



GUILDFORD
B O R O U G H

**STREET TRADING
REQUIREMENTS
AND
APPLICATION FORM**

GUILDFORD BOROUGH COUNCIL

**STREET TRADING LOCAL POLICY
DOCUMENT**

as approved by the Licensing Committee on
5th November 2008

General Advice to Applicants

The Council reserves the right to change all or part of these conditions without notice. For a full and complete understanding of the Regulations mentioned in this communication, please consult the relevant legislation.

Notwithstanding offences against food hygiene legislation, a person who contravenes a condition subject to which his Street Trading Consent was granted shall in addition be guilty of an offence and liable on summary conviction to a fine not exceeding £1,000.

Any contraventions will be considered prior to any further consent being issued. If a person is convicted of an offence then further consents may not be issued.

Further information may be obtained by contacting the Environmental Health Department Tel: (01483) 444371.

Should the application be unsuccessful the fee is returnable.

STREET TRADING : LOCAL POLICY DOCUMENT

I General Conditions Applicable to all Traders

- (1) Under the Local Government (Miscellaneous Provisions) Act 1982, Guildford Borough Council has powers to control street trading activities within its area.
- (2) A street includes any road, footway, beach, or other area **to which the public will have access without payment**. If the public have access to an area without payment then it falls within the control provisions even though it may be privately owned.
- (3) The Council's official consent is required for any person to trade from any of the streets listed as a Consent Street in Appendix 1.
- (4) Trading is prohibited on any street listed as a Prohibited Street in Appendix 2.
- (5) Trading on streets other than those listed in Appendices 1 and 2 does not require special permission from the Council; however, in such cases the trader should obtain permission from the Highway Authority. If trading is to take place for more than 5 days in any 5 consecutive weeks, then the trader must register with the local authority in which the vehicle is garaged or based.
- (6) Applications for consent to trade must be made at least 3 months before the proposed start of trading. Applications must be made on the attached forms and returned to Environmental Health and Licensing Services together with:-
 - ❖ the appropriate fee;
 - ❖ two passport sized photographs of yourself;
 - ❖ 3 copies of a site plan indicating the proposed location in relation to the surrounding area, and the position from which trading will be carried out on a scale of not less than 1:500.
- (7) When considering granting or renewing consents for the High Street preference will be given to registered charities or other organisations operating for limited periods, however consideration will be given to other traders. Consents will only be granted or renewed where the proposed trader meets a need that is not already provided for by High street retailers and can demonstrate that their proposal will significantly add to the town's street-scene and amenity. The name of the registered charity or organisation should be included on the application form (where applicable).
- (8) Trading from lay by is restricted to sites which provide:-
 - (i) Sufficient width to allow vehicles to park and pass.
 - (ii) Sufficient length to allow several large vehicles to park without causing congestion.
 - (iii) A verge (minimum width 1 metre) physically separating the lay by and the highway.
- (9) Each application will be referred to the Highway authority, County Trading Standards Officer, Police, Ward and Parish Councillors, the Cleansing and Planning Divisions and Legal and Democratic Services within this Council in addition to traders and neighbours in the immediate vicinity, for their comment or objections.
- (10) Trading Consent may be applied for at any time during the year. Any objections to the application will be taken into consideration and the consent will be granted or refused accordingly. A Trading Consent will normally be valid for twelve months from

the date of approval. A consent must be renewed annually and may at any time be revoked or varied as the Council sees fit.

(11(i)) Objections are most likely to be raised:-

- (a) Where the trading activity impedes public passage over a highway or otherwise causes a traffic hazard.
- (b) When the trading activity is in breach of Highway Regulations such as on a clearway.
- (c) Where the trading activity is considered as undesirable, for example, where there is a demonstrable risk of environmental harm due to litter, noise or disturbance, or the activity is likely to be visually intrusive to the locality.
- (d) Where the trading activity may cause a disturbance to local residents and give rise to complaints.
- (e) Where the trading activity causes a loss of parking spaces especially in shopping areas.
- (f) Where the trading activity is considered to be detrimental to local traders. For example, (i) where there is already adequate provision at a permanent location within the vicinity, or (ii) where the trading activity could cause the loss of permanently located traders.

(11(ii)) Applications will be favourably viewed:

- (a) Where the trader provides additional services not currently available to the local consumer.
- (b) Where the activity is in keeping with the nature of the area, the goods are of high quality and the stall is attractively built, adhering to the ambience and standards of Guildford.
- (c) Where the activity enhances the amenity of the area.
- (d) Where the activity contributes to the vitality of the area.
- (e) Where a food retailer proposes to use a vehicle or stall which does satisfy the requirements of the relevant Food Hygiene Regulations. **Consents for food traders are unlikely to be renewed where they have been previously convicted for offences under food hygiene legislation.**

II Specific Conditions

- (12) The trader shall indemnify the Council against all costs, proceedings and claims which arise as a direct or indirect result of his presence or activity on the site and shall maintain an insurance policy or policies against such risks and against his own public liability. The minimum insured sum for a vehicle using gas must be five million pounds (£5,000,000) or one million pounds (£1,000,000) in any other case.
- (13) The trader shall produce the insurance policy or policies detailed in condition (12) together with any necessary proof of effective cover before issue of the Consent together with any necessary proof that cover is effective on the date in question to an officer of the Council whenever demanded by him.
- (14) A laminated copy of the Consent to Trade will be issued and must be displayed at all times by the Trader. It must be clearly visible on the front façade of the vehicle or stall.

- (15) The Council provides a purpose-made name-plate showing the number of the consent. Each plate is valid for twelve months and must be displayed from the front façade of the vehicle or stall at all times.
- (16) The name and address of the Trader must be sign-written in large black letters on a white background. The sign should measure not less than 12" x 10" (metric 300 x 250 mm) and be displayed from the front façade of the vehicle or stall at all times.
- (17) The Trader must provide sufficient waterproof litter bins conforming to BS4998 (plastic) or BS1136 (metal). Each bin should be capable of being closed. The refuse must be removed to an approved disposal site at the end of each working day. In addition, the surrounding area must be cleared of any resultant litter by the vendor and must be kept in a clean and tidy condition.
- (18) At least one chemical WC must be provided on sites more than 200 m from a public sanitary convenience. This must be kept clean, should not be emptied on site and the contents must be disposed of to the public sewerage system.
- (19) All stalls, vehicles and trailers must be capable of being easily moved and of smart appearance and sound construction complementary to the area in which they are located. Any stall must be well constructed and maintained in a safe, clean and tidy condition at all times.
- (20) No process or operation shall be carried on which would give rise to a nuisance by reason of noise, vibration, smoke or smell.
- (21) Consent may not be transferred or sold to any other person.
- (22) Signs must not be displayed in or on the adjacent highway.
- (23) Stalls must be constructed from smooth and impervious tubular steel covered and screened at the back and sides using an impervious and easily cleanable material such as PVC sheeting. Open food however may not be sold from stalls.
- (24) No stall, vehicle or trailer should exceed 5 metres in length.
- (25) First-aid materials must be provided in accordance with the Health and Safety (First Aid) Regulations 1981 and must include waterproof dressings.
- (26) All traders who store or use liquefied petroleum gas (LPG) in the course of their business must comply with the requirements given in the Council's guidance document entitled "The Storage and use of LPG in Mobile Catering Units".
- (27) The Vendor shall at all times display a conspicuous and clearly legible Tariff Board on the vehicle or stall showing the Tariff for the goods on sale.

III Additional Conditions for Food Vendors

- (28) Compliance with the relevant Food Hygiene legislation is mandatory for food traders. In this respect applicants should ensure their vehicles or stalls comply with the regulations at all times whilst trading. All traders must ensure compliance with the provisions of any legislation related to the nature of the trade permitted by the consent.
- (29) Catering trailers/vehicles must be made to comply with the structural specifications contained in this document. Examples of purpose made units are given in Appendix 3.
- (30) If the catering unit is to be replaced or structurally altered, then the Consent holder must advise the Council prior to carrying out the works.

- (31) A 9lb dry powder fire extinguisher conforming to BS5423 and a fire blanket must be provided at all times. Further advice may be obtained from the Fire Prevention Officer (tel: 01483 573344).
- (32) All food handlers must attend a Basic Food Hygiene Course, as approved by the Institute of Environmental Health Officers. Further details may be obtained from the Council (tel: 01483 444371).
- (33) At least one healthy meal choice should be provided. Examples of such menus are shown in Appendix 4.
- (34) A refrigerator must be provided for the storage of high risk foods, e.g. meat, fish, cream, eggs. The refrigerator should operate at not more than 5°C. In this respect a thermometer should be provided to enable the temperature to be easily determined.
- (35) Suitable mechanical ventilation must be provided to prevent any build up of grease from cooking fumes.
- (36) A separate stainless steel wash hand basin must be provided, together with a constant supply of hot and cold water, soap, a nailbrush and suitable hand-drying facilities. The basin must be of sufficient size to allow proper hand washing to be carried out. A plastic bowl and a kettle would not be satisfactory.
- (37) A stainless steel sink with a constant hot and cold water supply must be provided for washing equipment.
- (38) Waste water must be collected from washing facilities via sealed traps into containers outside the vehicle and the contents disposed of to a foul drainage system.
- (39) The sale of food intended for immediate consumption must be on a "take-away" basis only. No table or seating facilities shall be provided in or in the vicinity of the stall or vehicle.
- (40) All floor areas must be covered with a fitted non-slip, impervious material free from any joints and sealed at the edges to avoid dirt traps.
- (41) Wall and ceiling areas must be smooth, impervious and all joints properly sealed to provide surfaces that can be effectively cleaned.
- (42) Doors must be flush finished and windows properly decorated and free from ornamentation such as curtains.
- (43) All working surfaces or cupboards must be of laminated plastic or stainless steel construction.
- (44) Handlers of open food must wear clean and washable overclothing. All outdoor clothing, shoes and handbags must be stored in a locker or cupboard.
- (45) All open food must be protected from the risk of contamination, for example with a clean cover or screen.

CONSENT STREETS

The following streets within the Borough of Guildford are designated as Consent Streets for the purposes of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982:-

A25	Ladymead, Guildford, excluding the Ladymead Retail Park serving the retail outlets
A25	Between junction with A246 at Clandon Crossroads, West Clandon and Borough Boundary at Gomshall
A31	From junctions A3/Farnham Road, Guildford to Borough Boundary at Runfold.
A281	Horsham Road, Shalford
A281	The Street, Shalford
A322	Worplesdon Road from junction with Woodbridge Hill, Guildford to the Borough Boundary at Pirbright
A323	Aldershot Road from junction with Woodbridge Hill, Guildford to Willey Green, Normandy - junction with Bailes Lane
A323	Aldershot Road, Ash to Borough Boundary
A323	Ash Street, Ash
A323	Ash Church Road, Ash
A323	Guildford Road, Normandy
D4009	Trodds Lane, Merrow
	Boxgrove Road, Guildford
	Epsom Road from Warren Road, Guildford to junction with Ockham Road South, East Horsley
	Farnham Road, Guildford from junction with Guildford Park Road to junction A3
	Friary Street, Guildford (excluding the pedestrian passageway from Friary Street to River Wey)
	Guildford Road, East Horsley from junction with Ockham Road South to Borough Boundary
	High Street, Guildford, including the Town Bridge but excluding Upper High Street
	London Road, Guildford from junction with Waterden Road to junction with new A3
	North Street, Guildford
	Parkway, Guildford
	Portsmouth Road from junction with Hitherbury Close, Guildford to Borough Boundary at Peasmarsh
	Shalford Road from junction with Millbrook, Guildford to junction with East Shalford Lane, Shalford
	Stoke Road, Guildford from junction with York Road to junction with A25 Ladymead
	Walnut Tree Close, Guildford from junction with Bridge Street to junction with Woodbridge Road
	Westfield Road, Slyfield, Guildford
	Woking Road, Guildford from junction with A25 Ladymead to Borough Boundary
	Woodbridge Road, Guildford from Leas Road to A25 Ladymead

PROHIBITED STREETS

The following streets within the Borough of Guildford are designated as Prohibited Streets for the purposes of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982:-

Alexandra Terrace
Angel Gate

Bedford Road
Bridge Street (including pedestrian subway at junction of Bridge Street and Farnham Road)
Bright Hill
Brodie Road
Buryfields

Castle Hill
Castle Square
Castle Street
Chapel Street
Chertsey Street
Cheselden Road
College Road
Commercial Road

Dene Road
Denmark Road

Eastgate Gardens
Epsom Road (from junction with High Street to junction with Waterden Road)

Farnham Road (from junction with Park Street to junction with Guildford Park Road)
Friary Bridge
Pedestrian passageway from Friary Street to River Wey

Harvey Road
Haydon Place
Hunter Road

Jeffries Passage
Jenner Road

Laundry Road
Leapale Lane
Leapale Road
Leas Road
London Road (from junction with High Street to junction with York Road)

Margaret Road
Market Street
Martyr Road
Mary Road
Milkhouse Gate
Mill Lane
Millbrook (including pedestrian subway between High Street and Millbrook)
Millmead
Millmead Terrace
Moorfield Road, Slyfield
Mount Pleasant

Onslow Street
Oxford Road
Oxford Terrace

Pannels Court
Park Street (including pedestrian subway beneath)
Pewley Hill (from Castle Street to junction with Harvey Road)
Phoenix Court
Portsmouth Road (from Park Street to junction with Hitherbury Close)
Poyle Road

Quarry Street

Sandfield Terrace
South Hill
Stoke Road (from junction with Martyr Road to junction with York Road)
Swan Lane
Sydenham Road

The Bars
The Mount (from Park Street to junction with Mount Pleasant)
The Shambles
Trinity Churchyard
Tungate

Ward Street
Waterden Road
West Road
Wodeland Avenue (from junction with Mareschal Road to junction with The Mount)
Woodbridge Road (from junction with North Street to junction with Leas Road)

York Road
Yvonne Arnaud Theatre Forecourt

Upper High Street

Riverside pedestrian areas on the east side of the River Wey between Friary Bridge and the Town Bridge

HEALTHY MEAL OPTIONS

In accordance with the Council's health promotion programme, it is recommended that at least one healthy meal choice be provided for customers.

Hot Dishes

Low fat sausages Low fat beefburgers) Grilled, these could be served in a wholemeal roll)
Chilli-con-carne or	Lean mince, onion, tomato, red kidney beans. Serve with rice jacket potato
Jacket potato	used with a variety of healthy choice fillings
Suggested fillings	Baked beans (reduced sugar if possible) Chilli-con-carne Cottage cheese or low fat cheddar Low fat coleslaw Low fat grilled sausage Chicken with salad Low fat spread or poly unsaturated (PU) Margarine served separately as a choice to butter
Toasted sandwiches	Low fat spread of PU margarine using wholemeal/granary/high fibre bread
Suggested fillings	Lean grilled bacon and tomato Lean ham and tomato Low fat cheddar Chicken and Mushroom
Soup	Low fat soups, are a good choice

Cold Dishes

Sandwiches and Rolls	As with toasted sandwiches above "Thick bread, thin spread"
Suggested fillings	Tuna and salad Prawn and salad Cottage cheese and chives Low fat cheddar and salad Lean ham and tomato Cooked chicken and salad

It is important that the use of mayonnaise is limited since this is a very high fat product. It could be offered for the customer to add himself as a choice.

Sweet Dishes

If biscuits, cakes or chocolate bars are on sale a healthy choice could be available:-

Fresh fruit
Low fat yogurts
Carrot cake
Apple cake
Plain currant bun
Plain scone

These lists provide some examples as being suitable for street trading, depending on facilities, and were devised by Mrs S Wood of the Heartbeat Award Helpline on behalf of the Health Education Authority, London.