



SHEFFIELD CITY COUNCIL Committee Report

Report of: Chief Licensing Officer, Head of Licensing

Date: Monday 25th July 2016 – 10am

Subject: Street Trading
Application for a Static Street Trading Consent – City Centre

Author of Report: EMMA RHODES

Summary: To consider an application for a Static Street Trading Consent for the City Centre (Devonshire Green)

Background Papers: As attached
[Street Trading Policy](#)

Category of Report: OPEN

**REPORT OF THE CHIEF LICENSING OFFICER,
HEAD OF LICENSING TO THE LICENSING SUB COMMITTEE**

REF No: 63/16

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT
1982**

**STREET TRADING – STATIC STREET TRADING CONSENT –
DEVONSHIRE GREEN, SHEFFIELD CITY CENTRE**

1.0 PURPOSE OF REPORT

1.1 To consider an application for the grant of a Static Street Trading consent for the City Centre.

2.0 INTRODUCTION

2.1 The Council as a Licensing Authority have power under the provision of the 1982 Act to regulate Street Trading in the City.

2.2 A Street Trading Consent is required to trade on any Street (which includes roads, footways, forecourts, or other areas to which the public have access) within the Sheffield City Boundary.

2.3 The Licensing Committee at its meeting of 29th January 2002 passed the following resolution:

1. That under the provisions of schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982:

- (a) all streets (which includes roads, footways, forecourts or other areas to which the public have access) within the Sheffield City boundary, shall be designated consent streets and;
- (b) such street trading designation shall take effect as from the 1st April 2002; and
- (c) all previous designations in relation to street trading will be rescinded as a result of the designation set out above.

2. The effect of this resolution is that from 1st April 2002, it will be an offence to engage in street trading in any street or any other place identified in the above resolution without being authorised to do so by consent from the City Council.

2.4 A Local Authority may attach conditions to a Street Trading Consent. The conditions may include conditions to prevent obstruction of the street and danger to persons using the street or nuisance or annoyance.

2.5 A Street Trading Consent may only be granted for a maximum period of twelve months.

2.6 There is no appeal procedure against the refusal or revocation of a consent. An applicant may, however apply for judicial review of the Council's decision.

3.0 THE APPLICATION

3.1 The joint applicants are Mr Ian Pointon and Mrs Natalie Thomas and a copy of the application and supporting documents are attached at Appendix 'A'.

3.2 The application was submitted on 13th May 2016.

3.3 The application is to sell burritos, falafel, burgers, breakfast sandwiches, stews and casseroles from a catering trailer on Devonshire Green in the City Centre.

3.4 The application was circulated for consultation in the usual manner, to the City Centre Management Team, South Yorkshire Police, South Yorkshire Fire and Rescue, Highways and Planning on 17th May 2016.

3.5 Comments have been received from Lucy Bond, Planning Development Team Manager on the 20th May 2016 that the application does not meet the City Centre Qualitative Criteria for Street Trading. A copy of the e-mail is attached at Appendix 'B'.

3.6 Members are to note that the specific location will be agreed in conjunction with the City Centre Management Team and Highways Department so as not to cause obstruction on the highway to other road users as well as to consider safety of the operator / applicant and consider any events that fall within the City Centre.

3.7 The applicant has been invited to attend the Licensing Committee hearing. Copies of the invites are attached at Appendix 'C'.

3.8 A copy of the hearing procedure is attached at Appendix 'D'.

4.0 REASONS FOR REFERRAL

4.1 The application has been referred to the Licensing Sub-Committee for their consideration as the proposed trading unit does not meet the city centre qualitative criteria. A copy of the qualitative criteria attached to this report at Appendix 'E'.

4.2 Section 3.1.13 of the Street Trading Policy states that all city centre street trading applications must be placed before the Licensing Committee for determination.

4.3 Currently our city centre Street Trading Policy at section 3.1.6 states that specific areas have been allocated for the City Centre and this refers to only specific sites which have been agreed and allocated as suitable. This has been agreed in consultation with the City Centre Management Team and the Planning Department. Currently those site are:

- Top of Fargate – Currently allocated to a trader selling Hot Food
- Bottom of Fargate – Currently allocated to a trader selling Ice Cream
- Outside of Peace Gardens – Currently allocated to trader selling Ice Cream
- Howard Street – Currently allocated to trader selling Coffee
- Tudor Square – Currently allocated to trader selling Hot Food
- Barkers Pool – Currently allocated to trader in the evening selling Hot Food
- Devonshire Green – Site currently available

5.0 FINANCIAL IMPLICATIONS

- 5.1 The Street Trading Policy states that fees will be set and reviewed annually on a full cost recovery basis. The level of fee takes into account the location, duration of consent, the trading hours and articles to be sold as well as the enforcement of terms and conditions.
- 5.2 The current fee for City Centre Street Trading is £1994.00 per annum, if granted payments can be made quarterly if agreed with the Authority.
- 5.3 The applicant has paid the £100 non-refundable application fee which will be deducted from the balance if this application for a static pitch were to be granted.

6.0 RECOMMENDATIONS

- 6.1 That Members consider all the relevant information available and any representations that may be made.
- 6.2 Members are also noted that any applications which fall within the city centre boundary, should also consider the City Centre Qualitative Criteria for Small Trading Stalls that can be found at Appendix 6, pages 38-39 of the Street Trading Policy.
- 6.3 Members should consider all the information provided by the applicant both in their written application and in person at the hearing.
- 6.4 Members are to also note section 2.8 of Street Trading Policy when determining this application, in particular sections 2.8.2
- Public Safety / Highway sections (b) & (d)
 - Appearance of the unit sections (a) & (b)
 - Number of Street Trading Consents (a)

7.0 OPTIONS OPEN TO THE COMMITTEE

- 7.1 To grant the application for a Static Street Trading Consent within the City Centre.
- 7.2 To defer the matter for further consideration.

7.3 To refuse the grant of the Static Street Trading Consent within the City Centre.

Steve Lonnia
Chief Licensing Officer
Head of Licensing
Block C, Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD

25th July 2016

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APPENDIX 'A'

Local Government (Miscellaneous Provisions) Act 1982

Application for a STATIC Street Trading Consent

Notes to Applicant
 All questions must be answered unless otherwise stated.
 If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

*I / *WE HEREBY APPLY to the Sheffield City Council for the grant of a static street trading consent (*delete as appropriate).

A. THE APPLICANT(S)

| | | 1 st Applicant (Mr/Mrs/Miss/other) | 2 nd Applicant (Mr/Mrs/Miss/other) |
|----|--|---|--|
| Q1 | Full name(s) of the applicant | MR IAN POINTON | MRS NATALIE THOMAS |
| Q2 | Applicant(s) permanent private address | 78 BURNCREAVE ROAD SHEFFIELD S3 9DE | 11 |
| Q3 | Date of birth | 29/09/1979 | 25/08/1965 |
| Q4 | Nationality and place of birth | UK | UK |
| Q5 | National Insurance No. | MA 13 43 88 D MA 13 43 | NH 303678 D |
| Q6 | Do you have the legal right to work and live in the UK? | YES / NO Details: <input checked="" type="checkbox"/> YES | YES / NO Details: YES |
| Q7 | Have you ever been refused a street trading consent in this or any other area? | YES / NO Details: NO | YES / NO Details: NO |
| Q8 | Telephone No | 07948392514 | 07505365831 |
| Q9 | Email address | INFO@GLAMPERVANANDBELLIES.CO.UK | 11 |

B. COMPANY DETAILS (if applying as a Corporate body)

| | | |
|-----|--|--|
| Q10 | Name | |
| Q11 | Registered address | |
| Q12 | Registered number | |
| Q13 | Telephone number | |
| Q14 | Email address | |
| Q15 | Please provide details of all Directors (names, addresses, dates of birth and details of any convictions). A separate sheet may be used. | |

C. THE UNIT / VEHICLE

| | | |
|-----|--|---------------------------------------|
| Q16 | Description of unit / vehicle to be used | CATERING TRAILER |
| Q17 | Registration number (if applicable) | — |
| Q18 | Date of first registration (if applicable) | — |
| Q19 | Last MOT and service (if applicable) | — |
| Q20 | Size of vehicle | Height: 3m Width: 2m Length: 5m |
| Q21 | Does the vehicle meet the qualitative criteria? Your vehicle will be inspected prior to granting a consent. | YES. |

D. TRADING DETAILS

| | | |
|-----|---|---|
| Q22 | Details of site to be occupied | CITY CENTRE DEVONSHIRE GREEN OR BARKERS POOL AREA |
| Q23 | Location of pitch: (include site plan to scale) | DEVONSHIRE GREEN OR BARKERS POOL AREA Page 12 |

| | | |
|-----|---|--|
| Q24 | Is this private land? | COUNCIL |
| Q25 | If private, who owns the land and have you obtained consent from them to use the land to trade? | |
| Q26 | Items to be sold | BURRITOS, FALAFEL, BURGERS, BREAKFAST BUTTIES STEW & CASSEROLES |
| Q27 | Specify days of trade | MONDAY - SUNDAY. |
| Q28 | Specify times of trade (use 24 hours clock e.g. 10:00 to 16:00 hours) | 7 AM - 7 PM |
| Q29 | Highways comments attached? | |
| Q30 | Planning comments attached? | |

E. CONVICTIONS / CAUTIONS

| | | | |
|--|---|---|--------------------------|
| Q31 | Have any of the applicants ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? | Applicant 1 Yes [] No [X] | |
| | If the answer is Yes please give full details below: | Applicant 2 Yes [] No [X] | |
| Details of previous convictions and/or cautions | | | |
| | Date of Conviction | Court of Conviction | Nature of Offence |
| | Sentence | | |
| | Applicant 1 | | |
| | Applicant 2 | | |

F. CHECK LIST

The following documents must be attached with this application: (tick)

| | |
|---|---|
| Non refundable fee of £100 | ✓ |
| Your current passport | ✓ |
| Your current drivers licence | ✓ |
| One other proof of identity, showing your name and current address (recent utility bill, bank statement etc) | ✓ |
| Right to work documentation (if applicable) | - |
| Two colour (recent and identical) passport size photographs signed and dated on the reverse as a true likeness. | ✓ |
| If trading from private land, written confirmation from the landowner | - |
| Ordnance survey map of at least 1:1250 scale clearly identify the proposed trading position and its proximity to other similar retail outlets within an 800 metre radius. | ✓ |
| Photographs of the vehicle / unit showing front, side and rear. | ✓ |
| Confirmation in writing that you have consulted with the Highways Department | |
| Confirmation in writing that you have consulted with the Planning Department | |
| Details of any food hygiene qualifications (unless trading in non food items) | ✓ |
| If trading in food, confirmation that the business has a food hygiene score rating of 3 or more. | ✓ |
| Confirmation that your vehicle meets the quality criteria | ✓ |
| Any further information you may wish to submit in support of your application | |

The following documents must be forwarded to us before the grant of your consent:

(tick if enclosed with this application)

| | |
|---|---|
| The remaining quarterly fee or full annual fee. | |
| Certificate of insurance in respect of the vehicle / unit | ✓ |
| Appropriate vehicle test | ✓ |
| Public liability insurance (minimum of £2,000,000) | ✓ |
| Written confirmation that the vehicle meets the Council's food safety standards | ✓ |
| Waste management contract | |
| Declare that you have registered as a food business | ✓ |

G. DECLARATION

WARNING

Paragraph 10(3) of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 gives the following warning:-

"Any person who, in connection with an application... for a street trading consent, makes a false statement which he knows to be false, in any material respect, or which he does not believe to be true, shall be guilty of an offence."

I/We,

- declare that all the information I have given in this application is complete and correct;
- declare that I am over 17 years of age (in cases of individual applicants)
- declare I understand and will comply with the Sheffield City Council Street Trading Consent Conditions;
- undertake to pay Sheffield City Council the relevant consent fee in advance whether demanded or not;
- understand that consents are not transferable;
- understand that the Local Authority reserve the right to make further enquiries with South Yorkshire Police as a result of this application as they may consider desirable; and
- understand that giving false information is an offence and may result in prosecution and / or a street trading consent being refused or revoked:

| | |
|--------------------|--|
| Applicant 1 | Signature: <u>IAN POINTON Ian Pointon</u> |
| | Print name: <u>IAN POINTON</u> |
| | Date: <u>22/04/16</u> |
| | Capacity: <u>OWNER/CATERER</u> |
| Applicant 2 | Signature: <u>N. Thomas</u> |
| | Print name: <u>NATALIE THOMAS</u> |
| | Date: <u>22/04/16</u> |
| | Capacity: <u>OWNER/CATERER</u> |

Please read these notes before completing the application form.

- (a) If there is insufficient room on this form to fully answer the questions; or if you wish to make any further statement in support of your application, please do so on a separate sheet of paper attached to this form.
- (b) None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.
- (c) The Council is under no obligation whatsoever to grant a consent to any person; you will be notified of the result of this application, as soon as possible.

Please return the fully completed form and all attachments to:

**Licensing Service,
 Block C, Staniforth Road Depot
 Staniforth Road
 Sheffield
 S9 3HD**

The Service is open from 10am to 4pm, Monday to Friday. Telephone (0114) 2734264.



11

We are Olive's Kitchen.

We cook good quality tasty food from organic and high welfare sources.

The trailer is powered by solar and gas so no need for any generators causing noise or pollution.

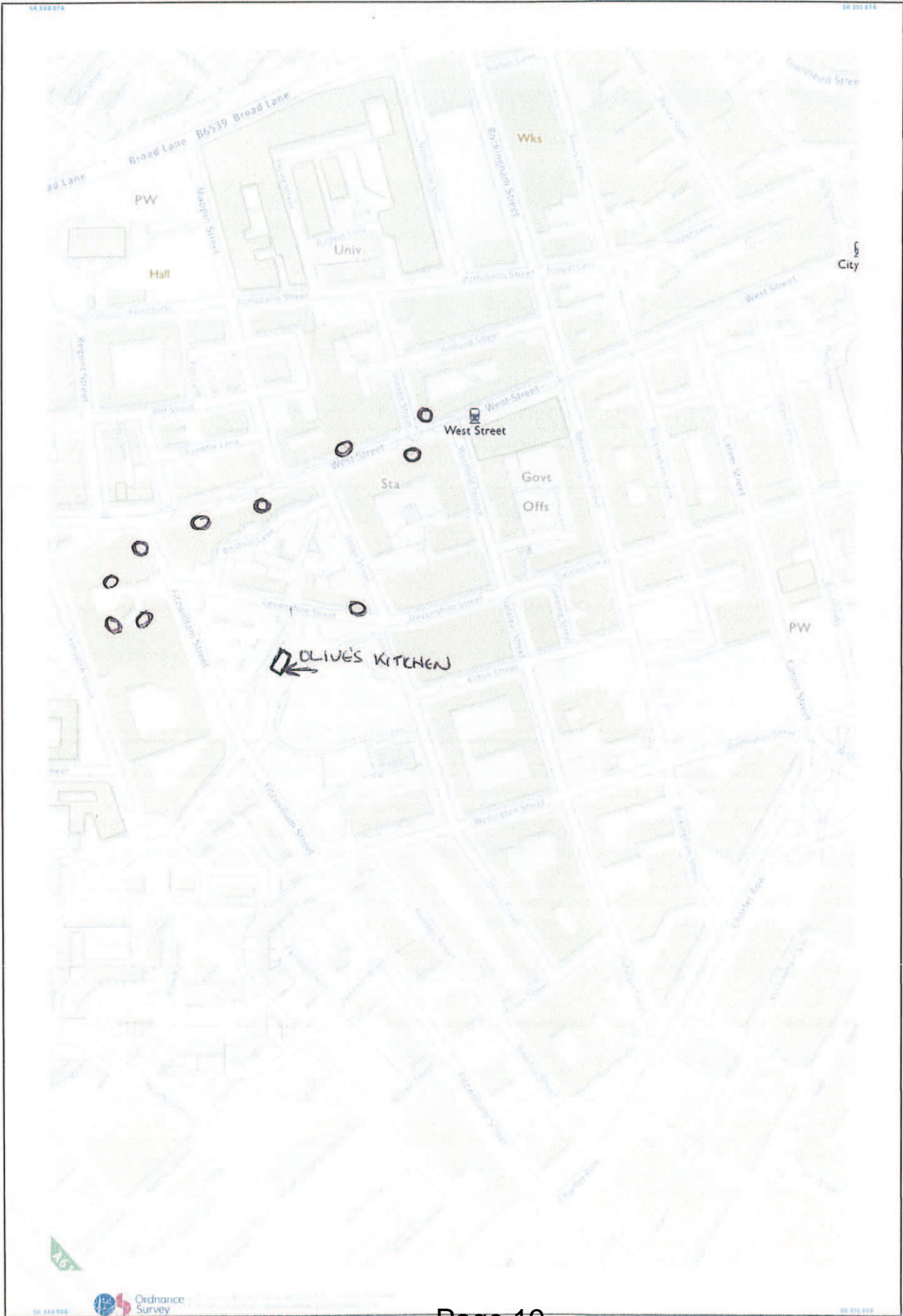
There is no oil or fat waste as this is recycled and used to power our vehicles.

We would really love the opportunity to trade in the city, if the areas we have asked for are not available, if you could please advise where would be suitable.

Thanks Nat and Ian



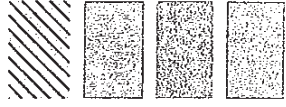




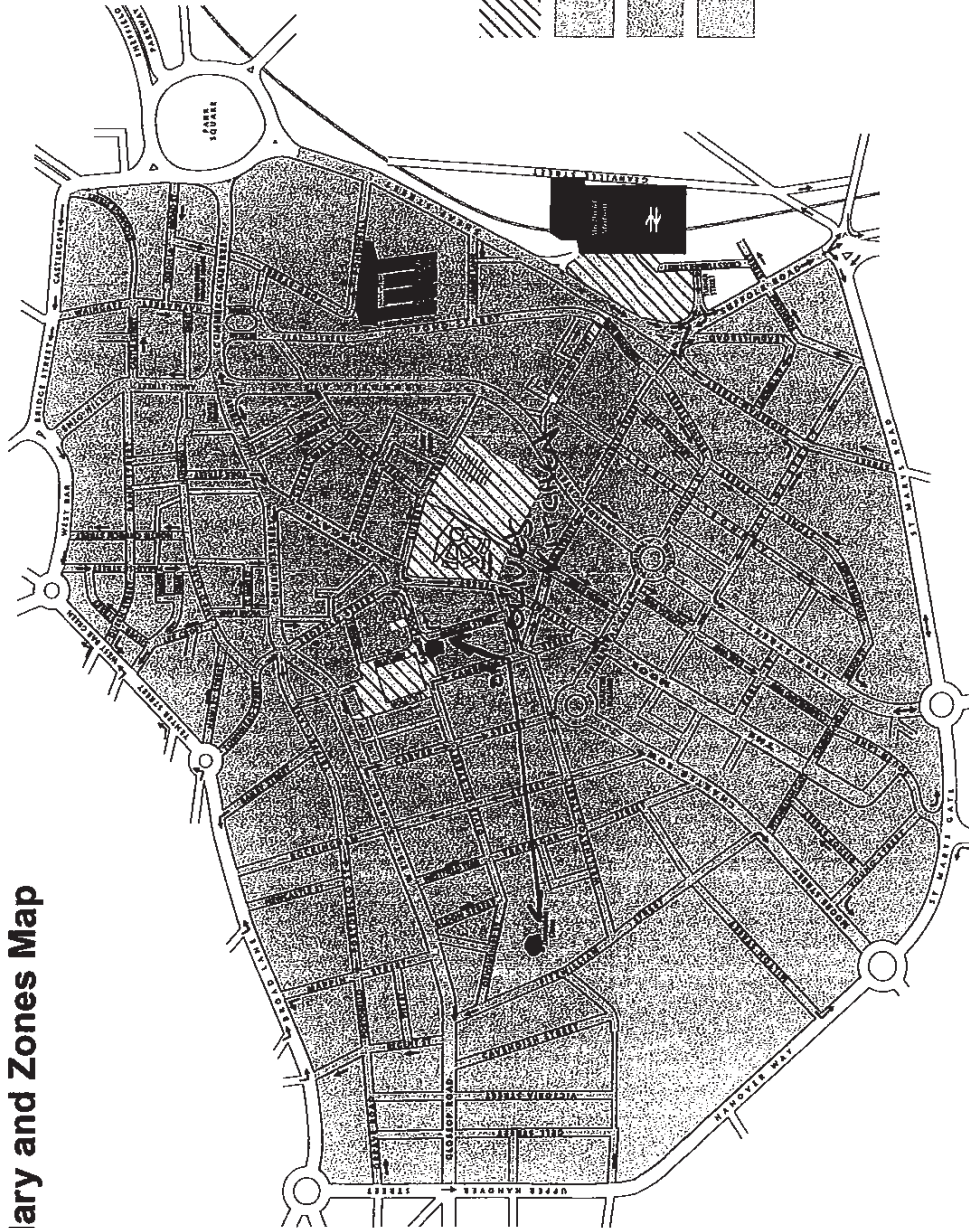


DP4481

Platinum
 Gold
 Silver
 Bronze



**City Centre Management Team
 Boundary and Zones Map**



Level 2 Award in Food Safety in Catering TAN POINTON

has successfully completed a course and
assessment in food safety training at Level 2



Safe Food Handling

[Signature]
Course Director

CPD
CERTIFIED
The CPD Certification
Service
Collective Mark

Date: 12 May 2016
Centre: LINDSD
Certificate Number: GLO20000

This certificate is a recognition of your successful completion of a course of training and assessment which has been registered with the awarding organisation. You are entitled to request a replacement certificate if your original is lost or damaged. Please apply to the awarding organisation for details of the replacement process.

Level 2 Award in Food Safety in Catering

NATALIE THOMAS

has successfully completed a course and assessment in food safety training at Level 2



Safe Food Handling

[Signature]
Course Director

Date: 12 May, 2010
Centre: 11055D
Certificate Number: 61020000

CPD CERTIFIED
The CPD Certification Service
Collective Mark

This certificate is a recognition of your successful completion of the CPD course. The CPD course is a registered course and registration and assessment can be verified by the awarding organisation. You are encouraged to request a replacement certificate if your original is lost or damaged. Please contact the awarding organisation for more information.



Food Standards Agency

food.gov.uk/ratings

Name of business

.....OLIVE'S KITCHEN.....

Date of hygiene rating

.....9^M June 2015.....

Local authority name

.....Sheffield City Council.....

Authorising signature

.....D. Laycock.....

This sticker remains the property of the local authority

FSA/1722/1113





INSPECTION REPORT FOR FOOD SAFETY SERVICE

Sheet One of 2

Legislation covered by inspection: Food Safety & Hygiene (England) Regulations 2013 Food Safety Act 1990 (as amended) Health & Safety at Work etc. Act 1974 Other legislation.....
 Reason for Visit: Inspection/Audit Topic/Partial Advisory Sampling Revisit Complaint

| Business Details | |
|--|--|
| Business Name OLIVE'S KITCHEN | Name of Operator NATALIE THOMAS |
| Address 78 BURNGEGGAVE ROAD SHEFFIELD S3 9DE | Registered Head Office |
| Inspecting Officer Details | Details of Visit |
| Name DOT LAYLOCK | Person Seen NATALIE THOMAS |
| Position EMO | Date 9/6/15 |
| Telephone 0114 2734644 | Areas Inspected MOBILE CATERING UNIT |
| Email dot.laylock@sheffield.gov.uk | Records Inspected SFBS + FOOD HYGIENE TRAINING CERT. |
| Time Start | Time Finish |
| Food Hygiene Rating Score | Type of Business MOBILE |
| 0 1 2 3 4 5 | Samples Taken (specify) |

Comments: Matters Arising (L = Legal Requirement + Timescale and R = Recommendation)
 (CIM=Confidence in Management, FH=Food Hygiene & Safety Practices, S=Structure)

| L/R | CIM/ FH/S | Timescale |
|--|--------------|--------------------------------------|
| L | CIM | PRIOR TO TRAINING OR WITHIN 4 WEEKS. |
| All food businesses must have a written food safety management system in place. I noted that you had obtained and completed the "Saver Food Better Business" food safety management system for retailers. As discussed this is not appropriate for your business. Please complete and follow the "Saver Food Better Business" food safety management system for caterers left at the time of my visit. | | |
| L | FH | |
| The food safety and hygiene practices discussed at the time of my visit were satisfactory. | | |

posted

Action Proposed: Inspection report form left Letter to follow Formal notices(s) Revisit..... Weeks

I have taken note and understand all aspects of work discussed with the Inspecting Officer

Signed Job Title



G I L E S I N S U R A N C E

Public and Products Liability Certificate

| | |
|---|--|
| Name of Policyholder: | Mr Ian Pointon |
| Business Type: | Mobile Catering Trailer |
| Insurance Company: | Aviva Insurance Limited |
| Policy Number: | 24698125CHC/00045378 |
| Date of Commencement of Insurance: | 12th May 2016 |
| Date of Expiry of Insurance: | 11th May 2017 |
| Type of Cover: | Public & Products Liability |
| Limit of Indemnity: | £5,000,000 |
| Subject to the Terms, Conditions and Exceptions of the full Aviva policy wording | |
| Signed on behalf of Giles Insurance Consultants | |
| Neil Giles Cert PFS, Cert CII | |
| <p align="center">Underwritten by, Aviva Insurance Limited. Registered in Scotland No.2116. Registered Office: Pitheavlis, Perth PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority</p> | |

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T 01628 667707 F 01628 669272 E insure@gilesinsurance.net W www.gilesinsurance.net
N.A. Giles Cert PFS – Proprietor
Authorised and regulated by the Financial Conduct Authority (FCA)

APPENDIX 'B'

Crawshaw Michael (CEX)

From: Palmer Helena on behalf of licensingservice
Sent: 23 May 2016 08:55
To: Crawshaw Michael (CEX)
Subject: FW: Devonshire Green / Barkers Pool Street Trading

-----Original Message-----

From: planningdc.cityeast@sheffield.gov.uk
Sent: 20 May 2016 09:09
To: licensingservice
Subject: RE: Devonshire Green / Barkers Pool Street Trading

Licensing,

I refer to the above application.

It is not possible to comment on this proposal without seeing a site plan but my initial view is that this does not meet the city centre qualitative criteria in any event.

Please ask the applicant to provide a scaled site location plan.

Regards,

Lucy Bond
Team Manager
City Centre & East Area
Development Management

Telephone: (0114) 273 4556

We offer an integrated planning and building control service

Websites: www.sheffield.gov.uk/planning or www.sheffield.gov.uk/buildingcontrol

Location: 4th Floor Howden House, 1 Union Street, Sheffield S1 2SH

Apply for planning permission online at: www.planningportal.gov.uk/apply

Apply for building regulation permission online to: buildingcontrol@sheffield.gov.uk

-----Original Message-----

From: planningdc@sheffield.gov.uk
Sent: 17 May 2016 11:13
To: planningdc.cityeast@sheffield.gov.uk
Subject: FW: Send data from MFP07265720 17/05/2016 10:32

APPENDIX 'C'

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982

Street Trading – City Centre Static Street Trading Application – Devonshire Green

IMPORTANT: NOTIFICATION OF A COMMITTEE MEETING

To: Mr Ian Pointon & Mrs Natalie Thomas
78 Burngreave Road
Sheffield
S3 9DE
Email: info@glampervansandbelles.co.uk

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: City Centre Street Trading Consent – Devonshire Green

I refer to the above and the application for the grant of a static street trading consent.

This matter has been referred to the Licensing Committee of Sheffield City Council for determination. Full details are provided in the report enclosed and to the Committee. The Licensing Committee has the authority to decide what action to take in relation to each application.

The Committee has indicated that it expects applicants and interested parties and objectors to attend the meeting.

The meeting in respect of the application will take place on **Monday 25th July 2016** in a Committee Room of the Town Hall, Sheffield, S1 2HH (Pinstone Street entrance) and you are invited to attend at **10:00 am**.

PLEASE NOTE:

I would be grateful if you could confirm that you will be attending the meeting by telephoning the Licensing Office on 0114 2734264.

Steve Lonnia

.....
Steve Lonnia
Chief Licensing Officer
Head of Licensing

Date: 12 July 2016

IMPORTANT: A DECISION IS LIKELY TO BE MADE ON THIS ISSUE WHETHER YOU MAKE REPRESENTATION OR NOT.

Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD. Telephone 0114 2734264. E-mail: licensing@sheffield.gov.uk

The Licensing Service Reception is open from 10.00am to 4.00pm, Monday to Friday. Telephone calls can be taken from 09:00am to 5:00pm.

SHEFFIELD CITY COUNCIL

LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1982

Street Trading – City Centre Static Street Trading Application – Devonshire Green

IMPORTANT: NOTIFICATION OF A COMMITTEE MEETING

To: Lucy Bond
Team Manager
City Centre & East Area
Development Management
Email: planningdc.cityeast@sheffield.gov.uk

LEGISLATION: Local Government (Miscellaneous Provisions) Act 1982

LICENCE TYPE: City Centre Street Trading Consent – Devonshire Green

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Date: 12 July 2016

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Chief Licensing Officer
Head of Licensing

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Licensing Service, Business Strategy and Regulation, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD. Telephone 0114 2734264. E-mail: licensing@sheffield.gov.uk

The Licensing Service Reception is open from 10.00am to 4.00pm, Monday to Friday. Telephone calls can be taken from 09:00am to 5:00pm.

APPENDIX 'D'

SUB-COMMITTEE HEARING PROCEDURE

This procedure has been drawn up to assist those parties attending Street Trading Consent Committee hearings.

1. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
 2. The Chair will ask the applicants and interested parties to formally introduce themselves.
 3. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
 4. Hearing Procedure:-
 - (a) The Licensing Officer will introduce the report.
 - (b) Questions concerning the report can be asked both by Members and the applicant.
 - (c) The applicant/consent holder (or his/her nominated representative) will then be asked to:-
 - (i) detail the application;
 - (ii) provide clarification on the application and respond to the representations made.
 - (d) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the applicant and/or his/her representative.
 - (e) Consultees / interested parties will be invited to present their representations or elect a spokesperson (which may be a Councillor) to speak on their behalf. New representations must not be raised.
 - (f) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the consultees / interested parties.
 - (g) The consultees / interested parties will be invited to sum up. A maximum of 5 minutes will be allowed.
 - (h) The applicant will be invited to sum up. A maximum of 5 minutes will be allowed.
 - (i) The Licensing Officer will then detail the options.
 - (j) There will then be a private session for Members to take legal advice and consider the application.
 - (k) Once a decision has been reached, all parties will be invited to return. The Sub-Committee's decision and reasons will be announced by the Chair.
 - (l) The Sub-Committee's decision will be confirmed in writing to the applicant and those parties who made representations.
- NB: 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.
- 2) The Committee Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

There is no right of appeal against the Council's decision to refuse to grant or revoke a Street Trading Consent.

APPENDIX 'E'

APPENDIX 6 - CITY CENTRE QUALITATIVE CRITERIA

CITY CENTRE STREET TRADING Small Trading Stalls

BACKGROUND

Street activities are an essential ingredient of a vibrant and lively city, and in Sheffield there is a strong demand for legitimate small scale trading pitches. They also offer an opportunity for small businesses to get started with relatively modest outlay.

The widening of footways offers the opportunity to designate more pitches in locations that will add to the attractiveness of the City Centre. In Orchard Square and Meadowhall 'Barrow' style stalls are used extensively, enhancing the colour and vitality of those places.

This scheme is part of the City Council's campaign to make Sheffield City Centre a more attractive and vibrant place. Set out below is the qualitative criteria which forms the basis on which to test applications for the grant of designated small trading stall Street Trading Consent sites within the City Centre.

QUALITATIVE CRITERIA – SMALL TRADING STALLS

GENERAL DESIGN

- There will be no motorised vehicles or stalls etc. permitted as part of this scheme.
- All barrows/handcarts must be capable of being moved on and off site by hand and any vehicles used to bring the barrows/handcarts to the site must be parked, loaded and unloaded off site.
- Good display is an important part of the selling process and top quality presentation encourages purchase and benefits the retailer reputation.
- It is in the best interest of traders to produce a high quality design in their barrows/handcarts. The function of the stall is to identify the trader and add vitality and colour to the immediate area, and reflect the quality, cleanliness and order in their operation. The barrow/stall contributes to the appearance of the street for good or bad, so design matters to everyone who uses the street, as well as the operator.
- Sign writing and scrollwork must be finished to a standard acceptable to the City Council.
- The unit must be visually acceptable to the City Council (this will include the Head of Licensing, City Centre Manager and Planning Service) and be in keeping with the street/area that it is to be located.
- Advertisements on stalls will not be permitted except by permission of the Council in writing and subject to further conditions. The Council shall be the sole judge of what is an acceptable advertisement.
- The Council will reserve the right to not renew any consent where it considers the

product(s) offered by the operator are not in keeping with the requirements of the site and the promotion of the City Centre.

- Non functional elements attached to barrows / handcarts, are not acceptable.
- The general design of the barrow/handcart must meet the requirements of the Council for that location.
- Flame retardant 'skirts' are to be used if necessary, so as to obscure the frame, gas bottle etc. They should be designed to 'unify' the barrow/handcart.
- All equipment, tools, gas bottles etc. must be self contained within the stall/handcart etc.
- Bright colours and a sense of fun are encouraged.
- Finished in flame retardant paint.
- A colour photograph or scale illustration of the proposed handcart must be submitted to the Licensing Service as part of the application process.
- No barrow/handcart should have a frontage greater than 3.0 metres or a width greater than 2.0metre.
- Roofs should be no more than 2.5m above ground level.
- Pitched and curved roofs are encouraged.
- Canopies should be high quality with a feeling of 'permanence'. These could be manufactured from either stretched canvas, or woven material, opaque or light metal materials. Clear plastic awning and extensions to the canopy will not be acceptable.
- Canopies must be maintained and cleaned to a high standard.
- Food traders must ensure that any stall design satisfies the requirement of food safety legislation. Staff must be adequately trained in good hygiene (Basic Food Hygiene Certificate and regular on going training) and records of training must be made available on request.
- Best practise of food hygiene must be adopted by the operator. This covers:
 - Personal hygiene
 - Hand washing
 - Ill health
 - Prevention of contamination
 - Temperature control
 - Temperature monitoring
 - Cleaning
 - Storage and stock rotation
 - Procedures in the event of freezer breakdown
 - Site cleanliness
 - Waste disposal
 - Pest control
 - Quality control
 - First aid facilities
- Food traders must have a minimum food hygiene rating score of 3.

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