



# CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

## Street Trading Policy

### For Food Vendors in Cambourne

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This Street Trading Licence allows street food vendors and market traders up to 2 days a week trading on Town Council owned land. The Town Council makes no profit on street trading fees. This Street Trading Policy has been adopted by the Town Council in conjunction with South Cambridgeshire District Council (SCDC) [Street Trading Policy](#). In addition, the below policy is to ensure all applications are considered fairly and to ensure all approved traders use Town Council facilities appropriately. This policy applies to the same principles as SCDC Street Trading Policy with regard to consideration of applications for street trading.

- No trading is permitted without the prior approval from the Council.
- A maximum of 6 traders will be permitted to trade at once at a location.
- Determination of an application will be based on the framework and principles stated in the District Council Street Trading Policy.
- Regular traders (a regular trader is someone that trades on the same day, location, time, on a weekly, biweekly or monthly basis) must fill in the day(s) and times they require on the application form. If a regular 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.
- Non-regular (pop-up) 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: It is advised that pop-up traders book dates in advance to avoid disappointment.
- Traders must have a minimum of FSA food hygiene rating score of 5.
- Applications once received will be reviewed by the Town Office in consultation with the Chairman of the Leisure and Amenities Committee and can take up to 21 days to complete. If the Applicant does not agree with the decision of the Town Office, they can appeal against the decision. The application will be referred to the Leisure and Amenities Committee for a final decision. The Leisure and Amenities Committee meet every 2 months and consequently the application may take several further weeks to be decided upon.

**Street Trading Licences will be reviewed annually, and we will require you to fill in a new application form to ensure your information is up to date.**

## 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 Town 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 Town 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 Town Council. Any grievances will be taken seriously and could result in a traders' licence to trade on Town Council owned land being revoked.

## Permitted street trading locations:

- Great Cambourne Cricket Pavilion car park
- Lower Cambourne Cricket Pavilion car park
- The Hub Community Centre car park
- Trading on any other Town Council owned land may be considered on request to the Town Council office.

The Town Council reserves the right to terminate the Street Trading Licence if the applicant does not:

- Adhere to the venue, day(s), times agreed
- Loses its food hygiene certificate
- Does not have suitable insurance cover
- The activity becomes an unacceptable nuisance to surrounding residential properties
- Acts in violation of this policy

## Street Trading Fees

As of 1<sup>st</sup> April 2022, the new street trading fees will come into effect.

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

£252.00	For new applications (first year fee)
£173.00	Renewal (annual fee)
<b>OR</b>	
£21.00	A month (for first year and renewal)
£10.00	Day pitch (non-regular/pop up traders)

Any community events organised or supported by the Council 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: \_\_\_\_\_