

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Finance and Policy Committee Meeting 22nd March 2022

Street Trading

Further to the Leisure and Amenities meeting held on 22nd February 2022 it was recommended that the South Cambridgeshire District Council Street Trading Policy be adopted to form a Street Trading Policy for the Town Council owned land. This has been produced and is attached for the consultation of the committee including a charging policy in line with the District Council.

It is

RECOMMENDED that the Council adopt the SCDC Street Trading Policy and associated charges.



CAMBOURNE TOWN COUNCIL
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Application for Street Trading Licence

Applicant details

Title

First name

Surname

Date of Birth

Address

Email

Telephone

National Insurance number

DVLA Driver Licence number

Type of Application

New Renewal Vehicle/Trailer Change

Vehicle Details

Type of Vehicle: Trading Towing

Registration number

Make

Model

Colour

Owner of vehicle

Please address reply to:
Cambourne Town Council
The Hub Community Centre, High Street, Cambourne, Cambs, CB23 6GW
Tel: 01954 714403
Email: office@cambourneparishcouncil.gov.uk



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Owners telephone

Owners email

Address vehicle /
trailer is usually kept

Trailer Details (if same as vehicle details, continue to Trading Details)

Registration number

Make

Model

Colour

Owner of vehicle

Owners telephone

Owners email

Address vehicle /
trailer is usually kept

Trading Details

Trading name

Types of goods
traded

(you may want to attach a copy of your menu to the application)

Location(s)

If 2 locations please
state day next to it

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Trading day and times (up to 2 days per week)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Are you registered as a food business? Yes No

Local authority where registered

Do you have a Food Hygiene Certificate from the Local Authority? Yes No

Where will goods be stored when not on sale?

Employee Details

Title

First name

Surname

Address

Date of Birth

Telephone

National Insurance number

DVLA Driver Licence number

See separate sheet for employee details?

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Declaration of Convictions, Fixed Penalties and Formal Cautions

Have you ever been refused a street trading consent or street trading licence or had such a Consent or Licence revoked or suspended?

Yes

No

If yes please give details of which:

Local Authority

Date this occurred

Reasons as to why this was given

You must disclose ALL convictions for offences (including traffic offences) in the spaces below, unless that conviction is regarded as 'spent' by the Rehabilitation of Offenders Act 1974. 'Spent' convictions need not be disclosed to the council.

(As a general guide ALL convictions must be disclosed (including traffic offences) unless the conviction falls into one of the following categories:

A SENTENCE OF:

- Imprisonment for a term exceeding 6 months not exceeding 30 months over 10 years ago.
 - Imprisonment for a term not exceeding 6 months over 7 years ago.
 - A fine (including most traffic offences), probation, community service over 5 years ago.
 - Conditional discharge, bound over, supervision order over 1 year ago or period of sentence, whichever is longer.
 - Absolute discharge over 6 months ago.
 - Cashing, discharge with ignominy, dismissal with disgrace from HM Forces over 10 years ago.
 - Dismissal from HM forces over 7 years ago.
 - Disqualification, disability, prohibition.
- a) Formal cautions must be declared for a period of 5 years
- b) Generally TRAFFIC OFFENCES are declarable for a period of 5 years (because fines are normally imposed) and has nothing to do with removal of endorsements from licences, etc.
- c) FIXED PENALTIES which resulted in an endorsement on your DVLA Driving Licence must be declared for a period of 5 years from the date of endorsement.

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- d) If you are in any doubt, or your particular sentence is not listed above then ask the advice of the licensing staff or consult a solicitor.
- e) A sentence exceeding 30 months imprisonment must always be declared.
- f) All requested details must be declared for each offence. Any gaps or vagueness may result in delay to the application.
- g) The coding system for driving offences may be used if you wish.
- h) All calculations as to whether or not a conviction is 'spent' are made with reference to the conviction date and not the date of the offence.
- i) The rehabilitation period may be automatically extended by the commission of a further offence during the rehabilitation period in respect of indictable offences.
- j) One final word of warning, do not be tempted to omit an offence because you are not sure it has to be declared or not. Ask the licensing staff. It will be considered a very serious matter and may result in suspension or revocation of your licence.

Your attention is drawn to Schedule 4 Paragraph 10(3) of the Local Government (Miscellaneous Provisions) Act 1982 in that:

ANY PERSON WHO, IN CONNECTION WITH AN APPLICATION FOR A STREET TRADING LICENCE OR FOR A STREET TRADING CONSENT, MAKES A FALSE STATEMENT WHICH HE/SHE KNOWS TO BE FALSE IN ANY MATERIAL RESPECT, OR WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE, SHALL BE GUILTY OF AN OFFENCE.

List all the offences for which you have been convicted by a court and all relevant fixed penalties and formal cautions Matters which do not have to be declared are summarised above this section	Court of police force	Date of conviction or caution	Offence(s)	Sentence or order of the Court
Are you or have you ever been subject to the notification requirements of Section 1 of the Sex Offenders Act 1997?	Yes <input type="checkbox"/> No <input type="checkbox"/>			

Declaration

Your attention is drawn to Schedule 4 Paragraph 10 (3) of the Local Government (Miscellaneous Provisions) Act 1982 in that:

Any person who, in connection with an application for a street trading licence or for a street trading consent, makes a false statement which he knows to be false

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in any material respect, or which he does not believe to be true, shall be guilty of an offence.

I declare that to the best of my knowledge and belief the answers given above are true. If a consent is granted I undertake to comply with the conditions attached to the consent.

I list above all offences for which I have been convicted which need to be declared, and all fixed penalties and formal cautions which need to be declared.

Print name

Signature

Date

Declaration of Right to Work

I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying **on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.**

The information contained in this form is correct to the best of my knowledge and belief.

It is a criminal offence to knowingly supply information, which is false or misleading for the purposes of obtaining a licence. Evidence of any statements made in this application with regard to the property concerned may be required at a later date. We may approach other authorities, such as the Police, Fire and Rescue Service, Office of Fair Trading etc. for additional information and verification. Signing of the application will be taken as your agreement to any such action. If we subsequently discover something which is relevant and that you should have disclosed, or which has been incorrectly stated or described, your licence may be cancelled or other action taken. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

Print name

Signature

Date

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Application Checklist

Please return the following items along with this completed application form. Any missing items may cause a delay in processing your application.

- Application form completed in form
- Proof of National Insurance Number (e.g. payslip)
- Proof of Right to Work (e.g. passport)
- DBS?**
- Copy of driving licence or that of the person who will drive the vehicle or tow the trailer
- Proof that you are registered with the **Food Control unit?**
- Details of all employees
- Photograph of the trading vehicle/trailer
- A copy of my Public Liability Insurance
- A copy of my Risk Assessments
- A copy of Food Hygiene certificate

We may request further documentation if required.

Additional Details (optional)

Please provide any additional information which is required or relevant to your application

Declaration

The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief. By signing this I confirm that we have read the Street Trading Policy and agree to the conditions set out within it.

Full Name

Position

Signature

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Street Trading Fees

As of 1st April 2022, the new street trading fees will come into effect. If you are paying monthly, please adjust the payment.

Street trading in Cambourne for car parks owned by Cambourne Town Council for up to 2 days a week:

Previous fee	New fee	Payment option
£235.00	£252.00	A year
£20.00 (£240.00 a year)	£21.00	A month
£10.00	£10.00	Day pitch

Community events such as the Food Market, Fete etc. are separate from the street trading licence and will need to be applied and paid for separately.

The Street Trading Licence will be reviewed yearly, and we may ask you to fill in a new application form to ensure your information is up to date.



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Street Trading Policy

Food Vendors

Cambourne Town Council (the Council) adopted the Street Trading Licence in Cambourne to create more food variety allowing choice for residents. The Street Trading Licence allows street food vendors and market traders up to 2 days a week trading in Town Council owned car parks. The Council makes little to no profit on street trading fees. Requests to trade in Cambourne has increased due to popularity and demand. This Street Trading Policy has been adopted by The Council to ensure future applications are considered fairly and to ensure all approved traders use Council facilities appropriately.

Cambourne Town Council's protocol for considering street trading applications:

- All street trading applications must state what the **core** food type is that they are selling.

(For example: Coffee, Baked Goods, Pizza, Burgers, Fish & Chips, African / Greek / Mexican Food etc.) A copy of the menu should be supplied with application.

- The Council **will not** permit core food types of the same type to trade on the same day.
- The Council **will** permit core food types of the same type to trade on **different** days.
- If a trader wishes to change the core food type to what was originally submitted on the application, they must inform the Council to gain approval before they can commence trading with a new core food type. **Note: approval of the change is not guaranteed.**
- The Council will not make judgements on traders for non-core food types, items on menu that are likely to crossover (For example: chips, side dishes, cakes etc.)
- Regular traders (a regular trader is someone that trades on the same day, location, time, on a weekly, biweekly or monthly basis) must gain a block booking approval. If the trader wants to make an occasional change to their usual slot, they must submit a request to the Council at least 3 full days in advance. **Note: the request will not be permitted if the same core food type is already booked in to trade.**
- Traders that do not want to commit to a regular slot and would prefer to have flexibility, must submit a request to the Council at least 3 full days in advance. **Note: the request will not be permitted if the same core food type is already booked in to trade.**
- A maximum of 5 traders will be permitted to trade at one time at a location. This is to prevent too many traders at one time whilst giving choice for residents.

- No trading is permitted without the prior approval from the Council.
- Cambourne community events such as (but not limited to) the Food Market, Fete, Fireworks night, are separate from the street trading licence and will need to be booked and paid for separately.

Street Trading Licences will be reviewed annually, and we may ask you to fill in a new application form to ensure your information is up to date or request additional / updated information (e.g. insurance renewal, food hygiene certificate etc.)

All traders must abide to the following:

- All traders should provide their own general waste and recycling bins for their own use.
- All traders must **not** use Council bins to dispose of general waste and recycling – these bins are for the community buildings only. Traders found to be using the bins will be charged for the bins to be emptied.
- All traders should provide their own power source if required. Power is **not** guaranteed at any site and should only be used if approved in writing by the Council, or in an emergency where traders own power source has failed.
- All traders must treat each other with respect. Disrespectful behaviour will not be tolerated by the Council. Any grievances will be taken seriously and could result in a traders' licence to trade in Cambourne being revoked.
- If a trader is found to be ignoring the above, the Council will not hesitate to remove them of their trading rights in Cambourne.

Permitted street trading locations:

- Great Cambourne Cricket Pavilion car park
- Lower Cambourne Cricket Pavilion car park
- The Hub Community Centre car park
- Other locations may be considered if the Town Council owns the area.

Street Trading Fees

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Street trading in Cambourne for car parks owned by Cambourne Town Council for up to 2 days a week:

£252.00	A year
£21.00	A month
£10.00	Day pitch

Community events such as the Food Market, Fete etc. are separate from the street trading licence and will need to be booked and paid for separately.

Please make payment to:

Cambourne Parish Council

Account: 93936082

Sort Code: 20-17-19

Reference: ST + *trading date*

Or set up a standing order with invoice number as reference

I understand and will abide to the conditions set out in this Policy.

Signed: _____