

**THE LONDON BOROUGH OF CROYDON
STANDARD STREET TRADING LICENCE CONDITIONS**

**REGULATIONS MADE BY THE COUNCIL PURSUANT TO SECTION 27(3) OF
THE LONDON LOCAL
AUTHORITIES ACT 1990 (AS AMENDED) PRESCRIBING STANDARD
CONDITIONS APPLICABLE TO
PERMANENT AND TEMPORARY STREET TRADING LICENCES**

1 DEFINITION

1.1 In these Standard Conditions, unless the context otherwise requires, the following expressions shall have the following meanings:

1.2 “51%” means 51% of the period of time in a Trading Day.

1.3 “Act” means Part III of the London Local Authorities Act 1990 (as amended).

1.4 “Address and Contact Details” means the permanent address of residence, email address, telephone and mobile telephone numbers.

1.5 “Advertisement” means any word, letter, model, sign, placard, board, notice, whether illuminated or not, in the nature, and employed wholly or partly for the purpose of advertisement, announcement or direction and includes any hoarding or similar structure or any balloon used, or adapted for use for the display of advertisements, and references to the display of advertisement shall be constructed accordingly.

1.6 “Agreement Payment Plan”

1.7 “Animal By-Products” means meat, fish, milk and eggs which are not intended for human consumption including blood, hides, feathers, wool, bones, horns, hoofs and waste water or water contaminated with material of animal origin or blood or other like fluid.

1.8 “Assistant” means a person Employed, and acting under the directions of a Licensed Street Trader to assist him/her Street Trading from a Licensed Street Trading Pitch and whose name and address has been notified to the Council in writing by the Licensed Street Trader.

1.9 “Authorised Officer” means an authorised officer of the Council.

1.10 “Awning” means a sheet of canvas or other material, which projects beyond the structure of the Stall.

1.11 “Council” means The London Borough of Croydon.

1.12 “Employed” means to engage in service or offer assistance, whether or not for gain and references to “Employ” shall be constructed accordingly.

1.13 “Food Stuff” means all food including pre-packed, hot, cold and raw food.

1.14 “Further Conditions” means additional conditions as defined under the “Act” which are added to an individual trader for compliance instead of revocation of a licence.

1.15 “Goods” or “Commodities” means any goods, wares or merchandise for sale or possession for supply at a Stall.

1.16 “High risk food” means food that will support the growth of microorganisms, and food which will not be cooked further before being consumed.

1.17 “Licence” means a Permanent Street Trading Licence or a Temporary/Casual Licence

1.18 “Licensed Street Trader” means any person who is licensed to undertake Street Trading under the Act.

1.19 “Licensed Street Trading Pitch” means the marked limits of an individual pitch in any street at which Street Trading may be conducted by a Licensed Street Trader, and includes any temporary alternative place approved by an Authorised Officer.

1.20 “Name Plate” means the plate issued by the Council upon approval of a person’s application for a Licence or renewing a Licence, displaying a Licensed Street Traders’ name, the names of their Assistants, the Commodities authorised, Licence number and Licensed Street Trading Pitch number.

1.21 “Permanent Street Trading Licence” means a Street Trading Licence valid for one year and not more than three years with the period defined on the Licence.

1.22 “Pitch Limits” means the trading area identified by ground markings on a street or the area stated on the Licence within which a Stall is to be situated.

1.23 “Premises” means any land, building or part of a building.

1.24 “Receptacle” means a vehicle, refrigerated mobile unit, basket, bag, box, vessel, stand, Stall, easel, board, tray or thing which is used (whether or not constructed or adapted for such use) as a container for or for the display of any article or thing or equipment used in the provision of any service or sale or offer or display of Goods for sale.

1.25 “Refuse” means waste which has been generated in the course of Street Trading including fruit and vegetable waste, cardboard that is or is not recyclable, paper, small plastic items and other non-perishable waste.

1.26 “Special Conditions” are such conditions as it is deemed reasonable by the Council to apply to any licence in addition to the Standard Conditions.

1.27 “Stall” means a structure, table, and stand used by a Licensed Street Trader for the display of Goods including trailers and barrows that meets the Council’s approval.

1.28 “Standard Conditions” means these standard conditions.

1.29 “Street Trading” means the selling or exposing or the offering for sale of any article (including a living thing) or the supplying or offering to supply any service in a street for gain or reward and references to “Street Trades” shall be constructed accordingly.

1.30 “Street Trading Licence” means a licence granted under the Act and valid for the period specified on the Licence being not less than six months and not more than three years.

1.1.29 “Suspension” means a temporary stop to Street Trading and references to “Suspend” and “Suspended” shall be constructed accordingly.

1.31 “Temporary/Casual Licence” means a Licence granted under the Act valid for a single day or for such period as may be specified on the Licence not exceeding six months.

1.32 “Trading Days” means the days and times specified on the Licence and references to “Trading Day” shall be constructed accordingly.

1.33 “Waste Management Arrangements” means the segregation, containment, presentation and disposal arrangements the Council has in place for the street where the Street Trading takes place.

1.34 “Young person” means a person who has attained the age of 14 but who has not yet reached school leaving age.

1.35 In these Standard Conditions, words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine gender and vice versa.

GENERAL

2.0 The grant of a Street Trading Licence shall not be deemed to give any approval or consent which may be needed under any Bye-Law, enactment or regulation other than the Act. The Council may add Special Conditions at the grant of a Street Trading Licence. The Council may add Further Conditions where a Licensed Street Trader has breached a Standard Condition or Special Condition as directed under the Act. Any Special Conditions or Further Conditions on a Street Trading Licence will be transferred at renewal to the new Street Trading Licence. Licensed Street Traders and their Assistants must comply with all trading standards and health and safety legislation, including:

- a Goods sold by weight must be sold in metric units;
- b Goods that contravene the Trade Marks Acts; e.g., counterfeit goods must not be sold;
- c All Goods must have a price inclusive of VAT displayed on them, etc.
- d All food Receptacles must be registered with the local authority in whose area the Receptacle is kept and stored.
- e The Council’s Environmental Health Officers must approve all food Receptacles prior to a Licence being granted and subsequently as and when Officers deem necessary and food storage areas will be subject to inspection.
- f A Licensed Street Trader and his Assistant shall comply with all health and safety legislation and where food is sold they shall also comply with all food hygiene legislation.
- g Where compliance notices are issued with regard to health and safety and food hygiene legislation the requirements of the notices must be complied with within the periods stated in the notice.
- h All Licensed Street Traders who sell Food Stuffs from their Stalls must ensure they are registered as a food premises with the Council.

- i Licensed Street Traders and/or their Assistant shall offer all assistance to the Council to verify information provided to it including but without limitation providing their written consent for this purpose where necessary.
- J Licensed Street Traders must ensure that the use and operation of fork lift trucks in association with their business is undertaken in accordance with the rules at Appendix 2 to these conditions.

3 - LICENCES

3.1 The Licence must be carried by the Licensed Street Trader at all times whilst Street Trading produced when requested to do so by an Authorised Officer or police officer.

3.2 A Street Trading Licence shall cease to have effect on being surrendered to the Council by the Licensed Street Trader to whom it was granted. All fees and charges shall be payable up to and including the date of surrender of the Licence.

3.3 A Licence is only effective for the period stated on the Licence.

3.4 A Permanent Street Trading Licence will not be renewed if a Licensed Street Trader is in arrears in respect of any fees or charges or in breach of Condition 18. All Fees and Charges must be fully paid within the financial year and any Permanent Street Trader in arrears during the renewal process will have their Street Trading Licence, not renewed and prohibited from Street Trading from 1st April on a Permanent Street Trading Licence.

3.5 The holder of a Permanent Street Trading Licence to whom condition 3.4 above applies, may apply for a Temporary Street Trading Licence and, if granted, pay the appropriate temporary fees and charges until the arrears are cleared within the agreement payment plan timeframe.

3.6 Succession of a Permanent Street Trading Licence may only be granted if the requirements of the Act are met and the successor meets the application requirements.

4 - POSITION

4.1 The Licensed Street Trader may only trade from the Licensed Street Trading Pitch, unless otherwise directed by an Authorised Officer or in accordance with condition 11.2 . The Council reserves the right to change a Permanent Licensed Street Trading Pitch and allocate an alternative pitch on a temporary basis where one is available until his/her Permanent Licensed Pitch becomes available at the beginning of the next Trading Day. The Council will provide written notice of this change to the Licensed Street Trader as soon as reasonably practicable.

4.2 Where no alternative pitch is available the Licensed Street Trader will cease Street Trading and remove his Stall and Goods immediately where directed to do so by an Authorised Officer. The Council will refund any licence fee to the Licensed Street Trader for the period that the Licensed Street Trading Pitch is not available.

5 - PITCH SIZE

5.1 A Licensed Street Trader shall not exceed the Pitch Limits as marked out. An Awning may be permitted to extend 30 cm (12") at the front of the Pitch Limits but no articles are to be suspended from the Awning beyond the Pitch Limits.

5.2 A Licensed Street Trader shall not cause or permit any Receptacle, part of a Receptacle, vehicles, Goods or other articles whatsoever to project or be placed beyond the Pitch Limits or above the height of three metres (10') from the ground, or store goods on the highway other than in the allocated pitch area or in a storage container.

5.3 The distance above ground level of any part of any roof, Awning, or supports of a Stall or Goods suspended from any of these, shall (unless a dispensation has been granted by the Council in writing) be at least 2.3 metres (7'6") and a maximum of 3 metres (10'). The roof, Awning or any other projection shall be contained within the Pitch Limits unless approved by an Authorised Officer in writing.

5.4 Licensed Street Traders shall not use feeder barrows, feeder vehicles or feeder Receptacles for the display of Goods.

6 - COMMODITIES

6.1 Only those Commodities specified on the Licence may be sold from the Licensed Street Trading Pitch.

6.2 All Goods sold and/or offered for sale must comply with all sale of goods legislation, be fit for purpose and be of merchantable quality.

6.3 The Council shall where possible allocate Licensed Street Trading Pitches selling the same or similar Goods or Commodities not less than a distance of two Pitches from the Licensed Street Trading Pitch

6.4 All Licensed Street Traders shall take away all goods not sold (*including fruit and vegetables*) at the end of each trading.

7 - DAYS AND TIMES

7.1 Street Trading shall only take place on the Trading Days specified on the Licence.

7.2 The holders of Permanent Street Trading Licences shall commence Street Trading or exercise their rights by the market start time specified on their Licence each Trading Day or forfeit their trading rights under the Street Trading Licence on that day.

7.3 Licensed Street Traders and/or their Assistants shall remove their Receptacles, Goods and Stalls (where Stalls have not been provided by the Council) at the end each Trading Day specified on the Licence at the times set out in condition 7.5 below for each of the Council's markets or the time stated on the Licensed Street Traders Licence if earlier.

7.4 The market finish times set out in condition 7.5 below are the latest times that Receptacles and Stalls must be removed from the Licensed Street Trading Pitch to a place of storage off the market. Any barrow, trailer, vehicle or Stall left at a market or any adjacent street may be removed by the Council and taken to a place of storage. Any barrow, Stall, Receptacle, trailer or vehicle removed by the Council from a market or an adjacent street shall not be returned to the Licensed Street Trader until all costs and charges associated with the removal and storage of the same set out in the Council's Markets and Street Trading fees and charges have been paid in full by the owner or the Licensed Street Trader. Any barrow, Stall, Receptacle, trailer or vehicle removed by the Council from a market or a street adjacent to a market may be destroyed if not claimed by the owner or the Licensed Street Trader within 28 days.

7.5 The Trading Days for the Council's markets are as follows:

Surrey Street Market

January to December - Mondays to Saturday 6.00 am to 6.00pm

Other Designated Sites

Weekdays 7.30 am to 6.00 pm.

Saturday 7.30am to 6.00pm &

Sunday 11.00am to 5.00pm.

7.6 All Licensed Street Traders and assistants must observe all parking restrictions/controls in the Council's markets.

7.7 A Licensed Street Trader and assistants shall not leave a vehicle in the street in which he Street Trades when that street is in operation as a market except for the purpose of loading and unloading Goods within the hours permitted in any traffic management order made in respect of the street. Such loading and unloading shall be carried out as soon as is reasonably practicable and the vehicle removed immediately once loading/unloading has been completed to an authorised parking place outside the market. Nothing in this condition permits or purports to permit a Licensed Street Trader to contravene the terms of any parking restrictions or traffic management order that apply to the street.

7.8 No vehicles shall remain on the market area between the hours of 10.00am and 4.00pm during each trading day.

7.9 All market equipment associated with street trading is to be removed from the public highway and any side streets to a safe place of storage.

7.10 All Market Traders and their Assistants shall pay particular attention when setting up early morning to ensure that noise levels, including from the movement of goods or commodities, receptacles or stalls and the use and operation of forks lift trucks, are kept to an absolute minimum and do not cause a nuisance to residents or occupiers in the vicinity of the street trading pitch.

8 - WASTE MANAGEMENT & CLEANSING

8.1 Licensed Street Traders hold a duty of care for all waste arising from their operations and shall comply with the waste management arrangements with regards to the segregation, containment, presentation and disposal of waste materials; e.g., flat packing cardboard, stacking up wooden pallets, placing organic waste in organic waste bins and residual waste in containers. .

8.2 If fish, meat, offal, or any other waste covered under the Animal By-Product legislation is a part of the Licensed Street Traders' Street Trading operations Licensed Street Traders are required to have in place a commercial waste agreement with a registered carrier of such waste. .

8.3 Licensed Street Traders who produce fish waste or any other waste covered under the Animal By-Product legislation as part of their Street Trading operations must provide valid waste transfer notes, confirming their waste carrier, on request from an Authorised Officer.

8.4 All Animal By-Product waste shall be stored in a sealable container approved by the Council's Environmental Enforcement/ Health Officers and be disposed of in accordance with all

requirements under the food hygiene legislation. No Animal By-Product shall be allowed to drain onto the street or into the public drainage system.

8.5 Licensed Street Traders shall keep waste 'Duty of Care' transfer notes or such other proof of the proper disposal of commercial waste as may be required under the waste legislation. All proof of proper disposal should be available for inspection at the Stall during the Trading Day at the request of an Authorised Officers.

8.6 The Council reserves the right to charge a Licensed Street Trader the additional cost of removing Refuse and disposing of it from the Licensed Street Trading Pitch where the Licensed Street Trader is considered to have over generated waste or grossly abused the Waste Management Arrangements .

8.7 All Licensed Street Traders and their assistants shall keep the internal and external environment of their pitch/s clean and clear of any waste, litter, slips, trips and hazards at all times during the trading day and sweep clean the pitch area and its environs free from litter and waste at the end of each trading day.

8.8 All pallets and stillage's (use to carry and store stock or for the purposes of transporting stock around the market area) must be removed from the market after setting up. Traders must remove all pallets and stillage's from the designated storage facilities at the end of each trading day. It is the Traders responsibility to remove all pallets and stillage's and not to discard or dump them on the market area, side streets or designated storage facilities. Any discarded or dumped pallets/stillage's will be treated as fly-tipping and appropriate enforcement action taken against perpetrators including , if proven, prosecution or revocation of the street trading licence.

9 - DISPLAY OF LICENCE NAME PLATE

9.1 Licensed Street Traders shall at all-time display in a prominent position on the Stall a Name Plate.

9.2 No Advertisement shall be displayed at the Licensed Street Trading Pitch which relates to any Goods, Commodities or services other than the Goods offered for sale at the Pitch.

10 - SAFETY OF EQUIPMENT

10.1 The Licensed Street Trader is responsible for ensuring that all electrical equipment used in the Street Traders operations has been tested by a suitably qualified electrician on an annual basis.

10.2 Licensed Street Traders shall produce the original safety certificate for all electrical equipment approved for use on the Stall to an Authorised Officer on request.

10.3 All electrical equipment used at a Stall shall display a safety tag to demonstrate that the equipment has passed the necessary safety test and the date on which it was last tested.

10.4 Licensed Street Traders shall disconnect from an electrical supply when directed to do so by an Authorised Officer. The reasons for this request will be given in writing to the Licensed Street Trader as soon as reasonably practicable.

10.5 Only electrical cables connecting a power supply from a Council owned lamp post to a stall may be suspended over a street. All such electrical cables that are suspended over a street shall have a minimum clearance of 2.3m (7'6") from the footway surface and 5.3m (17'6") from the

surface of the road. Licensed Street Traders shall ensure that electrical supplies are used in a manner that ensures full compliance with all health and safety legislation.

10.6 A Licensed Street Trader shall not use an electrical supply without the Council's written consent or will be subject to the enforcement actions listed in 28.2.

10.7 Licensed Street Traders shall provide to the Council annually a Gas Safety Certificate pursuant to the Gas Safety (Installation and Use) Regulations 1998 for all gas equipment at the Licensed Street Trading Pitch.

10.8 No machinery shall be operated at a Licensed Street Trading Pitch without the written consent of the Council.

10.9 All parts of any machinery that could cause injury shall be covered or fenced in when in use.

10.10 All Stalls or vehicles or parts thereof used for cooking shall be equipped with a dry powder type fire extinguisher, fire blankets and a carbon dioxide fire extinguisher which shall be placed near any electrical installation to the satisfaction of the Fire Service Authority.

10.11 All Licensed Street Traders shall sign and adhere to the Council's electrical safety agreement.

11 - STALLS

11.1 Any Stall deemed to present a risk or hazard shall, at the request of an Authorised Officer, be removed from the market immediately. A Licensed Street Trader shall ensure that any Receptacle or Stall, is safe in its construction, sitting, erection and use and shall not cause injury to any person.

11.2 Licensed Street Traders or their Assistants shall remove the Stall and Goods for so long as may be necessary in the event of extreme circumstances and when reasonably required to do so by an Authorised Officer.

11.3 All Stalls shall be identified with the name of the owner or Licensed Street Trader where they are not already identified by the Name Plate under Condition 9.

11.4 All Stalls shall be of an approved type and shall be kept in a clean condition and in good repair. A Stall shall be repaired and/or repainted within one month of a written request from the Council and shall be repainted in an approved colour at least once every two years.

11.5 A Stall that is or becomes unfit for purpose or beyond repair in the opinion of the Council will be replaced with one fit for purpose within one month of a written request by the Council.

11.6 Fabrics or other sheet material used in the construction of the Stalls, roof coverings, drapes or Awnings shall be rendered flame retardant and maintained in that condition to the satisfaction of the London Fire Authority.

11.7 When preparing or handling high risk food as part of the Street Trading operation the Licensed Street Trader must ensure hot and cold water, or suitably mixed water, soap and facilities for hygienic hand drying are available at all times. . . Waste water must also be collected and disposed of hygienically and must not drain onto the street.

11.9 Food must be stored off the floor at all times

11.10 Food must be stored so to prevent it being contaminated.

11.11 A Licensed Street Trader operating a food business must hold a certificate level 2 in food safety and catering, or an equivalent qualification. Assistants must also hold such qualification or must be trained, instructed or supervised commensurate with the work activity. The Licensed Street Trader must provide valid certificates as above on request from an Authorised Officer.

11.12 A Licensed Street Trader operating a food business must have a written food safety management system, and must be able to prove that the food safety management system ensures food is kept safe at all times, as required by the regulations (Regulation (EC) No852/2004 hygiene of foodstuffs, Article 6 (2) and in accordance with Appendix 1 of these conditions. The Licensed Street Trader must provide a copy of the written food safety management system as above on request from an Authorised Officer.

12 - CONDUCT

12.1 A Licensed Street Trader and/or their Assistant shall ensure that all members of the public or Licensed Street Traders/ Assistants or Authorised Officers or Members of the Council are treated fairly and with courtesy and respect. Licensed Street Traders and/or their Assistant shall not use any form of racist, sexist, homophobic or abusive language or display any materials that can cause offence to a person's race, religion or sexual orientation.

12.2 Licensed Street Traders must not behave in an aggressive manner or commit any acts of harassment (whether racial, sexual or otherwise) against any person

12.3 Where any Licensed Street Trader is convicted of one of the offences described below the Licensed Street Trader's Licence shall be suspended until such time as the conviction is considered by the Council:

- Possession or supply of any controlled drugs,
- Supply of counterfeit goods or dangerous weapons;
- Sale and supply of alcohol unless permitted under a premises licence;
- Being under the influence of drugs or alcohol (only applies if the conviction is related to a time when the Licensed Street Trader was trading at the market);
- Breach of a noise abatement notice served in connection with operation of the Street Trading Licence.
- Any racially or religiously aggravated offence.

12.4 Where an Assistant is convicted of one of the offences described above, the Assistant will have his Assistant Card revoked.

12.5 Licensed Street Traders shall not use or permit the use at the Licensed Street Trading Pitch or within the immediate vicinity, any equipment or apparatus to produce music or other sound, except in connection with the sale of the Commodities specified on their Licence at a volume level that causes nuisance or annoyance to others. A Licensed Street Trader must reduce the level of sound from any device when required to do so by an Authorised Officer.

12.6 Licensed Street Traders and their assistants shall not be permitted to smoke any form of tobacco materials while working on their pitch/s or within the close vicinity of their pitch/s.

13 - INSURANCE

13.1 A Licensed Street Trader shall have public liability insurance, approved by the Council in writing, in the sum of £5,000,000 (five million pounds) in respect of any one event and must produce to the Council on request the current receipt for the payment of the insurance premium. A copy of the certificate of insurance shall be provided to the Council within seven days of a request being made an Authorised Officer.

13.2 If any Licensed Street Trader does not supply a public liability insurance certificate covering the period specified within their Licence and for the amount of cover stated by the Council within seven days of a request being made their Street Trading Licence may be suspended until suitable insurance is in place and a copy of the certificate of insurance provided to the Council.

13.3 Licensed Street Traders must inform the Council in writing and provide an updated copy of the certificate of insurance when any changes have been made to their insurance policy. The Council reserves the right to contact insurance companies for the purposes of verifying the authenticity of any certificate of insurance.

14 - STORAGE

14.1 Licensed Street Traders who Street Trade in Food Stuffs shall notify the Council in writing of any change of address or addresses at which the Stall and any Goods are stored. Such notice shall be given within seven days of such change and the Council reserves the right to conduct an inspection to confirm storage at the address and to ensure that the storage space complies with all relevant legislation.

15 - EMPLOYED ASSISTANTS

15.1 Licensed Street Traders shall notify the Council in writing of the name, address and national insurance number of any Assistant which they Employ on the Stall and details of any change of Assistant or any other relevant information regarding an Assistant shall be given in writing to the Council. Licensed Street Traders are required to provide the Council's Markets Service with two passport size photographs of an Assistant, a copy of a valid passport and proof of address and national insurance number.

15.2 Only Assistants registered with the Council may work on a Stall.

15.3 A Licensed Street Trader shall not employ a Young Person in any capacity in the course of Street Trading unless that Person is registered with a local authority and a work permit has been issued. A written record shall be kept of the hours of work of any Young Person Employed together with the duties performed. This record shall be produced to an Authorised Officer on request.

16 - ASSISTANCE TO AUTHORISED OFFICERS

16.1 A Licensed Street Trader or Assistant shall give immediate assistance to Authorised Officers when requested so to do.

16.2 A Licensed Street Trader and/or Assistant shall not use rude or offensive language or behave in an aggressive manner when dealing with an Authorised Officer or member of the Council.

16.3 A Licensed Street Trader and/or Assistant must not commit any acts of harassment (whether racial, sexual or otherwise) against an Authorised Officer

16.4 A Licensed Street Trader and/or Assistant shall not make offers to bribe, induce or act fraudulently when or in connection with Street Trading at a Council market.

17 - ABSENCES AND SICKNESS

17.1 A Street Trading Licence on deposit with the Council as a result of a sickness of more than four weeks will expire at the 31st of March unless an application for the renewal of the Licence has been submitted to the Council and granted. If the sickness is continued into the renewed period, a new deposit of Licence application will be required.

17.4 The holder of a street trading licence who is an expectant mother may make a deposit of their licence application to the Council by sending it to the Council in accordance with Condition 19. The deposit may be for a period of up to six months. The Council will grant a temporary Street Trading Licence to a registered Assistant who is a suitable person as defined to allow continuity for the business during the period of maternity absence up to a maximum of six months.

18 - PAYMENT OF CHARGES

18.1 A Licensed Street Trader shall pay all Markets and Street Trading fees and charges in connection with his Licence on the dates and intervals specified by the Council upon the issue and/or renewal of the Licence and in the manner agreed as appropriate for payment by the Council.

18.2 A Licensed Street Trader shall use one of the payment methods notified to them at the time of his application for a Licence or renewal of his Licence or as otherwise given in writing by the Council to pay their Markets and Street Trading fees and charges.

18.3 Any Licensed Street Trader who falls into arrears of four weeks or more may be subject to revocation of the Street Trading Licence.

18.4 Any applicant for the grant, renewal or variation of a Street Trading Licence must for at least six months consecutively preceding and at the date of issue of the new, renewed or varied licence, not be in arrears of any payments, fees or charges due to the Council other than housing rent payments..

19 – NOTICES AND CHANGE OF ADDRESS

19.1 A Licensed Street Trader and/or their Assistant shall give notice in writing to the Council of any change of Address and/or Contact Details within seven days of such change. Proof of address will need to be submitted to the Council to substantiate any changes.

19.2 All food businesses must notify the food and safety department of the council of their new address, by letter or by completing a food premises registration form.

19.3 Any notices, letters, applications or other correspondence may be sent to the Council at the following address: The London Borough of Croydon, Regulatory Services, Development & Environment Department, 10th Floor, Bernard Weatherill House, 8 Mint Walk, Croydon, CRO 1EA.

20 ENFORCEMENT

20.1 The Council may prosecute a Licensed Street Trader who contravenes a condition of their Licence and where convicted, the Trader may be liable to a fine not exceeding £1,000.

20.2 The Council may also, in addition to or instead of prosecuting a Licensed Street Trader for contravening a condition of their Licence take one or more of the following steps:

- issue a verbal or written warning;
- issue a Fixed Penalty Notices;
- seize Goods or other materials;
- suspend a Licence;
- revoke a Licence.

20.3 Any Licensed Street Trader convicted of an offence under any legislation may have their Licence revoked.

20.4 Any contravention of the Standard Conditions by an Assistant shall be deemed to be a contravention of these Standard Conditions by the Licensed Street Trader.

20.5 The breach of a Special Condition or Standard Condition by an Assistant may result in the Assistant's registration with the Council to work on a Stall being suspended or revoked.

21 - TEMPORARY LICENCES

21.1 The holders of Temporary/Casual Licence are subject to these Standard Conditions the same as holders of Street Trading Licence with the exception of Condition 17 (Sickness and Absence).

21.2 The holders of Temporary Licence shall report to the Authorised Officer at the market each Trading Day before commencing Street Trading to be allocated a pitch for that Trading Day. The decision by an Authorised Officer to allocate a pitch to the holder of a Temporary/Casual Licence is final.

21.3 The Council reserves the right to withdraw a Temporary Licence without notice, if it is believed that the holder of the Temporary Licence has caused danger to themselves or others. The holder of a Temporary Licence shall cease Street Trading when requested to do so by an Authorised Officer.

21.4 The refusal by the holder of a Temporary Licence to Street Trade from a pitch allocated by an Authorised Officer may result in them not being able to Street Trade on a Trading Day or future Trading Days.

21.5 The issue of a Temporary Licence is without prejudice to the Council's application process for Permanent Street Trading Licences and does not infer a legal right to the grant of a Permanent Street Trading Licence.

Appendix 1

Food handlers hygiene

1 A food handler must not have painted or long fingernails. This poses a risk of contamination. Fingernails should be kept short, clean and free from nail varnish.

2. **Fitness to work**

Staff should be 'fit for work' at all times. This means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety. People who are not 'fit for work' could spread harmful bacteria to food. Any member of staff who has diarrhoea and/or vomiting should report it to their manager immediately and either stay at home or go home straight away. People suffering from these symptoms often carry harmful bacteria on their hands and can spread them to food or equipment they touch. Staff should not return to work until they have had no symptoms for 48 hours.

3 **Cleaning of equipment and structure used for food preparation**

There must be adequate facilities for cleaning and disinfecting work tools and equipment. Provisions must be in place to ensure there is an adequate supply of hot and cold water and be properly connected to the drainage system to ensure that no waste water discharges on to the street.

4 **Drainage**

If a connection to mains drainage is not available, the waste water must be piped direct from washing facilities into sealed containers or tanks, which are cleaned regularly. Waste water should not be discharged into road gullies or onto the ground.

5 **Food safety management systems**

You must examine all food operations carried out within your business, including purchase, storage, handling, preparation, cooking, service and transport, and ensure that at each stage, the food is being treated in a safe and hygienic way.

When you examine your food business operations in this way, you will be able to identify where food safety problems may arise, and ensure that you and your staff have the necessary procedures in place at any critical points, to control these food safety problems.

Examples of hazards you should consider are the presence of harmful bacteria in raw meat, the growth of harmful bacteria in foods stored at room temperature, cross-contamination

between raw and cooked foods, contamination by pests, physical contamination, and chemical contamination.

This close examination of your food business operations, known as a Food Safety Management Procedure is not difficult to carry out and the controls you put in place can be very simple. However, there are leaflets to help you, and if you have any further queries regarding this requirement, please do not hesitate to contact the markets team.

6 Food traceability

As a food businesses operator you should be able to identify the person or business that supplied you with food that is to be sold to others or used as an ingredient in foods that you then sell.

The aim is to establish a system of traceability within food businesses which allows targeted and accurate withdrawals can be undertaken or information given to consumers or control officials, thereby avoiding the potential for unnecessary wider disruption in the event of food safety problems.

Food business operators should be able to identify any person from whom they have been supplied with a food, a feed or any substance intended to be, or expected to be, incorporated into a food.

Food business operators should have in place systems and procedures to identify the other businesses to which their products have been supplied.

7 Food labelling

Food that is placed on the market or is likely to be placed on the market shall be adequately labelled or identified to facilitate its traceability, through relevant documentation or information.

The information required must include the name and address of the supplier, the nature of the product and the date of the transaction. It is also recommended that more detailed information as to the quantity and batch/identification numbers be also kept.

If a food business operator considers or has reason to believe that a food is not in compliance with the food safety requirements he shall immediately initiate procedures to withdraw the food from the market where the food has left the immediate control of that operator and inform the competent authorities.

Where the product may have reached the consumer, the operator shall effectively and accurately inform the consumers for the reason for its withdrawal and, if necessary, recall from customers products already supplied to them.

A food business operator shall immediately inform the competent authorities if he considers or has reason to believe that a food which he has placed on the market may be injurious to health. Operators shall inform the authorities of the action taken to prevent risks to the final consumer.

Appendix 2

SAFE USE AND OPERATION OF FORK LIFT TRUCKS

1. Drivers and operators of fork lift trucks must adhere to the following rules:
 - a Driving at a speed appropriate to the circumstances, with careful consideration of pedestrians.
 - b Look in the direction the operator is travelling, with the view not obstructed by the load.
 - c When travelling without a load, ensure that forks are only 100-150 mm above the ground.
 - d Approach blind corners with care whilst driving fork lift truck.
 - e No horseplay or people standing/riding on the forks.
 - f When parked or not in use, do not leave forks high off the ground or ignition keys left unattended in the truck.
 - g Fork lift trucks not be operated outside the stipulated licensed hours of 9am to 5pm.
 - h Fork lift truck drivers to wear high visibility jackets when operating fork lift trucks.
 - i Use a colleague/banks-person at appropriate times.
- 2 Owners and Operators of fork lift trucks are to ensure that all safety checks are carried out prior to operating the truck and that regular vehicle servicing is carried out by competent mechanics
3. All owners and operators of fork lift trucks are fully licensed and trained in the appropriate safe operation and use of fork lift trucks.

