

**ALLOCATION OF
STREET TRADING APPLICATIONS
PLYMOUTH CITY CENTRE**



**Until
31st March 2017**

**Emily Bullimore
Street Trading Officer
Floor 2, Ballard House
West Hoe Road
Plymouth
PL1 3BJ**

ALLOCATION OF CITY CENTRE STREET TRADING CONSENTS

The Council operates a scheme under the provisions of the Local Government (Miscellaneous Provisions) Act 1982 for the control of Street trading in Plymouth City Centre. Under the scheme certain streets have been designated 'Prohibited Streets' where street trading (with the exceptions of news vending) is totally prohibited and other 'Consent Streets' where street trading is permitted only with the Consent of the Council. It is a criminal offence carrying a maximum fine of £1,000.00 for any person to trade from within the City Centre without the specific permission of the Council.

SITES:

Within the Consent Streets TWELVE fixed locations and TWO mobile locations have been identified where street trading takes place..

PERMITTED TRADES:

Apart from Sites 7 & 8 and Armada Way/Sundial all the sites will be allocated only for the sales of FLOWERS, FRUIT, CONFECTIONERY or other approved NON-FOOD sales and services appropriate to the City Centre and the specific locations. Applications will not be considered for any other foods, refreshments or beverages.

Applicants must ensure that their proposed trade is compatible with the location(s) being applied for as the Council will have regard to the interests of nearby permanent traders.

The SITE at Armada Way/Sundial will be allocated specifically for the sale of ICE CREAM, FROZEN CONFECTIONERY AND COLD SOFT DRINKS. Sales of ancillary commodities from this site such as sugar confectionery will not be permitted.

SITE 7 in Old Town Street will be allocated for the sale of balloons from the hand.

SITE 8 which includes all that part of New George Street shaded on the attached plan 7/02, is a site that has been specifically allocated for the trade of a Street Photographer. There are currently two separate periods available. January, February, March, October, November and December being one and April, May, June, July, August and September being the second.

ALLOCATION OF CONSENTS

The Consents to trade from the sites will be allocated at the sole discretion of the Council. Existing traders will be given a degree of priority when allocating the sites so new applicants may not get their first or subsequent choices. In that event you will be contacted and offered an alternative site.

The consent fee is payable by equal monthly instalments, the first payment being payable at the beginning of the Consent period before the Consent is issued. The fee is inclusive of business rates.

The allocation of Consent will be directed at obtaining a wide range of acceptable trades and a high quality style of trading. Applicants are required to provide full details including where possible photographs, of their trading style.

Applications are being invited for the period until 31st March 2017 and successful applicants will be expected to trade throughout the whole of this period.

Any persons aged seventeen years or over may apply for a Consent but in the event of competition for sites between local and non-local traders a minimum of 50% of the Consents will be allocated to local traders.

Applicants must ensure that their proposed trade is compatible with the location(s) being applied for as the Council will have regard to the interests of nearby permanent traders. Similar trades will not be allocated to different consent sites in the same street.

PROCEDURE FOR APPLICATION

Each trading location must be applied for individually. Applicants may however submit individual applications for all the locations or as many of them as they are willing to trade from using the same application form. If the number of acceptable applications is greater than the number of Consent locations only one Consent location will be allowed per applicant. Applicants must indicate their order of preference by numbering the sites from 1 (most preferred) to 4 (least preferred).

Applications must be made in writing using the application forms provided and accompanied by two passport size photographs of the applicant and known employees, copies (where relevant) of any food handling certificates and photographs of the applicant's proposed trading style. Forms can be delivered by hand to the First Stop shop on New George Street posted to:

Emily Bullimore
Street Trading Manager
Floor 2, Ballard House
West Hoe Road
Plymouth
PL1 3BJ
Tel; 01752 304604

The Council reserves the right to refuse any application without disclosing its reasons.

If you require any further assistance please do not hesitate to contact me on the telephone numbers given above.

TERMS AND CONDITIONS OF CONSENTS

The full terms and conditions that will apply to the grant of a Consent under the Local Government (Miscellaneous Provisions) Act 1982 are set out below. These terms and conditions must be strictly complied with as any breach could result in a trader's Consent being immediately withdrawn. Applicants are strongly advised to carefully read the terms and conditions before making an application. The following paragraphs highlight some points of particular note not covered elsewhere in these details.

TRADING

Traders will be only permitted to trade from the specific site allocated and in the merchandise or services for which Consent has been granted. No other commodities whether or not ancillary to the permitted trade may be sold. Advertisements describing the commodities sold must not mislead the consumer. It is illegal to falsely describe food and drink.

A trader may trade at his discretion within the permitted hours of 8.30 am to 9.00pm throughout the week. Good business ethics, good quality merchandise/services and value for money are expected and required from traders.

Traders must run their business and attend the stall in person unless the Council has given written permission for the appointment of an employee to run the business on the trader's behalf. Permission to appoint employees will not be granted without good reason. The requirement is not intended to prohibit traders from being assisted by employees provided traders are in a regular and substantial attendance at the stall in person.

Traders will not be able to share the benefit of a Consent or transfer it outright to another trader.

Traders and approved employees will be supplied with identification Consent permits, which must be displayed inside the stall at all times when trading. The consent fee includes the cost of providing a total of four identification permits during the consent period. With reasonable notice Plymouth City Council endeavour to issue additional permits for which there will be an additional charge of £15 for each permit requested. The Council will endeavour to issue any additional permits required on receipt of payment, two passport size photographs and, if appropriate, evidence of attendance at an approved food handling course.

UNITS

Any sales unit used by the trader must be of a design and standard acceptable to the Council and approved in writing. Details must be provided with the application.

ACCESS TO THE SITE

All the sites are in pedestrianised areas. Access to sites must be before 8:30a.m and after 6:00p.m. Traders must apply for and be granted a permit from Plymouth City Council's parking department. If it is necessary to re-stock or remove refuse between these times, access will only be available by foot with, if necessary, pedestrian controlled trolleys, which should be removed as soon as the task is completed. **Vehicles must not remain on site throughout the day, any breach could result in a Consent being withdrawn.**

STYLE OF TRADING

The style of units can be seen in the City Centre at various sites. Trading will be permitted only from within an agreed trailer or unit. All goods, packaging and other articles must be

stored and the service of customers must take place within the unit enclosure excluding the roof canopy overhang.

ELECTRICITY

A 13 amp electricity supply is available from a socket located adjacent to each site. Traders are responsible for registering with an electricity supplier of their choice. Traders should carry out daily visual checks to electrical cabling to ensure that nothing has been tampered with and that cables are not damaged. Should any visual damage be evident, this should be reported to the Street Trading Manager immediately and the consent holder should refrain from using cables until they have been checked by a qualified electrician. The trader will be responsible for payment of the electricity consumed and the standard charge. Traders must inform their chosen supplier when they vacate a site to avoid complications with final invoice.

Proof of all portable electrical appliance equipment testing (PAT test) must be supplied by operators before any equipment is plugged in.

FOOD HANDLING TRADING

All named food/ice cream handlers to have undergone food safety training within the last 3 years (copy certificate required)

Consent holders will be required to produce:

- Evidence of an up-to date Food Safety Management System (e.g SFBB) In short this is written procedures for cleaning and disinfection, stock rotation, personal hygiene, water supply, temperature control. Your local Public Protection department will be able to advise you.
- Valid Food Business Registration with Local Authority
- Copy of most recent food hygiene inspection report.

If the Council proposes to grant a Consent to an applicant who does not hold an acceptable certificate in food hygiene training the commencement of the Consent will be deferred for a reasonable period pending the applicant obtaining the appropriate training.

CONSENT FEE

The consent fee for each site is set out in the application form. The fee is payable in equal quarterly or monthly instalments. The fee is inclusive of the business rates payable on the site.

Where a Consent commences part way through the year the instalment dates will be confirmed by the Council.

LITTER

Great importance will be placed on the control of litter by traders in and around the units. Traders are required to keep the sites and the surrounding street clean and tidy. Traders selling food and drink should provide a conveniently placed litter bin for use by customers. Trader's refuse must be disposed of by a person with a waste carriers license in an approved manner and not put in or left by a public litterbin.

Waste water from the trader's premises must not be permitted to drain onto public highway. Suitable arrangements must be made for the collection and disposal of waste water produced by the trading activities.

STATUTORY REQUIREMENTS

Traders must comply fully with laws, byelaws and regulations, including for ice cream, fruit and confectionery, food safety legislation. The food business must be registered with the Council's Public Protection Service.

The trader is responsible for ensuring the health and safety of himself, his employees and any other person who may be affected by his business undertaking.

Authorised officers from the Council's Public Protection Service must be permitted access to the trading premises at all reasonable times. It is an offence to obstruct an authorised officer in the execution of their duties.

Applications will not be considered from any trader who is in breach of any food hygiene regulations at other premises or who has been convicted of such an offence within the last three years.

NUISANCE

Traders must not conduct their business in such a manner as to cause a nuisance to other persons or in such a manner that would obstruct the highway. The use of radios or amplifying equipment will not be permitted.

ADVERTISEMENTS

In order to maintain the high visual standards required by the Council there will be strict control of advertisements displayed on the unit.

UNAUTHORISED STREET TRADING

The Council will use its best endeavours to control unauthorised trading but cannot guarantee that unauthorised trading will not take place. By submitting an application for a street trading consent applicants acknowledge that the Council will have no liability for any losses suffered in consequence of unauthorised trading.

PUBLIC LIABILITY INSURANCE

Traders must hold a valid public liability insurance of at least £5,000,000 and will be required to indemnify the Council against claims and proceedings arising out of the grant of the Consent.

WITHDRAWAL OF A CONSENT

Any breach of the statutory provisions relating to street trading or the terms and conditions of the Consent will enable the Council to revoke the Consent without compensation. The Licensing Committee of the Council will be the final arbiter of what constitutes a breach and whether the Consent will be withdrawn.

Traders may themselves at any time surrender a Consent which is no longer required. Where a Consent is surrendered or revoked, the Council shall remit or refund, as they consider appropriate, the whole or part of any fee paid for the grant or renewal of the Consent.

Any upheld report of illegal trading carried out by any consent holder in any location in Plymouth could result in consents being withdrawn with immediate effect

PLYMOUTH CITY COUNCIL
CITY CENTRE STREET TRADING CONSENTS
APPLICATION FORM

To Emily Bullimore, Street Trading Officer, Floor 2, Ballard House, West Hoe Road, Plymouth, PL1 3BJ

I have read and understood the Terms and Conditions of the Council's Street Trading Consent and being over 17 Years of age make the following application under Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 for Consent to trade in Plymouth City Centre.

Full Name of Applicant: (Block Letters) _____

Home Address: _____

Business Address:(If different from above) _____

Telephone Numbers:
Home _____ **Business** _____

Full Details of your proposed merchandise or service. State any seasonal variations:

If your proposed trade involves the sale of food have you and your employees attended an approved food handling course within the last 3 years?
(If **Yes** enclose copies of course certificates)

- **Yes:**
- **No:**

Are you currently in breach of any food hygiene regulations at other premises or have you been convicted of such offences within the last 3 years?

(If **Yes** provide full on a separate sheet of paper)

- **Yes:**
- **No:**

PLYMOUTH CITY COUNCIL
CITY CENTRE STREET TRADING CONSENTS
CITY CENTRE SITES

SITE	CONSENT FEE £ Subject to committee approval	ORDER OF PREFERENCE 1,2,3 Etc. (1= most preferred)
2A New George Street (o/s T K Hughes)	6237	
2B New George Street (o/s W H Smiths)	6237	
2D New George Street	6237	
9 New George Street o/s Waterstones	6237	
3A Bedford Way	3755	
3B Bedford Way	6237	
4A Old Town Street	3755	
7 New George Street	2882	
8 New George Street (Winter)	2422	
8 New George Street (Summer)	1268	
10 Sundial East	7437	
11 Sundial West	7437	
12 Cornwall St o/s Superdrug	4183	
13 Place de Brest East	4183	
14 Cornwall St o/s Specsavers	4183	

The current fee includes business rates.

Additional Information: If you wish to provide any additional information in support of your application please continue on a separate sheet of paper.

Photographs: Two passport size photographs each of yourself any known employees must be attached to this application form.

Site Sundial East - Ice Cream Vendor: Please also complete and return a price list.

Signed: _____ **Dated:** _____