. These include:

- A person trading under the authority of a pedlars' certificate granted under the Pedlars Act 1871
- Trade carried out by roundsmen (eg milkmen)

Street Trading Consents for which fees are not payable

East Cambridgeshire District Council will not require the payment of fees for the following street trading activities:

- Fetes, carnivals, or similar community based and run events
- Non-commercial or charitable event

2. Application procedure

- 2.1 Persons seeking to obtain or renew a Consent from East Cambridgeshire District Council in order to trade in a Consent Street (other than Fetes, Carnivals or similar community based and run events, or non commercial or charitable events) must make written application, using the application forms attached as Appendix B to this Policy.

Please note that a Criminal Conviction / Record Certificate (PNC Check) is required to be submitted with New Consent Applications. (Other than Fetes, Carnivals or similar community based and run events, or non commercial or charitable events) Certificates issued must not be more than 1 calendar month old at the time of making your application to the Council for a Street Trading Consent. PNC Checks will be requested every three years *before* any Consent is renewed. Certificates can be obtained from www.disclosurescotland.co.uk

- 2.2 The completed and signed application must be accompanied by the following-
- a) the specified fee- see the fees Schedule attached in Appendix C which will be amended from time to time (no application will be processed unless the relevant fee is attached);
 - b) Location plan setting out any fixed location (if applicable), or if mobile (cart, barrow or vehicle), a list of the streets where the proposed trading is to take place- the plan should meet the requirements as set out in Appendix D. Attached to Appendix I are any Plans of any Consent Streets, and where applicable, set pitches/ plots that are available.
 - c) Three photographs of the van, cart, barrow or other vehicle or stall from which the trading is intended to take place- the photographs should meet the requirements set out in Appendix D.
 - d) Two passport sized photographs, of the applicant and any proposed assistants set out in the application form. One photograph must be endorsed by a person with professional standing, such as a doctor, solicitor, police officer, teacher or bank manager.
 - e) A Criminal Conviction/Record Certificate (PNC Check), for the Designated Trader applying for the Consent and any Assistant(s) . Applicants must have applied for and obtained these Checks *before* applying for a Consent. Certificates must not be more than 1 calendar month old at the time of making an application for Consent.
- 2.3 Applications must be received by the Environmental Services Commercial Team not less than 3 months prior to the proposed date of the Consent coming into effect. NOTE that for Fetes, carnivals, or similar community based and run event, or non-commercial or charitable events, then you will be required to fill out an application for “An event on Council owned land” (Appendix J) which will need to be submitted 3 months before the proposed event. Such applications will be EXEMPT from the Application process outlined in this Policy
- 2.4 The Council will reject any application that is not made in accordance with the above procedure or does not take into account the assessment points in Appendix E.
- 2.5 Applications for a renewal consent is not automatic and will be subject to considerations set out in this policy and conflicting applications for pitches within the Consent Street(s). The Council reserves the right publish a notice inviting applications for any given pitch prior to issuing a new Consent.

The process by which the application will be determined is as follows-

1. For 1st Time Applications/in the case of numerous applications for one site.

Part a-c as below will be carried out and a report sent to committee by the Licensing Officer for determination.

2. For Renewal Applications where a trader has traded in the same location for the previous 12 months.
 - (i) If an objection by an officer, or there have been complaints made by other neighbouring traders or consultees in previous 12 month period, **or** where the trader has had their consent revoked in the last 12 months from any site, points a-c as below would be carried out, and a report sent to the Licensing Committee for a decision.
 - (ii) Where no objections are made and there have not been any complaints about the trader in the previous 12 months, then points a-e would be carried out and the Consent issued under officer delegated decision.
 - a) The application will be forwarded to the Consultees set out at Appendix F to this policy
 - b) For static sites, a site assessment may be undertaken if necessary and a recommendation will be made by the Licensing Officer, taking into account the factors set out at Appendix E to this policy.
 - c) The application will be determined by the Licensing Officer having due regard to the consultation responses, which should take into account the criteria set out at Appendix G to this policy
 - d) If the application is not opposed by any of the Consultees, then the Licensing Officer will issue a Consent to the applicant. The Consent will include Standard Conditions set out at Appendix H to the Policy, and the Consent Holder will be required not to breach those conditions.
 - e) The Consent will be issued to the applicant within five working days of the application being duly determined.

3. Nature of Goods and Trading Hours

- 3.1 The nature of goods which may be sold from any pitch will be specified in the consultation process. Any subsequent substantial change will be subject to the level of consultation detailed below.
- 3.2 The Council would not normally grant a consent for the sale of goods which conflict with those provided by nearby shops.
- 3.3 Goods will normally consist of craftwork, fresh flowers, ice cream or soft drinks. Other types will be considered on a pitch by pitch basis and have particular regard to local needs shopping, product/ service diversity and balance.
- 3.4 Street trading hours will normally mirror those of shops in the immediate vicinity. In the case of hot food takeaways trading hours will be determined on a pitch-by-pitch basis.
- 3.5 The design and appearance of the stall, barrow, van or cart etc. used must be agreed by the Council's Head of Environmental, or where determined by Licensing Committee, by that Committee.

4. Consultee Responses

- 4.1 The Licensing Officer shall send details of the application and any relevant accompanying documentation to each of the Consultees within three working days of receipt.
- 4.2 The Consultees should provide any representations in respect of the application by written response to the Licensing officer within five working days of the receipt of the application.
- 4.3 This is to ensure that there is sufficient time available to arrange any hearing necessary as a result of the responses.
- 4.4 If the Licensing officer receives any responses from Consultees opposing the grant of the Consent, then the Licensing Officer shall forward copies of these documents to the applicant.

5. Representation to the Licensing Committee

- 5.1 If the application is opposed by any of the Consultees, the applicant will be invited to respond in writing and/or at a hearing before the Licensing Committee as appropriate.
- 5.2 The Licensing Committee may grant a Consent and impose tailored conditions necessary, or refuse to grant a Consent. This is set out in greater detail below.
- 5.3 The applicant will be notified of the Committee's decision at the hearing and in writing within five working days of the application being determined.

6. Issuing of Street Trading Consents

- 6.1 Street trading consents will normally be issued for a period as detailed under the section titled "Duration of Consent" as below.
- 6.2 Failure to pay the Consent fee prior to a renewal, will normally result in the Consent not being issued – and the pitch may be offered to another applicant, or advertised.
- 6.3 Where a Consent has expired the pitch the Council may publish a notice inviting applications for the said pitch. The notice will be carried by one or more of the following: local newspaper, local radio, Council website; it may also be carried by other local publications.
- 6.4 Each pitch will be offered to the applicant whose proposal is considered most suitable for the particular pitch. If no suitable application is received the pitch may be re-advertised. If there are competing applications, then the matter will be referred to the Licensing Committee for consideration.

- 6.5 A consent cannot be issued to a person under the age of 17 years. An application may be refused if the applicant is unsuitable to hold the consent by reason of having been convicted of an offence, or received a caution or for any other reason regarding the suitability of the applicant.

7. Insurance

- 7.1 If an application for a Consent is granted, the applicant will be required to provide the Licensing officer with evidence of appropriate public and product liability insurance to cover a minimum value of £5,000,000 before the Consent is issued.

8. Review of Consent.

- 8.1 Consultees may seek a review of a Consent if they believe that the current operation under the Consent is not in accordance with the criteria set out in Appendix G of this policy.

- 8.2 Where an application to review a Consent is received by the Licensing Officer, it should be made in writing, and accompanied by any relevant supporting information, documentation. If, in the view of the Licensing officer the application is relevant, and is not frivolous, vexatious or repetitive, a hearing before the Licensing Sub Committee will be held. Where appropriate the parties may be able to hold discussions with a view to reaching an agreement on steps that can be taken to improve the position.

- 8.3 When a hearing before the Licensing Committee takes place, the Committee will consider all information presented to it, and decide what course of action is appropriate. There are a range of responses that are open to the Committee on a review application. The Committee May

- a) Take no further action
- b) Give the Consent Holder a written warning
- c) Impose additional conditions on the Consent
- d) Revoke the Consent

- 8.4 The review process is intended to enable the Council to take appropriate timely measures to ensure that Consents issued do not infringe, or continue to infringe, the criteria set out in Appendix G to this policy. A review can take place even if it would be disproportionate to revoke the Consent, as some lesser measure can be taken, as above

- 8.5 Also, because the review process is intended to address the future conduct of the Consent holder, a review can take place regardless of any other measures that may be open.

9. What happens if an application is refused or consent revoked?

- 9.1 If a person applies for a Consent but the application is refused, or a person who has been granted a Consent subsequently has the Consent revoked, that person may not trade in consent streets. The Local

Government (Miscellaneous Provisions) Act 1982 does not permit aggrieved persons to appeal the Council's decision in this respect, however it may be possible to bring an application for judicial review of the councils decision. Persons wishing to do so should seek independent legal advice as soon as possible.

10. Surrender of Consent

- 10.1 Where a consent holder no longer wishes to hold the Consent, or does not intend to operate their Consent for the full duration of the period set out in the Consent, they should surrender the Consent. To do so, the Consent Holder should return the original Consent and any copies to the Licensing officer, to the Council Offices.
- 10.2 If a consent holder fails to exercise the Consent for a duration of more than 3 months where relevant, then the Licensing officer shall notify the Consent Holder in writing that the Consent has been deemed to have been surrendered.
- 10.3 Upon receipt of the notice of deemed surrender, the Consent Holder should return the Consent and any copies to the Licensing Officer as above.
- 10.4 The Consent Holder may make a written request to the Licensing Officer to re activate the surrendered Consent. The Consent Holder should ensure that any such request is received by the Licensing Officer within five working days of receipt of the notice of deemed surrender.

11. Duration of Consent.

- 11.1 East Cambridgeshire District Council will issue Consents for periods as follows
 - (a) two days
 - (b) one week
 - (c) summer season (1st April-31st August)
 - (d) 12 months
 - (e) special events- for example eel day
- 11.2 The Licensing Officer may, as deemed necessary, suspend any Consent on provision of written notice to the Consent Holder. Any suspension will not extend the consent duration.

12. Fees

- 12.1 The fee payable for a Consent will depend on the duration of the Consent sought. Fees are set out in appendix C of this Policy
- 12.2 The full fee for the period that the Consent is sought is to be paid when the application for a Consent to be granted or renewed is made. Failure to do so will result in the application not being process or not being renewed.
- 12.3 No refund will be given where a consent is surrendered or revoked.

- 12.4 If an application for a Consent is refused, the application fee will be refunded to the applicant.

13. Operation

- 13.1 The Consent Holder should familiarise him/herself with the conditions attached to their consent and must not breach any of them.
- 13.2 The consent holder or designated person shall attend in person at the position from which street trading takes place for not less than 75% of the time on any day which trading is carried out.

14. Conditions

- 14.1 Under paragraph 7 of schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 the Council may impose conditions on a Consent if it considers it reasonably necessary to do so.
- 14.2 There are a number of standard conditions that the Council believes are appropriate in respect of any Consent street trading in the District. These are set out in Appendix H to this policy, and will be applied to all Consents issued by the Council unless an applicant or Consent Holder specifically applied for one or more of the standard conditions not to apply.
- 14.3 Where an applicant or Consent Holder makes such a request, or where it is appropriate to consider the imposition of non standard conditions on a consent, such decisions will normally follow a hearing before the Licensing Committee. At the hearing Representations can be made by the applicant/Consent Holder and by other relevant parties, including the Consultees. All parties may agree that a hearing is not necessary.
- 14.4 Any conditions imposed by the Council will be proportionate to the circumstances they are intended to address. In particular, the Council will ensure that any conditions are
- (a) relevant to the applicant/Consent Holder and the (proposed) operation
 - (b) fairly and reasonable related to the scale and type of (proposed) operation
 - (c) reasonable in all other respects
- 14.5 For the avoidance of doubt, Consents are not transferable The Council will not consider imposing conditions
- (a) which make it impossible to comply with any statutory requirements
 - (b) do not relate to the activity of street trading
 - (c) unduly interfere with the applicant/consent holders right to lawfully run their business as they see fit
- 14.6 Duplication with other statutory or regulatory regimes will be avoided as far as possible. Each case will be assessed on its own individual merits.

15. Enforcement

- 15.1 In general, Licensing Officers within the Commercial Team, Environmental Services will take the lead role on the investigation, and where appropriate, the prosecutions of unlawful street trading.
- 15.2 The Council will work with the police and other enforcing authorities to provide for the targeting of agreed problem or high-risk areas and issues. A lighter touch will be applied to those Consent Holders that are shown to be well managed and maintained.
- 15.3 In cases where more formal action is considered to be the appropriate course of action, the key principles of consistency, transparency and proportionality will be observed.

16. Further Information

- 16.1 Should you have any comments with regard to the policy statement, please contact
- 16.2 The Principal Environmental Health Officer (Commercial), Environmental Services and Housing, The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE

Definitions

Consent	document authorising the Consent Holder to trade on street(s) within the District
Consent Holder	legal person who has been granted (and retains) a valid Consent
Consent Street	street in the District in which Street trading is prohibited without being in possession of a valid consent
Prohibited Street	street in the District in which street trading is prohibited
Street Trading	any road, footway or other area (or part of) to which the public have access without payment; and any service area as defined under Section 329 Highways Act 1980 exposing and/or offering for sale, and/or selling any thing or things in any street as defined above.

For the avoidance of doubt, the following activities are not classed as 'street trading'

- (a) trading by a person acting as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871
- (b) Anything done in a market or fair the right to hold which was acquired by virtue of the grant (including a presumed grant) or acquired or established by virtue of an enactment or order;
- (c) Trading in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980
- (d) Trading as a newsvendor
- (e) Trading which is carried out at a premises used as a petrol filling station; or is carried on at premises used as a shop or in a street adjoining premises so used and as part of the business of the shop
- (f) Selling things, or offering or exposing them for sale, as a rounds man
- (g) The use of trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway
- (h) The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980
- (i) The doing of anything authorised by regulations made under section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916

Appendix A

Prohibited streets (except for charitable or civic events)

Ely - Brays Lane

Butchers Row

Buttermarket (except for fairs, the market and up to two charity stalls on a Saturday)

Chequer Lane

Forehill

The Gallery (except for horse drawn carriages)

High Street

Minster Place

Newnham Street

Palace Green (except for horse-drawn carriages on the main carriageway, but not on open space)

Quayside

Ship Lane

Silver Street

St Mary's Green

Willow Walk

All of the streets which comprise the line of the whole of the former A10, namely commencing at the junction of the Trunk Road A10 South of Ely with Cambridge Road-Ely, St Mary's Street-Ely, Lynn Road-Ely, Lynn Road-Chettisham, Ely Road-Littleport, High Street- Littleport, Crown Road-Littleport, Wellington Street-Littleport

Trunk Road A10 within the District Trunk Road A11 within the District

Street Trading is also prohibited in all car parks covered by East Cambridgeshire (Off Street Parking Places) Order 2008



Application for Street Trading Consent.

East Cambridgeshire District Council.

Local Government (Miscellaneous provisions) Act 1982

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink.

I hereby apply for the grant/renewal of a Street Trading Consent for

Two Days

One Week

Summer Season

Twelve Months

A special Event

Please specify event name and date

.....

1. YOUR PERSONAL DETAILS (in case of an organisation the Designated Trader):

TITLE (delete as appropriate) Mr Mrs Miss Ms Other (please state)

SURNAME

FORENAME.....

DATE OF BIRTH

PREVIOUS NAMES (if relevant) Please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.

.....

NATIONAL INSURANCE NUMBER.....

HOME ADDRESS.....

TELEPHONE NUMBER

Do you have any unspent convictions? If yes, please give details below. You must provide details for each conviction, the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed. (Continue on a separate sheet if necessary)

.....

.....

.....

Declaration: I declare that I do not have any unspent convictions

SIGNATUREDATE.....

It is an offence to knowingly or recklessly make a false statement in or in connection with an application for the grant or renewal of a street trading consent.

Have you ever been refused a street trading licence or consent? Please give details below.

2. ASSISTANT DETAILS:

(A maximum of two assistants and must be aged 17 or over)

Full name of assistant (state (Mr/Mrs/Miss/Ms)

Maiden Name

Date of Birth.....

National Insurance Number.....

Home address of Assistant

.....

Full name of assistant (state (Mr/Mrs/Miss/Ms)

Maiden Name

Date of Birth.....

National Insurance Number.....

Home address of Assistant

.....

3. TRADING DETAILS

Are you trading as:

Sole trader

Partnership

Registered Company

Trading Name

If you are a partnership please supply full details of all partners

.....
.....

If you are trading as a company please give details of the registered office of the company and the details of the company secretary

.....
.....

Type of Goods being sold

Proposed Hours of Trading

Proposed Location: (in the case of a static location please give at least three preferred options)

.....
.....
.....

Type of vehicle to be used:

Barrow

Stall

Van

Registration number of vehicle if relevant.....

Proposed start date

Are you applying for any of East Cambridgeshire District Councils Street Trading Consent Standard Conditions to be disapplied in your case? Y/N

Please specify below

.....

If you are trading from private land you must obtain the landowner's consent.

I have enclosed a copy of the landowners written consent to trade at the specified location.

DECLARATION

I hereby apply for the grant of a street trading consent and understand if my application is successful I will be required to produce evidence of appropriate public and product liability insurance to cover a minimum value of £5,000,000

I certify that the above information is correct and to the best of my knowledge.

Signature of applicantDate.....

When completed, this application should be returned to the address below, together with the appropriate fee and documentation. Cheques/postal orders should be made payable to East Cambridgeshire District Council.

Appendix C

Street trading consent fee schedule

Type of Consent	Fee
Annual (12 month)	£740
Summer Season (1st April-31st August)	£400
One week	£50
2 day	£25

Appendix D

Application specifications

The Plan

The plan accompanying the application should be 1:1250 scale, and should show all residential and commercial premises in a 100m radius of the proposed site.

The Licensing Authority may require applicants to provide further plan if necessary detailing the exact position of vans, carts, barrows etc on sites where necessary.

The photographs

The photographs accompanying the application should clearly show the nature of the van, cart, barrow, other vehicle or stall from which the trading is intended to take place

The photographs should show the front, side and rear views of the van, cart, etc The photographs should be in colour

The photographs should be A4 in size

Appendix E

Site Assessment Factors

Road safety	Is the siting of the street trading likely to have an adverse affect on road safety, either as a result of the siting itself or from customers arriving, attending and/or leaving the site?
Parking	is there adequate parking available to staff and customers?
Obstruction	will the siting cause an obstruction to pedestrians or road users?
Sight lines	will the siting interfere with the lights of sight of pedestrians or road users?
Loss of amenity	would there be a significant loss of amenity in the vicinity from the siting of the proposed street trading?
Lighting	if it is proposed that the activities will take place at night, is the siting adequately lit?
Local Orders	are there any relevant restrictions that would prevent the Consent being exercised at certain times or on certain dates, e.g. parking or waiting restrictions?
Cart, barrow, etc	The adequacy of the cart, barrow, etc to be used/being used to conduct the street trading activities, having regard to the siting, and the nature of the vehicle.
Other	there may be other issues relevant to the individual site.

Appendix F

List of Consultees

Occupiers of premises adjacent and opposite to the area of the proposed pitch area
Cambridgeshire Police

Cambridgeshire Fire and Rescue

East Cambridgeshire District Council Planning Department

East Cambridgeshire District Council Environmental Services

Licensing Officer, Commercial Team

Highways, Cambridgeshire County Council

Ward Councillors

Parish/Town Council for area

Corporate Health and Safety- East Cambridgeshire District Council

Known Special Interest Groups

East Cambridgeshire District Council Conservation Officer (Team)

Appendix G

Criteria for assessment.

Consultees should have regard to the following criteria when considering whether to oppose the grant of a Consent, or to review an existing Consent. Consultees should specifically refer to the relevant criteria when setting out their grounds of oppositions/review.

All of these criteria should normally be satisfied by the applicant/Consent Holder.

Each application/Consent will be considered on its own merits, and taking into account the individual circumstances.

Public Safety

Applicants and Consent Holders should ensure that public safety is not threatened by their activities. The proposed street trading should not present a substantial risk to members of the public, including customers. Particular regard should be had to road safety, the potential for disorder, and to avoiding the possibility of creating an obstruction or fire risk.

Nuisance.

Applicants and Consent Holders should ensure that their activities do not result in significant risk of nuisance, particularly to residents and businesses near their site. 'Nuisance' can include littering, noise, smells, etc.

Compliance with relevant legislation.

Applicants and Consent Holders should be aware of relevant legislation, and should ensure that they comply with any requirements that affect their activities.

Trading Hours

The permitted hours of trading are generally 10:00 – 18:00. Persons wishing to carry on street trading outside these hours will need to seek the relevant standard condition to be amended.

Street trading outside these hours without having been granted Consents to do so is not permitted.

The nature of the activity.

Applicants and Consent Holders should ensure that the things being offered or exposed for sale are not of a nature that may cause offence; and that the manner of offering or exposing the things for sale is not of a nature that may cause offence.

The Council will keep a record of complaints received regarding Consent Holders, and will investigate complaints as necessary. This may result in reviews being initiated by the Licensing Officer or any of the Consultees.

The character of the area.

Applicants and consent holders should be sensitive to the character of the area in which they propose to operate.

This may include the number of existing outlets (whether fixed or mobile) selling similar things in the vicinity. It may also include consideration of whether the area is appropriate for the proposed activities.

This list is not exhaustive, and other issues may be relevant in the individual circumstances of each application/Consent.

Appendix H

Standard Conditions. Consent Conditions.

1. Street Trading shall be conducted in such a manner as not to cause:
 - a) obstruction of the street or danger to persons using it. It should be noted by traders that the holding of Street Trading Consent does not preclude the Highways Authority or the Police from taking action to remove any obstructions on the highways.
 - b) Nuisance or annoyance (whether to persons using the street or otherwise)
2. Consent Holders are prohibited from setting out their goods or advertising material on the surface of the carriageway or pavement
3. A consent holder shall not trade in any street designated by the council as a Prohibited Street
4. Street Trading is restricted to the location indicated on the Consent.
5. At the end of each street trading period the van/cart/barrow shall be removed from the street trading location within 15 minutes of the end of street trading time showed on their consent.
6. A consent, issued to the consent holder must be displayed at all times. The consent must be produced on demand to a Police Officer or duly authorised officer of the Council.
7. The consent holder shall clearly display his name, address and the consent number in the immediate vicinity of the goods, which he is offering for sale.
8. The consent holder shall immediately notify the Council of any changes affecting the original Consent.
9. The Consent holder shall street trade only in goods specified by the Consent.
10. The consent shall be personal to the Consent holder or person designated by the applicant as the Designated Trader and shall not be transferred to any other person.
11. The consent holder (or person designated the main stall holder) shall attend in person at the position from which street trading takes place for not less than 75% of the time on any day which trading is carried out
12. No persons under the age of seventeen years shall be granted a consent or employed as an assistant.

13. The consent holder shall provide sufficient containers as may be necessary for the depositing of litter arising from his trade and ensure that the immediate vicinity of his van, car, barrow or other vehicle is kept free from litter at all times during which he is trading. All sites must be free from litter at all times during which he is trading. All sites must be left free from litter and waste when trading has ceased.
14. All street trading units must be equipped with safe and adequate lighting for operation during the hours of darkness.
15. If food is to be sold, there must be satisfactory hand washing and drying facilities.
16. All consent holders must wear the consent badge, when street trading is taking place. The council may also approve a maximum of 2 assistants. Consent badges for any assistants must be worn when street trading is taking place. Only approved Consent Holders and assistants may trade from the consent site. No one other than the Consent Holder and approved assistants may trade from the site at any one time.
17. No goods, other than those specified in the consent, may be street traded without prior written consent of the Licensing officer. On receipt, such requests will be presented to the Licensing Committee for consideration.
18. Consent Holders have a duty of care in relation to their street trading sites and adjacent areas and must not damage in any way, either wilfully or by negligence, any part of the consent street including paved areas, signs, fencing etc.
19. No street trading shall be permitted during 18.00 to 10.00 hours without prior written approval from the Council.
20. The holder of a consent must provide the Council with proof of Public and Product Liability Insurance for a minimum sum of £5,000,000
21. If the Consent Holder Street Trades from any Council Land he/she shall indemnify the Council from and against all loss, damage, costs, liabilities and claims whatsoever arising from its use and occupation of the land.
22. The Consent Holder and persons manning the stall will ensure their activities do not cause direct and permanent damage to the grass and gardens and/or disturb wildlife.

Appendix J

BOOKING FORM – EVENTS

Please complete this form and return it as early as possible, at least 3 months in advance of the event. **The Council reserves the right not to consider bookings received less than 2 months before the event.**

Completed forms to be returned (together with a completed health and safety risk assessment and copy public liability insurance cover) to: Dawn Cornell, Legal Support Officer, Legal & Democratic Services Department, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE

Tel: 01353 665555

Fax: 01353 668803

E-mail: dawn.cornell@eastcambs.gov.uk Thank you.

Name of Applicant:	Mr / Mrs / Miss / Ms*	First Name:	Surname:	
Name of Organisation:				
Name of Event:				
Contact Address:				
E-mail address:				
Tel. No's:	Daytime:	Mobile:		
Date (s) Premises Required:day/...../.....	Event Open to the Public: Access to Site Required:	From: am am	To: pm pm
Proposed Venue: i.e. Palace Green, Jubilee Gardens, Lavenders Land, Ely Park, Pocket Park				
<p>NB : If hiring Palace Green, you MUST obtain permission from the Dean & Chapter as landowner before proceeding – please write to Mrs. LA Thompson, Marketing Manager, Ely Cathedral, Chapter House, The College, Ely, Cambs CB7 4DL and ask for the permission of the Dean & Chapter, as landowner, to the event being held. In addition, please write to The Manager, Sue Ryder Care, The Old Palace, Palace Green, Ely, Cambs CB7 4EW, just informing them that you will be holding the event as they are tenants of Palace Green and need to use the emergency access.</p>				
Details of Event: (Please specify all components, stalls, games, etc)				

Please state whether the event will involve any music and/or dancing and if Yes – the type and duration:		Yes / No* Details:
Will Karaoke form part of the event:		Yes / No*
If fundraising event, whom will the funds be donated to? Name of Charity: _____		How much was raised last year: £ _____
If not for a charitable/non profiting making event, please confirm if the use is for a commercial use, i.e. you are charging an admission fee ?		Yes / No*
If you have any other requirements, for example, electricity (Jubilee Gardens only), extra bins and extra rubbish collections, etc please refer to the Conditions of Hire – the Hirer is responsible for making any additional arrangements in liaison with the appropriate persons/organisations.		
Expected Attendance (approx):		Last year's attendance (if applicable):
Will food & drink be sold at the event:	Yes / No*	If food and/or drink is to be sold, please contact Environmental Services, East Cambridgeshire District Council on 01353 616343 with a full list of all food vendors and/or drink stands, to include names, addresses and contact numbers, 2 weeks before the event.
Will alcohol be sold at the event:	Yes / No*	If yes, you must obtain a Temporary Event Notice – please contact Rowland Wilson, Licensing Officer, East Cambridgeshire District Council on 01353 665555.
Contact details i.e. name, address, telephone number and email address, of person responsible for Health & Safety: <i>(This SHOULD NOT be the main event organiser)</i>		

*Please delete as applicable

Please note that the booking is conditional on the Hirer obtaining all the necessary licences and if these are not obtained before the event, the Council reserves the right to refuse permission to use the Premises.

By completing and returning this form, I agree on my behalf and on behalf of the organisation above to comply with and be bound by the Conditions of Hire.

Signed Dated