



20 November 2023

LICENSING AND SAFETY COMMITTEE – 28 NOVEMBER 2023

A meeting of the Licensing and Safety Committee will be held at 6pm on Tuesday 28 November 2023 in the Council Chamber at the Town Hall, Rugby.

Members of the public may view the meeting via the livestream from the Council's website.

Mannie Ketley
Chief Executive

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the:

Licensing and Safety Committee held on 11 July 2023; and
Licensing Sub Committee (General) held on 6 September 2023.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Adoption of the Street Trading Policy and Fees Following Consultation.

PART 2 – EXEMPT INFORMATION

There is no business involving exempt information to be transacted.

Membership of the Committee: Councillors Mrs A'Barrow (Chair), Barnett, Miss Dumbleton, Mrs Garcia, D Keeling, J Keeling, Mrs Robinson, Mrs Roodhouse, Russell, Mrs Sayani, Srivastava and one vacancy

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic Services Officer (01788 533522 or e-mail Linn.Ashmore@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

AGENDA MANAGEMENT SHEET

Report Title: Adoption of the Street Trading Policy and Fees Following Consultation

Name of Committee: Licensing and Safety Committee

Date of Meeting: 28 November 2023

Report Director: Chief Officer – Regulation and Safety

Portfolio: Regulation and Safety

Ward Relevance: All Wards

Prior Consultation: Consultation has been carried out with the trade, the public, stake holders, Highways and the Police. Responses can be seen at Appendix E.

Contact Officer: Emma Payne, Licensing Officer
emma.payne@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: Street Trading is governed by the Local Government (Miscellaneous Provisions) Act 1982. The Act does not currently apply to any areas of the Borough and there is no policy in place for street trading in Rugby. This report considers the

responses received in relation to the Street Trading policy and proposed fees.

Financial Implications:

Income will be generated from the Street Trading fees to cover the cost of providing the service. An income budget will be created from 2024/25 as detailed in 2.6.

Risk Management/Health and Safety Implications:

There are no significant risk management/health and safety implications arising from this report.

Environmental Implications:

There are no significant environmental implications arising from this report.

Legal Implications:

Legal implications are contained within the body of the report, the primary legislation being the Local Government Miscellaneous Provisions Act 1982. The Council undertook meaningful consultation. There is a legal requirement for members to give due consideration to the consultation responses.

Equality and Diversity:

Equality Impact Assessment has been carried out, there are no significant equality and diversity implications arising from this report.

Options:

- (1) Approve the Street Trading Policy and Fees.
- (2) Do not approve the Street Trading Policy and Fees.

Recommendation:

The Street Trading Policy and Fees as set out in Appendix A and Appendix B of the report be approved for adoption on a date agreed by the Licensing and Parking Manager in consultation with the Chair of the Licensing and Safety Committee.

Reasons for Recommendation:

Approval of the Street Trading Policy would enable fair, consistent and equitable trading across the Borough. This would give the Licensing Authority greater control over street trading and would ensure that all traders are subject to the same application, enforcement and conditions.

Licensing and Safety Committee - 28 November 2023

Adoption of the Street Trading Policy and Fees Following Consultation

Public Report of the Chief Officer – Regulation and Safety

Recommendation

The Street Trading Policy and Fees as set out in Appendix A and Appendix B of the report be approved for adoption on a date agreed by the Licensing and Parking Manager in consultation with the Chair of the Licensing and Safety Committee.

1. Introduction

1.1. Street Trading is governed by the Local Government (Miscellaneous Provisions) Act 1982. Under the Act, streets may be designated as prohibited, licence or consent streets.

1.2. The Act defines street trading as selling, exposing or offering for sale any article in a street. The term 'street' includes any road, footway, beach or other areas to which the public have access without payment. This includes freely accessible private as well as public land.

1.3. For the purposes of the Act, the following matters are not deemed to be street trading:

- Trading by a person acting as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871. Pedlars are itinerant traders who travel and trade on foot. Certificated Pedlars are free to trade without consent and may even trade in prohibited streets;
- Anything done in a market or fair; (the exemption applicable to markets applies only to those chartered or statutory markets and where a market has been established under Part III of the Food Act 1984 or other statutory provision). For temporary markets, fairs or events operating on Council land, relevant fees will need to have been paid by the organiser of the market or fair before permission to trade is granted by Rugby Council.
- Trading in a trunk road picnic area as defined in Section 112 of the Highways Act 1980;
- Trading as a news vendor (newspapers and periodicals), trading which is carried on at premises used as petrol filling station or is carried on at premises used as a shop or in a street adjoining premises so used and as part of the business of the shop;
- Selling things as a roundsman e.g. milkman; and
- Trading in a location where members of the public cannot freely gain access;

1.4. Rugby Borough Council has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 which contains provisions in relation to

the regulation of street trading. Councils which have adopted Schedule 4 have the power to designate streets as prohibited, licence or consent streets in relation to Street Trading. Rugby Borough Council has not adopted a Street Trading Policy. It be recommended to Council that the Street Trading Policy and Fees be approved for adoption.

2. Proposal

- 2.1. It is proposed that the Council adopts the Street Trading Policy and fees as set out in appendices A and B. The Policy will ensure that a Street Trading Consent or Licence is required where a trader sells, exposes or offers for sale any article in any non-prohibited street within the Borough to which the public have access without payment. Although there is no legal requirement for the Council to adopt a policy, it is considered best practice. The policy document, as seen at appendix A, serves to outline for street traders the Council's approach to, and its standards for those engaged in, street trading thus ensuring a level playing field across the Borough and consistency with other local authorities locally and nationally.
- 2.2. The consultation of the Street Trading policy and proposed fees ran from 28 September 2023 until 25 October 2023. A copy of the newspaper notice can be seen at appendix C. A copy of the letter to stakeholders can be seen at Appendix D. The responses received can be seen with the Licensing Officer response at Appendix E.
- 2.3. The consultation has given those affected time to read the policy and consider steps they may need to take to comply. The consultation has also given opportunity for comments to be made on how the policy could be improved in order for the Council to implement a fair, robust, clear and well-regulated approach to the licensing of street traders across the Borough. The policy document serves to outline for street traders the Council's approach to, and its standards for those engaged in, street trading thus ensuring a level playing field across the Borough and consistency with other local authorities locally and nationally.
- 2.4. The Act states a district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent. A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this subparagraph, may determine fees differing according to:
 - the duration of the licence or consent;
 - the street in which it authorises trading; and
 - the descriptions of articles in which the holder is authorised to trade.
- 2.5. The proposed fees and charges are set out in appendix B.
- 2.6. The anticipated income is (£8,400) based on an estimated 15 licenses per annum. The Council will review the fees regularly and make any appropriate amendments when necessary. An income budget will be added for 2024/25 as part of the budget setting process.

2.7. The Council's Climate Change and Environmental Impact Assessment and Equality Impact Assessment can be found at Appendices F and G.

2.8. The Licensing and Parking Manager proposes the date of implementation to be 15 January 2024.

Name of Meeting: Licensing and Safety Committee

Date of Meeting: 28 November 2023

Subject Matter: Adoption of the Street Trading Policy and Fees Following Consultation

Originating Department: Regulation and Safety

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A



Street Trading Policy

November 2023

Review:

CONTENTS

1.	Introduction	3
2.	Definitions.....	3
3.	Objectives of this Policy	4
4.	Street Trading within the Rugby Borough	4
5.	Why do we have Street Trading?	6
6.	Key considerations when assessing an application.....	7
7.	Annual Street Trading	10
8.	Temporary Street Trading	10
9.	Roaming/Mobile Street Trading	11
10.	Special Event Street Trading	11
11.	Letting of pitches.....	17
12.	Temporary relocation	17
13.	Fees and charges	17
14.	Applications.....	18
15.	Determining an application.....	20
16.	Insurance	21
17.	Food stalls	21
18.	Disclosure and barring service check (DBS).....	21
19.	Removal of waste	22
20.	Refusing consents	22
21.	Revoking Consents	23
22.	Conditions, complaints and enforcement.....	24

1. Introduction

Rugby Borough Council is the Licensing Authority responsible for considering applications for a range of activities that require a street trading consent under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. Street trading is defined as the selling or exposing or offering for sale of any article (including a living thing) in a street. a street includes a street, highway or other area (e.g. carpark, park, green, pavement) to which the public have access without payment and as such any land adjacent to the street will also fall within the scope of this policy. The definition does not include buildings themselves or commercial premises. Streets located on private land are included within the scope of this policy.

The Licensing Authority aims to avoid duplication with other statutory provisions and works in partnership with other enforcement agencies. Our policy seeks to defend and where possible improve the character, ambience and safety of the Borough's trading environments. It highlights the requirement and standards expected of street traders working and operating within the Borough.

This Policy will guide the Council when it considers applications under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. The Policy operates in line with the Street Trading Order which sets out consent streets, license streets and prohibited streets within the Borough of Rugby.

2. Definitions

'Act' means Local Government (Miscellaneous Provisions) Act 1982

'Authorised Officer' means any authorised officer of Rugby Borough Council.

'Consent Street' means a street in which street trading is prohibited without a consent from Rugby Borough Council.

'Licence Street' means a street in which street trading is prohibited without a licence from Rugby Borough Council.

'Non-established markets' are markets that have not been established in law either by charter, prescriptive rights or by statute.

'Prohibited Street' means a street in which street trading is prohibited. Under no circumstances will street trading be allowed.

'Street' includes any road, footway, lay-by or any other open area to which the public have access without payment.

'Street Trading' means the selling, or exposing or offering for sale, of any article in a street.

'The Council' or 'Borough Council' means Rugby Borough Council.

'Trader' or 'Consent/Licence holder' means the person(s) to whom the Licence has been granted or renewed and includes any other person employed or assisting the principal trader.

'Roundsman' A roundsman is a person who followed the round of his/her customers to take orders and deliver the pre-ordered goods of these customers.

'News vendor' is a reference to trading where:

- The only articles sold or exposed or offered for sale are newspapers or periodicals;
- And they are sold or exposed or offered for sale without a stall or receptacle for them or with a stall or receptacle for them which does not:
 - exceed one metre in length or width or two metres in height;
 - occupy a ground area exceeding 0.25 square metres; or
 - stand on the carriageway of a street.

3. Objectives of this Policy

The objectives of this policy are:

- a) Recognise the important service that is provided by street traders and the contribution they make to the local economy.
- b) Ensure the safety of customers and other persons using the locations where street traders are located.
- c) Balance the needs of the wider community, local community and street traders against the needs of those who may be adversely affected by street trading activities.
- d) Provide consistency and transparency in the way in which the Council deals with street trading.
- e) Ensures fair trading between mobile traders in the Borough.

4. Street Trading within the Rugby Borough

The powers to control street trading within the Council's area are contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, 'the Act', which has been adopted by the Council. Under Schedule 4 of the Act the Council can manage street trading by designating streets as 'consent streets', or 'prohibited streets'. The Council has adopted powers in the Local Government (Miscellaneous Provisions) Act 1982 to regulate street trading through a Street Trading Consent scheme. This policy supersedes, and

takes precedence over, any aforementioned policies.

Attached to this policy is a map of Rugby Town Centre highlighting Licence Streets. Any location of vendors within the Town Centre will be agreed after consulting the Licensing Team and all other responsible authorities.

If the pitch is on private land, to which the public have access without paying, written evidence of the landowner's permission to use that site will also be required as part of the application.

This policy does not apply to:

- Small scale trading from residential properties (for example, garage sales, garden produce, eggs from own private livestock).
- Sale of articles by a charity. Charity sales and collections in the street are regulated under Police, Factories, & c. (Miscellaneous Provisions) Act 1916 by the Council. Charities should contact the Council Licensing Team to apply for a permit.

Street trading consents are issued by Rugby Borough Council. The consents come under the following classifications:

Annual Street Trading

This is a consent that lasts 12 months and enables the trader to trade up to 7 days a week at a particular pitch within the Borough. Temporary trading is preferred within the Town Centre locations. Annual consents are limited to certain locations in the town.

Temporary Street Trading

This type of consent is for short periods of time for a designated pitch in the Borough. No more than 30 consents will be issued per pitch, per year. A temporary consent/licence may be granted for up to 7 days for activities such as street buskers selling merchandise, pop-up stalls etc.

Special Event Street Trading

An organiser of an event will apply to the Council requesting their event to be considered a 'special event' where street trading is taking part at the event and there are more 10 or more consents that require issuing.

The Act in paragraph 1(2) of schedule 4 states that the following types of trade are not street trading:

- A pedlar trading under the authority of a pedlar's certificate granted under the Pedlar's Act 1871;
- Anything done in a market or fair, the right to hold which was acquired by virtue of a grant, enactment or order, unless on a public highway;
- Trading in a trunk road picnic area provided by the secretary of state under section 112 of the Highways Act 1980.
- Trading as a news vendor.

- Trading carried on at a premises used as a petrol station.
- Trading carried on at premises used as a shop or in a street adjoining a shop where the trading carried on is part of the business of the shop.
- Selling things, or offering or exposing them for sale as a roundsman.

Static Trading

A static street trading consent/licence is issued for a trader who remains in one place during trading and who is not positioned on a Prohibited Street in the Borough. This would include food vans and stalls.

Mobile Trading

Mobile consents/licences are issued to those who want to trade from numerous locations for a short period of time around the Borough. In order to meet the criteria for a mobile consent/licence, a trader generally must not remain in one place for more than 30 minutes at a time and not return to the same street within 2 hours. A 'particular length of street/site' should normally be interpreted as being a length of street up to 500 metres long.

Exemption for Individual Charity Stalls with a Street Collection Permit

Individual charity stalls in a street can apply for a street collection permit which allows collecting money for a charitable cause (including through the sale of items). If a street collection permit is granted there is no requirement for a street trading consent.

Indoor Market Areas

Indoor market areas do not constitute street trading as they can be classed as shops which are exempt from street trading legislation.

Buskers

Buskers do not normally require a street trading consent/licence and accordingly are not within the scope of this Policy. However, a street trading consent/licence may be required for those who wish to sell items associated with their performance, for example, CD's or merchandise.

Selling a vehicle on the street

A street trading consent/licence is required where vehicles which are advertised for sale are placed on the highway/street. This includes any vehicle displaying signs that name an individual or business; or displays notices/signs intended to sell the vehicle.

5. Why do we have Street Trading?

Street trading supports the Borough Council's priority to encourage a vibrant and prosperous economy. It provides valuable employment opportunities for local people as well as a seedbed of entrepreneurship, allowing new entrants to test their business skills and ideas in an environment which has a low start-up costs, minimal overheads and existing customer footfall.

Goods on sale in the street provide convenient access to hot and cold drinks, fresh fruit

and vegetables, household goods and other services for local communities, those travelling to work, and the visitors to Rugby Borough. The designation of all streets within Rugby Borough ¹ as consent streets has taken place to ensure:

- Public safety
- Prevention of crime and disorder
- Prevention of public nuisance

6. Key considerations when assessing an application

The following criteria apply to all types of street trading:

Public safety

- The proposed location of the activity should not present a significant risk to the public in terms of highway safety and obstruction.
- Some locations may be considered unsuitable or may require an officer visit before a consent can be issued.
- Applications in respect of sites that have previously been the subject of refusal due to the unsuitability of the location are unlikely to be accepted.

Prevention of crime and disorder

- The proposed activity should not present a risk of crime and disorder to the public.

Prevention of nuisance

- Activities at the pitch must not cause a nuisance or annoyance to neighbouring properties, this includes businesses. Controls must be in place to ensure that nuisance from noise, light, refuse, vermin, fumes, obstruction, littering, and smells does not occur.
- If at any time we receive complaints the nuisance is occurring, we are duty bound to investigate and, if complaints are found to be justified, we may decide to withdraw the consent.

Suitability of the applicant

- Rugby Borough Council will consider any unspent convictions the applicant may have.
- The Council will reserve the right to request a basic disclosure check where the Council deems there is a risk to children and/ or vulnerable people. Examples of circumstances where basic disclosure may be required are ice cream sellers.
- When determining whether an applicant is suitable, we will look at the reliability of the applicant in paying fees and charges based on previous history.

An applicant's history of street trading will also be taken into consideration e.g. whether previous street trading consents have been used appropriately and whether the Council's requirements have been met, including deadlines.

Suitability of the trading stall

- The vehicle, trailer or stall (now referred to as a 'stall' within this policy) to be used should be of a high-quality design, build, add to the quality of the street scene and be adequate for the purpose intended.
- The stall must meet with all the consent conditions.
- The stall may be inspected by an officer from Rugby Borough Council prior to consent being issued.
- Only stalls approved by an authorised officer of Rugby Borough Council can be used.
- The stall will comply in all respects with any legal requirements relating to the activity proposed.
- The stall must be removed each evening, unless it is permitted by the consent.
- Colours should be chosen which are suitable for the surroundings.
- The stall shall be of such a design that it facilitates timely and efficient removal.
- The stall shall be of robust construction and materials that the daily removal will not result in the rapid deterioration in appearance of the unit.
- Stalls and ancillary equipment and stock must be contained within the pitch.
- Prior to any consent being issued or in cases where a consented trader wished to change the stall, prior approval must always be sought from the Council. Proposals must include all display equipment and any attached, projecting or free-standing elements.
- The design and appearance of the stall must be agreed by an officer from the Council before consent will be granted.

Generators

- Generators shall be positioned so as to reduce the length of cabling required to an absolute minimum and to minimise nuisance to local residents or businesses from noise or fumes. Where required, silenced generators or acoustically insulated generators should be sourced.

Advertising

- Advertising should only relate to goods offered for sale on that pitch.
- Third party advertisements are prohibited.
- It is not permitted to illuminate any advertisement on the outside of the stall kiosk without express consent of the Council.
- The use of 'A' boards is prohibited for certain sites (for example, Rugby town centre).

Barriers

- Barriers will only be allowed on a consent pitch where they have been specifically included within the stall's approval.

Hours of trading

Trading hours will be set on the basis of promoting the following purposes:

- 1) Preventing crime, disorder and antisocial behaviour.
- 2) Avoiding nuisance.

- 3) Protecting public safety.
- 4) Preventing obstruction of the highway.
- 5) Having regard to location and operating hours of business activity.

Selling the right goods

The Council will not normally grant a consent for the sale of goods which conflict with those provided by nearby shops. If a street trader has used a location regularly and a shop selling similar goods begins trading in the area, the Council may choose to continue to grant consents to that street trader. The types of goods allowed to be sold will be considered on a pitch-by-pitch basis and specified on the consent.

Anyone wanting to have a stall must clearly state the nature of the proposed goods. The goods must not:

- cause a nuisance or annoyance to nearby properties/ people, including cooking smells, smoke, noise, litter and additional cleansing requirements for the Council;
or
- cause or contribute to crime and disorder – including the selling of fake or counterfeit goods.

Site assessment

In determining whether street trading in a particular area is appropriate the Council will have regard to:

- any effect on road safety, either arising from the siting of the pitch or from customers visiting or leaving;
- any loss of amenity caused by noise, traffic, smell etc;
- existing traffic orders e.g. waiting restrictions;
- any potential obstruction of pedestrian, vehicular or disabled access;
- any obstruction to the safe passage of pedestrians and wheelchair users; and
- the safe access and egress of customers and staff from the pitch and immediate vicinity.

Other criteria

- 1) The consent holder will at no time have the exclusive right to trade from the street or any part of it.
- 2) Street trading can take place in the area outlined in the consent and on days and hours detailed in the consent.
- 3) The consent holder may only trade in goods that are outlined on the consent.
- 4) A copy of the consent shall be made immediately available upon request to an authorised officer of the Council or the police.
- 5) Auction sales shall not be permitted as part of the consent.
- 6) All street trading units will be equipped with safe and adequate lighting for the operation during the hours of darkness.

Failure to comply with any of these requirements may result in refusal to issue consents or withdrawal of consent.

7. Annual Street Trading

An annual consent can last up to 12 months. This consent enables the consent holder to trade up to 7 days a week at a particular pitch within the Borough. Annual street trading consents run from the 1st April until 31st March the following year. Consents can be applied for part way through the year, but they will only run until 31st March.

Filling vacancies and allocation of pitches

The Council will keep a waiting list for annual pitches that are currently occupied. Traders can express an interest in a pitch. The details will be held on a list. The list will be kept in chronological order. Traders will be contacted in chronological order and the first suitable trader will be invited to make an application once a pitch becomes available.

If a trader makes an application, but is unable to trade when a pitch becomes available, the pitch will be offered to the next appropriate trader on the list.

Where there is no one on the on the waiting list for a pitch the Council will from time to time advertise the vacancy for the annual street trading pitch on the Council's website and select the most suitable applicant from those applications.

Surrendering an annual consent

Where the trader at an annual pitch wishes to surrender their consent they must give the Council 21 days written notice. Notice must be sent to Licensing@rugby.gov.uk

Payment of fees for annual pitches

Annual fees are published on Rugby Borough Council's website. The consent will run from the 1st April until 31st March the following year. If an applicant makes an application during this period the consent for an annual pitch will cease on 31st March in the year that it was applied.

Annual consent renewal

Consent holders will be reminded that their consent is due to expire at least 28 days before the expiry date. This is done to assist the trader; the Council accepts no liability if you do not receive the reminder. It is the trader's responsibility to ensure that they have the correct consent and to ensure that they submit their application prior to the expiry of their consent.

Consent holders may submit their application to renew up to one month in advance of their current annual consent running out. Applications for renewal must be received 14 days before the consent is due for renewal. **Failure to do so may result in a renewal not being granted or a delay in you being able to trade.**

8. Temporary Street Trading

Temporary street trading pitches can be in any appropriate location on a consent street. Each application will be assessed on its own merits.

Deadline for applications

New application for a pitch that has not been used before by this trader or a new type of stall is proposed	- 10 working days
Application where the trader has traded at the pitch before with the same stall or is part of a special event	- 5 working days

Payment of fees for temporary pitches

Current fees are set out on Rugby Borough Council's website. For temporary pitches the applicant will need to pay when booking.

9. Roaming/Mobile Street Trading inc. Ice Cream Vans

Consents for roaming street trading will be granted on condition that they allow no more than 30 minutes trading in any 500m part of any one street on any one day and don't return within 2 hours. This reflects the peripatetic nature of their operation. Trading in one place for longer than this will require a temporary or annual street trading consent/licence. The trader must clearly identify the times and dates they wish to trade and in which locations. It is up to the consent holder to ensure that they comply with laws relating to the highway. The Council will generally restrict or amend your consent where the type of goods conflict with other goods for sale in the vicinity. Consents can run for up to 12 months.

Applications must be made at least 10 working days before the consent is due to start.

Payment of fees for roaming pitches

Please see Rugby Borough Council's website for the current fee. Full payment must be made in advance of a consent being granted and in one transaction.

10. Special Event Street Trading

Overview

This Policy recognises that street trading may take place at various events throughout the Borough and aims to promote and support the organisers of events and encourage traders to attend. The Policy recognises that events take place for different reasons, from small scale events for charitable or community purposes to larger scale commercial ventures.

Community and charity events are important in terms of promoting local causes and participation in local matters. The Council should assist organisers of these types of events in order to encourage community engagement. It should also be recognised that commercial events have an importance to the Borough in terms of promoting tourism and

economic growth and that the Council should also assist organisers of commercial events.

It should be recognised that the Council does also have a regulatory role to protect the public and existing businesses at any event.

The decision as to whether an event falls within the non-commercial event or commercial event category rests with the Licensing Authority, with The Chief Officer of Regulation & Safety's decision being final. Event organisers are recommended to contact the Licensing Authority at the earliest opportunity in order to discuss what licences may be required for their event.

Definition

A 'special event' is where there are 10 or more street trading consents to be issued, to the traders at that event, and where the event is organised by a single person/organisation. The organiser must meet certain criteria before an event will be considered a special event. The criteria are outlined in this policy.

Special events can make a significant contribution to the local economy and can attract many visitors and tourists into the Borough.

Once an event has been approved as a special event the organisers will invite applications to be made by street traders wanting to trade at the event. Consents will be issued by the Council to individual traders on successful application to the Council.

Where an application for a special event is made after street trading consents have already been issued for the same location, the street trading consents will be honoured and the special event organiser will be required to allow for the traders in the location and trading hours as set out in their consent.

Non-commercial markets, charity and community events

Whilst the activity may be legally regarded as street trading, trading at charity or non-commercial community events (where the profits from individual stalls/units are donated to either a community-based organisation, an educational organisation or to a charity) will be exempt from the Council's Street Trading requirements, subject to the following conditions;

- a) All traders must be invited to trade at the event by the organisers, and;
- b) The profits from individual stalls/units are donated to a registered charity, community-based or educational organisation. This must be evidenced on request by the licensing team.

Such community and charitable events will normally be organised by a Town or Parish Council, Rugby Borough Council or by a recognised group or charity with aims of engaging with and providing support to the local community.

Any traders (such as traders selling food or refreshments) attending such events for solely

commercial gain may still be subject to the Street Trading policy.

Commercial events, special events and non-established markets

Special/commercial events such as Christmas markets or continental street markets, and all other non-established markets (as defined on page 3 of this policy) require a street trading consent/licence. By written agreement from the organiser, the Council may issue one blanket street trading consent/licence to the person organising the event. This aims to promote events and encourage traders to attend. However in the absence of such an agreement, each individual trader will be required to apply.

If the organiser is to apply, the application must be accompanied by a list giving full details of each trader attending the event. This list must include;

- the name of the trader and trading business
- type of goods for sale
- confirmation that the organiser has ascertained that each trader has the appropriate food business registration if selling food or licence if selling alcohol/providing late night refreshment.

Once issued, a copy of the consent/licence must be provided to each trader by the event organiser and must be displayed by each individual stall holder during the event.

Applying to be considered a special event Commercial events,

Applicants should complete the online special event organiser’s application. All questions must be answered in full. Only fully completed applications can be considered.

Applicants wishing to serve and/or sell alcohol will need to apply for a Temporary Event Notice (TEN). A TEN must be sent to the licensing team (and the police) at least 10 working days in advance of a planned event.

Deadline for applications

All events if there is an increased risk	A list of proposed traders and their proposed locations must be provided no later than 6 weeks before the date of the event.	Any applications received within 10 working days of the event cannot guarantee to be processed. Any changes received within 10 working days of the event cannot guarantee to be processed.
Events involving less than 20 traders	A list of proposed traders and their proposed locations must be provided no later than 10 working days before the date of the event. Applications must be received within 8 days of an event.	Any applications received after 8 working days before the event cannot guarantee to be processed. Any changes received within 10 working days before the event cannot guarantee to be processed.

Applications should be made via the Council's on-line form and the required documentation uploaded as required.

We strongly recommend that all street trading organisers contact the licensing team whilst they are in the planning stages of their event. Applications may have restrictions put on them by the Council such as the number of certain type of trader e.g. food, or the number of total stalls that can be accommodated at the event.

Criteria to be met by event organisers

- The event organiser and the event:
When determining whether the special event application is authorised the Council will take into consideration the past experience the Council has of the event organiser, this will include compliance with conditions and policy, complaints and any other relevant matter. We will also consider how successful previous events have been in supporting to Council objective of having a vibrant and prosperous economy.
- Minimum of 10 street trading consents to be issued:
To be considered a special event a minimum of 10 street trading consents must be issued to traders at this event. Having 9 or less traders can still be applied for, but will be considered temporary street trading.
- What makes an event 'special':
The Council expects a 'Special Event' to benefit the Borough and support the Council's objective of having a vibrant and prosperous economy. In order to encourage more visitors and promote a greater visitor spend in our Borough the Council expects these special events to be more than a market. As well as street trading stalls we would expect the event to normally include some sort of entertainment, attraction or promotion to encourage visitors to the event and surrounding area. The amount expected will be proportionate to the size of the event and determined on a case by case basis. If the Council believes that this has not been done adequately the application may be refused.

Rugby Borough Council would like to attract a variety of events to the Borough and to ensure that the events are varied. Restrictions may be put in place to reflect this limiting the number and certain types of stalls e.g. the number of food and drink stalls at a garden festival.

- Event management plan:
An Event Management Plan for the event must be provided to the Council well in advance of the event but no less than 6 months before the event.

It will be necessary for some event organisers to attend the Safety Advisory Group (SAG) to discuss the plans with the appropriate authorities.

The deadline for the submission of the Event Management Plan will be set by an Officer of the Council based on when the SAG is and other appropriate factors. Where the event organiser is attending the SAG a deadline for the final version of the EMP to be provided will be set by the SAG. The Event Management Plan must include:

- 1) Health and safety risk assessments for the event.
- 2) Traffic management details, including evidence that a road closure has

- been obtained (if appropriate).
- 3) Organiser insurance details compliant with this Policy.
 - 4) Fire safety provision.
 - 5) Details of medical, ambulance and first-aid management.
 - 6) Major incident planning (emergency planning).
 - 7) Structures, barriers, electrical installation and lighting (where appropriate).
 - 8) Details of sanitary facilities.
 - 9) Details of waste management, e.g. whether additional street cleansing is required.
 - 10) Consideration of the impact of noise and vibration.
 - 11) Protection of children and vulnerable adults at the event
 - 12) A plan and stall layout.
 - 13) Any other factor as prescribed by the SAG.

Failure to provide a satisfactory Event Management Plan within the deadline set may result in refusal or withdrawal of the special event status.

- Attendance at the Safety Advisory Group:
If it is deemed appropriate for the details of the event and the EMP to be taken to a SAG the organiser must attend a SAG meeting. Where actions are agreed the organiser must put these in place and the EMP be amended accordingly. A copy of the amended EMP must be provided to the Council by the deadline set by the officer or the SAG. Failure to comply with the recommendations set out by the SAG may result in a special event status being withdrawn or refusal of the event

- Public liability insurance:
The event organiser must have in place Public Liability Insurance cover to a value no less than £5 million. The Council reserves the right to require a higher cover if it is deemed necessary. You are required to produce evidence of such insurance.

Failure to provide proof of insurance for the duration of the event will lead to a special event not being authorised or authorisation being revoked

- Marketing:
Appropriate marketing for the size of the event must be undertaken by the event organiser.

- Financial viability:
The applicant must show the financial viability of the event through a business plan which identified the costs of the event, any income through sponsorship and how costs are to be received. Any income and expenditure from previous events will also evidence financial viability.

- Map:
A map showing the location of the stalls must be provided at least 6 weeks before the event for events involved more than 2,000 people and for events involving less than 2,000.

The quality of the map required will be agreed with the licensing authority depending on the event and location. For smaller events with 20 stalls or less a map is required at least 10 working days before the event.

- Making the event a special event:
Organisers need to make sure that it is a special event and not just a market. Details of how you are going to make the event a special event must be included in your special event application. The exception to this is when an existing market is moved to accommodate another event.
- Notification to local residents and business:
The event organiser must notify all local (within the immediate vicinity of the event) businesses and residents of the event at least one month before the event is planned to go ahead. This notification must give details of the event, details of any road closures, any impacts that the event may have on the residents/ businesses, and how they can get involved in the event should they wish. Event organisers must notify the Council which businesses and areas they have notified for an event and provide a copy of the notification to the Council. The Council may extend the businesses and area if it is deemed necessary.
- Environmental Impact:
The event organiser application form will include a request to provide information about the impact of the proposed street trading activity on the local environment and the plans being put in place to minimise the environmental impact of the event.

Bidding for special events

To ensure a fair and transparent method of event organisers booking events, organisers should apply to the licensing team using a special event application form for events by 1 April before the calendar year the event is to be held in. The application process will ensure that the best events for the Borough with the best organisers will be chosen to trade in the Borough. Applicants that wish to be considered during the bidding process must submit a complete online Special Event Organiser application form including all the relevant documents. The applicant must provide all the information they wish to be considered as part of the bidding process, information will not be accepted after the closing date of bids.

Applications will be accepted after the bidding deadline, however, if the dates are already in use, the Borough is saturated with special events, a similar event has already been booked in or other relevant factor the special event application will be rejected. Incomplete applications will not be considered as part of the bidding process. The appropriate application fee must also be included with the application, this is non-refundable on cancellation of the event. The application must be submitted as stated in this policy. Bids received after the bidding process will be judged on a first come first served basis. No bookings for the following year will be taken until the bidding process has been completed.

During the bidding process a number of factors will be considered including:

- Organiser's past performance in organising previous events
- Previous compliance
- Economic benefit
- Complaints and compliments

- Financial viability
- Ability to meet deadlines

This list is not exhaustive and other relevant factors will be considered.

Consent fees for special events

The fees are set out on the Council's website.

Special event applications

Applications must be made online. Where applicants want to submit extra documents as part of the bidding process they must send the information to Licensing@rugby.gov.uk

All information must be correct and complete. Where misleading, incorrect or incomplete information is provided the application may be rejected.

11. Letting of pitches

Sub-letting pitches

Consent holders are not permitted to sub-let the pitch they are allocated under any circumstances.

Re-letting pitches

Street traders must make full use of their consent. The local authority will assess whether a consent holder has made a full use of their consent. Street traders shall notify the Licensing Team in circumstances where, and for whatever reason, they do not intend to make use of their consent, and notification should be made in advance. Consent holders must inform the Licensing Team of the date upon which they intend to resume trading. In circumstances where the date is not known, consent holders must give appropriate notice of their intention to resume trading. Where no prior notification has been received and in circumstances where the Council is satisfied that the consent holder is not making full use of their consent it may re-let the street trading pitch to another trader. Multiple street trading consents may be granted to different applicants for the same site provided specific trading days/ periods are applied for.

12. Temporary relocation

When a pitch becomes unsuitable, the Council will relocate consent holders where suitable alternative street trading pitches exist. The Council may consult with the highway authority to identify suitable alternative pitches for the purpose of relocating the displaced street trader.

13. Fees and charges

Rugby Borough Council set fees and charges for street trading. All fees will include all of

the allowable charges to cover the cost of administering and any inspection or compliance check costs. These fees are split into Application Fee and Licence Fee.

The consent/licence holder will be required to return all street trading documentation with a written explanation as to why they have ceased trading. No refund will be paid for a surrendered consent/licence.

Please visit www.rugby.gov.uk/streettrading to find out what the current fees and charges are for street trading.

14. Applications

All applications will be considered on their individual merits taking into account all relevant matters. Consents will not normally be granted where:

- Enforcement action is pending or has previously been undertaken against the applicant
- The holder is currently in arrears with any charges
- The location is unsuitable
- The stall will be in proximity of a shop selling similar goods
- The activities are likely to cause a nuisance or annoyance to neighbouring properties
- The applicant is unsuitable
- An applicant has failed to appropriately use previous consents
- The stall is unsuitable
- It causes or contributes to crime and disorder

This list is not exhaustive.

Who can apply?

To apply for consent a person must be:-

1. An individual or business.
2. 17 years of age or over.
3. Legally entitled to live and work in the UK.

Making an application

All applications must be made on the Council's prescribed application form. The application must be completed in full with all the required information before it will be considered. Applicants can apply online by visiting www.rugby.gov.uk/streettrading.

The application must be accompanied by the following documents:

- a) Public Liability Insurance certificate for at least £5,000,000 public liability (and if required, employers liability) cover.
- b) A description of the stall or a photograph if available.
- c) Where the proposed trading is from a specified location, a location plan showing the proposed location of the street trading site. This map should clearly identify the proposed location by marking the site boundary with a red line.

- d) Basic Disclosure and Barring Service (DBS) check or access to the DBS update service for you or any assistants if requested by the licensing team.
- e) Where the application is to trade on private land (which is not licensed as a Consented Premises) written confirmation of authority to trade on the land.
- f) Proof that the applicant, and any assistants are entitled to work in the UK. Under the immigration Act, introduced in 2016, the Home Office granted new duties for local authorities to deal with illegal workers and those who employ them. Anyone employing illegal workers, (those without the right to be working in the UK) can be fined up to £20,000 per illegal worker. The applicant is required to check the residency status and right to work of anyone who is employed to trade under the street trading consent. Any trader found to allow an illegal worker to work as part of their trading activities is likely to have their street trading consent revoked.

Once the application is complete and has been accepted, the Council will either:

1. Grant the consent as applied for.
2. Grant the consent with conditions or a variation to the application.
3. Refuse the consent.

Where a consent is refused the Council will notify the trader in writing detailing the reason for refusal.

Receipt of application and fees

An application will be treated as being received only when the relevant application and all the necessary supporting evidence has been received and the relevant fee has been paid. The application must be completed in full. Incomplete applications will be rejected. Failure to follow the application process may result in the consent being refused or delayed. Applicants are encouraged to submit their applications in plenty of time of the trading date to ensure that if there are any problems they can be rectified or discussed before they intend to trade.

Consultation

Before a street trading consent is granted the Council may decide it is appropriate to consult with various people or groups. The Council will consider relevant representations.

The licensing team may consult the following people before issuing a consent:

- Warwickshire Constabulary
- Highways Authority
- Relevant services at Rugby Borough Council e.g. food team.
- Fire and Rescue Service.
- Trading Standards
- Any other person or body deemed necessary.

Information obtained from these people/bodies will be considered during the application process and will help determine whether a consent should be granted.

In addition to the above, further consultations may be carried out with property owners

and occupiers in the vicinity of the proposed site who may be affected by the application. This consultation may require the Licensing Authority to notify the relevant property owner/occupiers in writing, or by requiring the applicant to erect a notice at the proposed site for the consultation period. If the applicant is asked to carry out this further consultation and does not carry this out to the Council's satisfaction, the application may be refused.

Only written representations will be taken into consideration when determining an application. The Council will take into account any representations made by a person, business or body that is likely to be directly affected by the application. In addition, the representation must not be vexatious or frivolous and should concern itself only with matters likely to be affected by a successful application.

The consultation period for new and renewal applications may run for 28 days. This allows time for the responsible authorities to consider the application and respond to the consultation. Responses received after this period will only be considered at the discretion of the Licensing Authority.

Licensing officers will advise consultees of any relevant history and information in relation to the applicant, including any relevant information that may be received during the consultation period.

15.Determining an application

How the Council makes its decision

The Chief Officer of Regulation & Safety may determine all applications for street trading consents under delegated powers. Where the intention is to refuse an application or put an application before Committee it will be at the discretion of The Chief Officer of Regulation & Safety in consultation with the Chair of the Licensing Committee.

Where the application is referred to a Sub-Committee the applicant will be offered the opportunity to make representations. Such representations would be made within the representation period of the date given to the applicant as the date by which s/he could notify their wish to make representations. Where no representations are forthcoming within the notified timescales The Chief Officer of Regulation & Safety may proceed to make a decision under full delegated powers.

Where the application is to go before the Sub-Committee, the applicant, who will be expected to attend, will be advised in writing of the date time and place when the application will be heard. The applicant can be represented by a solicitor or supported by a colleague and translation provision will be provided if requested.

A report will be prepared to be presented to the Licensing Sub-Committee regarding the application. The report will be made available to the applicant at least 5 days before the date of the meeting. When considering the application the Sub-Committee will ensure that all persons receive a fair hearing.

Local Members shall be offered up to 14 days to request that an application be bought

before the Sub-Committee for determination when the Licensing Service Manager is minded to approve but the Members consider that there are local concerns about the application.

16. Insurance

The Council will accept no liability for the street trading activities undertaken by the consent holder(s). Evidence of suitable public liability insurance (minimum value of £5 million) will be required from the applicant covering the period they wish to trade.

The insurance must be maintained throughout the period of the consent and the consent will be revoked should the insurance be cancelled or breached or its sum altered as to provide less than the minimum value.

If the insurance is due for renewal during the period covered by the consent, it is the responsibility of the consent holder to provide the Council evidence that public liability insurance is continuous for the period of the consent.

17. Food stalls

All food businesses must be appropriately registered with their local authority. Certain low risk businesses are exempt from the hygiene rating scheme, so will not require a hygiene rating, however the Licensing & Parking Team may contact other internal council departments to ensure adequate compliance with food law. Other low risk food businesses (the decision of what is classed as a low risk business will be determined by the Commercial Regulation Team), may be considered safe to trade whilst awaiting inspection by their local authority or in other circumstances. All other traders that sell or provide food must have a national food hygiene rating of a 4 or 5. Where a rating drops below a 4 whilst a consent is in place, consent may be withdrawn. Applicants and consent holders should notify Rugby Borough Council of any changes to their national food hygiene rating. If food safety is found to be below the specified standard, consent will be withdrawn until the issues are resolved.

18. Disclosure and barring service check (DBS)

The Council may ask you to apply for a basic disclosure to ensure that you are a suitable applicant. For information on how to apply for a basic DBS check please visit <https://www.gov.uk/government/publications/basic-checks>. If you are asked to provide a disclosure and barring service check as part of your application any assistants working during the duration of the consent will also need to provide a check.

We will not accept DBS checks that are more than 3 months old at the time of the

application. Applicants that regularly apply may want to consider the DBS update service

19. Removal of waste

The trader must provide at least one suitably sized waste container. The Consent holder is responsible for disposal of refuse and must not use Council, highway or other waste bins. The Consent holder has a duty of care to dispose of the commercial waste lawfully. Commercial waste must not be disposed of in the domestic waste stream, it is not permitted for traders to take waste home and dispose of it in domestic bins.

There must be no disposal of liquid waste down drains or onto the pavement, road or grassland. This includes waste cooking oil as it leads to blockages, odour vermin problems and can pollute watercourses. Such action could result in prosecution. Waste oils should also not be disposed of with rest of the catering or kitchen waste.

Section 111 of the Water Industry Act 1991 makes it illegal to permit any substance, which may interfere with the free flow of the sewerage system, to pass down any sewer or drain connecting to a public sewer. All wastewater from trading vans sinks must be collected and disposed of correctly.

20. Refusing consents

The Council may refuse to grant a consent. Decisions of the Licensing and Safety Committee and rights of appeal in relation to Street Trading Consents & Licences will be in accordance with the provisions set out in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. Where an application is to be referred to a Committee, an applicant (and if relevant any persons making written objections) will be informed of the decision to refer an application to the Licensing and Safety Committee and notified of the date of the hearing of the application.

The applicant can be represented by a solicitor, or supported by a friend or colleague. The Licensing and Safety Committee will call a Sub-committee comprising 3 members, none of whom may be ward councillors to the area under the application, and will follow a set procedure that will be notified to the applicant in advance of the meeting, along with an officer report that will be presented at the meeting.

In determining the application, the Licensing and Safety Sub-Committee will consider presentations from the applicant, any person or organisation making an objection and the Council's Licensing Officer. Applicants and persons making objections to an application should notify the Council's Democratic Services Section at least five working days in advance of the meeting of any witnesses they intend to call and details of any evidence (written, photographic or other material or media) they intend to present at the hearing.

Where objections have been raised to the granting of a Street Trading Consent or Licence the Licensing and Safety Sub-Committee will consider the objections or representations made. Only persons who have raised relevant objections to the application will be allowed the opportunity to address the Licensing and Safety Sub-Committee and ask questions relating to the application.

The Licensing and Safety Sub-Committee will consider all the evidence presented to it during the hearing and members may ask questions of the applicant, officers and persons making an objection (if any). After hearing the evidence presented to it, the Licensing and Safety Sub-Committee will retire and come to a decision on the application. When a decision has been reached the Sub-Committee will inform the applicant of their decision. The decision of the Licensing and Safety Sub-Committee will be confirmed in writing to the applicant within 5 working days of the meeting at which the application was considered.

The Regulatory Services Sub-Committee will endeavour to ensure that, when considering an application that all persons get a fair hearing through:

- a) Considering each case on its merits.
- b) The use of this Policy to consider applications as appropriate.
- c) Dealing with the application in an impartial manner.
- d) Ensuring that the rules of natural justice are applied at the hearing.
- e) Give equal time to those to make their representations and ask questions at the hearing.

Further Rights of Appeal

There is no right of appeal to the Magistrates' Court against decisions of the Council in relation to street trading consents under the Act. A person aggrieved by a decision of the Licensing Authority or the Licensing and Safety Sub-Committee may make an application to the High Court for Judicial Review of the decision. There are strict time limits for making such applications. For further information about the potential grounds for Judicial Review and the procedure for making an application, applicants should seek legal advice from a solicitor as soon as they receive notice of the decision of the Licensing and Safety Committee.

If an application is refused either at grant or renewal of a Street trading Licence, any person aggrieved may appeal to the Magistrates' Court against the decision so long as the reason for the decision falls within one of the categories designated under paragraph 3(6)(d)–(g) of the Act. There is no right of appeal where refusal is based on grounds in 3(6)(a)–(c) of the Act. A right of appeal must be exercised within 21 days of the date when the decision to refuse a licence was notified to the applicant or licence holder.

21.Revoking Consents

Where, during the course of the consent/licence, there are any charges, police

investigations, and/or convictions against the consent/licence holder or nominated assistant, the consent/licence may be revoked with immediate effect. A consent or licence may also be revoked for any other reasonable cause. A consent/licence may also be revoked for any of the grounds listed at paragraph 5(1) of Schedule 4 of the Act. The Council shall not be liable in any circumstances whatsoever to pay any compensation to a consent/licence holder in respect of any revocation.

In the event that a further application for a street trading consent/licence is made following revocation of a previous consent/licence the matter will be passed to the Licensing and Safety Sub-Committee for a determination.

Failure of the trader to advise the Council within 7 days in writing of any charges, police investigations and/or convictions or cautions which arise during the term of the licence may result in refusal to grant any future applications.

Where two consent/licence holders are investigated due to complaints of breaches of conditions or arguments over trading times and areas, both consent/licence holders will be expected to fully participate in mediation. Where issues persist or mediation is refused the Council may consider enforcement action or referral to the Licensing and Safety Sub-Committee for a consideration of the matter and a decision on whether to apply additional conditions, revoke or renew consents/licences for either or both parties.

The Council holds the right to ask traders causing a nuisance to cease the activity that they are conducting and leave the area.

If a street trading Licence is revoked, any person aggrieved may appeal to the Magistrates' Court against the decision so long as the reason for the decision falls within one of the categories designated under paragraph 3(6)(d) – (g) of the Act. There is no right of appeal where refusal is based on grounds in 3 (6)(a) – (c) of the Act. A right of appeal must be exercised within 21 days of the date when the decision to refuse a licence was notified to the applicant or licence holder.

22. Conditions, complaints and enforcement

General conditions will be attached to every consent. Additional conditions may also be attached relating to the type of the consent given. Failure to comply with conditions may result in enforcement action, revocation of your consent, and refusal to grant further consents on application.

Complaints will be fully investigated in accordance with the Council's Complaints Policy and consent holders will be expected to liaise with the Council to resolve them. Substantiated complaints may result in a consent being revoked and refusal to grant further consents on application.

The Council may at any time vary the conditions of a street trading consent/licence. Should conditions change during the consent/licence time the amended conditions would come into force once the consent/licence is renewed.

Offences

Decisions regarding enforcement action will be made in accordance with the Council's enforcement policy.

A person commits an offence if they:

- a) Engage in street trading in a prohibited street.
- b) Engage in street trading in a consent street without first obtaining authorisation from the Council.
- c) Contravene a condition imposed on a consent.

Any person guilty of such an offence will be liable, on conviction at a magistrates' court to a fine of up to £1,000.

Relevant Case Law

Kempin (T/A British Bulldog Ice Cream) v Brighton & Hove Council [2001]

This case determined that a roundsman was someone who delivered pre-ordered goods within a locality; and on this basis an ice cream salesman driving around an area was not a roundsman because he/she would not be delivering pre-ordered goods.

West Berkshire DC v Paine [2009]

This case determined that if the trading took place in an area where the public had access without payment (even if the public did not go there) it was a "street" and would require a licence to trade there.

An Equality Impact Assessment on this policy was undertaken on **24 May 2023** and will be reviewed on when necessary.

Proposed Street Trading Fees 23/24

Type of Fee	Application cost £	License cost £	Total cost £
Street Trading License (annual)	157	848	1005
Mobile License (annual)	157	552	709
Temporary 7 day License	157	159	316
Special Event License	91	23	114
Replacement Consent	19	0	19

Notes

1. The application cost includes all costs in relation to processing of the application and the license cost relates to other tasks undertaken during the period of the license and in relation to street trading licenses.
2. As this is a new process, in the absence of historical data, costs have been based on officer estimates of the amount of work involved in each process and estimated number of licenses to be received

Classified

TELEPHONE 01527 588688 FACSIMILE 01527 584371

PUBLIC NOTICES

PUBLIC NOTICES



RUGBY BOROUGH COUNCIL STREET TRADING POLICY AND FEES
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
STREET TRADING POLICY AND FEES

NOTICE is hereby given that Rugby Borough Council, in exercise of its powers under Sections 3 and 4 of the Local Government (Miscellaneous Provisions) Act 1976, has determined that the fees charged for the licensing of Street Traders should be as specified below:

Proposed Street Trading Fees 2023/24

Type of Fee	Application cost	License cost	Total cost
Street Trading licence (annual)	157	818	1005
Mobile Licence (annual)	157	552	709
Temporary 7 day licence	157	139	316
Special Event Licence	9	23	114
Replacement Consent	9	0	9

The draft policy can be viewed on the council's website at www.rugby.gov.uk/streettrading

Any objections to the above policy and/or fees should be sent to the address below, stating the grounds thereof, by the 25 October 2023. Objections can be submitted by post to: Street Trading Policy and Fees Licensing, Rugby Borough Council, Town Hall, Eveux Way, Rugby, CV21 2FR. Objections may also be sent by email to: licensing@rugby.gov.uk

A copy of this notice is available for inspection free of charge at the Town Hall, Eveux Way, Rugby, CV21 2FR, during office opening hours (9am to 5pm, Monday to Friday) or on the council website: www.rugby.gov.uk/consultations

RECRUITMENT

Rugby Salvation Army Community Programme Manager

15hrs per week @ £14.5?ph
 Please apply via: <https://bit.ly/3RqHljt>
 For further information contact:
rugby@salvationarmy.org.uk

Part Time Workshop Assistant

Required for busy family run car repair garage in Leamington Spa

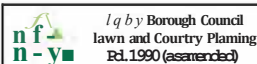
Working hours are
 Monday to Friday 8.00 until 13.00
 paid at minimum wage

Job role is predominantly as MOT assistant, with some smaller roles adopted also.

Must have full clean driving license

Preferred application by email:
crescentgarageltd@gmail.com

PUBLIC NOTICES



Rugby Borough Council
Law and Country Planning
Rd.1990 (amended)

Application Number **RII/0596**

HEATH FARM, SCHOOL STREET, CHURCHOVER, RUGBY, CV23 6EG
 Replacement dwarf wall and erection of a wooden pergola

This development may affect a Listed Building. This development may affect a Conservation Area

Application Number **RII/0722**

23 HIGH STREET, RUGBY, CV21 1BG
 Proposed Change of Use of First floor above existing second floor to create x8 1 bedroom Apartments (Use class C3).

This development may affect a Conservation Area

Application Number **RII/0919**

LAND SOUTH OF MILLERS LANE, WEST OF THE DENBIGH ARMS, CV23 0RJ
 Demolition of existing structure and erection of new field shelter

This development may affect a Conservation Area

Members of the public may inspect copies of the application, the plans and documents submitted with it online at www.planningportal.rugby.gov.uk or in an electronic form at: Town Hall, Eveux Way, Rugby, CV21 2FR between the hours of 9.00 am and 5.00 pm Monday to Friday until 19 October 2023. Please note a planning officer would not be present. If you wish to make an appointment to discuss the application, please contact the case officer.

Any person who wishes to make representation to the above mentioned Council about the applications should make them online - www.planningportal.rugby.gov.uk (search for application number and select comment) - or in writing by that date to: Chief Officer - Growth and Investment, Town Hall, Rugby, CV21 2FR

If an application is determined by the Planning Committee, members of the public may have the opportunity to speak at the meeting. More details about public speaking are available from the Council or on-line at www.rugby.gov.uk/speakingatplanning

For householder or minor commercial applications, in the event of an appeal against a refusal of planning permission, dealt with on the basis of representations in writing, any representations made will be sent to the Secretary of State, and there will be no further opportunity to comment at the appeal stage.

Nicola Smith
 Chief Officer - Growth and Investment

FEES WURN LECROFT
 SWITZERLAND
 Pursuant to the Trust Act 1925
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 Bedrose, 3 Cowley Road
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pat.bullivant@bullivantmedia.com

Please ask for	Emma Payne
Direct Line	(01788) 533 533
E-mail Address	licensing@rugby.gov.uk
Our ref	Street Trading
Date	27 September 2023

Dear Sir/Madam

Street Trading Policy and Fees Consultation

The Council is currently working to introduce a Street Trading Policy and Fees. The Licensing Safety Committee and Council have reviewed the draft policy and proposed fees and have approved them for the purposes of consultation.

The consultation will seek to engage the trade, the public and stakeholders. Approval of the Street Trading Policy would enable fair, consistent and equitable trading across the Borough. This would give the Licensing Authority greater control over street trading and would ensure that all traders are subject to the same application, enforcement and conditions.

The draft policy and fees can be accessed from the Council's Website: <http://www.rugby.gov.uk/streettrading>.

The consultation period will last for a period of 28 days commencing from 28th September 2023. Please let us have your comments on the policy and fees on the above link by **25th October 2023**.

The trade, the public and stakeholders are offered this opportunity to offer their views on this, and we undertake that careful consideration will be given to every view received.

I look forward to hearing from you. The Council values your opinion and your taking part in the review process is appreciated. If you would prefer to reply by email, please email your response to licensing@rugby.gov.uk.

Yours faithfully



Emma Payne
Licensing Officer

Email Received	Response Sent
<p>From: [REDACTED] Sent: Monday, October 23, 2023 8:51 PM To: Rugby Borough Council Licensing <licensing@rugby.gov.uk> Subject: Street trading policy and fees consultation</p> <p>Dear Emma Payne</p> <p>Regarding the new street trading policy and fees we have a few points that we would like clarifying please.</p> <ol style="list-style-type: none"> 1. Regarding rent we currently pay Rugby First weekly would we have to continue doing this as well as paying for a street trading licence as this would be a huge increase for us to try to cover . 2. Electric we currently plug into the clock tower for power and pay Rugby First only for the days we are using the electricity. Would this continue to be the case. 3. Do we have to apply for the consent to trade on our current pitch by the Clock Tower or will our licence be granted automatically as this is what we were told at our last meeting . 4. When we are ready to retire do we have to just hand back our licence and walk away as in the past the trailer /buisness/goodwill could be sold and licence transfered to new owner . <p>As this is what happened when we took over 20 years ago and since then we have been working to build a buisness that would be sold on to provide our pension.</p> <ol style="list-style-type: none"> 5. Would we still be located in the same position at the Clock Tower. <p>If you could please clarify these points for us thank you</p> <p>Regards [REDACTED] Adees Spuds.</p>	<p>From: Rugby Borough Council Licensing Sent: Wednesday, October 25, 2023 4:33 PM To: [REDACTED] Subject: RE: Street trading policy and fees consultation</p> <p>Good afternoon both,</p> <p>Thank you for your email, please see below answers to your enquiry:</p> <ol style="list-style-type: none"> 1. Rugby First will not charge rent for the pitch in the Town Centre. 2. Electricity will be taken over by the Council, usage will be back charged to the individual user. 3. There will be an application form for a consent / licence depending on where you wish to trade. These application forms will be available on our website should the Policy be adopted. 4. If the licence is no longer required, it should be surrendered back to the Council. Other traders can apply for the licence to which a full consultation will be undertaken with partner organisations. 5. There is no guarantee of location of the traders and the location is subject to change. <p>Regards, Emma Payne</p>
<p>From: [REDACTED] Sent: Tuesday, October 24, 2023 9:16 AM</p>	<p>From: Rugby Borough Council Licensing Sent: Wednesday, October 25, 2023 4:33 PM</p>

To: Rugby Borough Council Licensing <licensing@rugby.gov.uk>

Subject: Re: New Licensing Proposals

Hi Emma,

After reading the first draft for the new Street Trading Licences I have several concerns.

- Is the amount stated for the annual licence the whole charge for the year OR do we still have to pay some form of rent to Rugby First. It is unclear in the initial proposal
- Where are the Street Trading pitches for ourselves to be sited. The map is inconclusive.
- Where do we get our electricity from in order to trade, how is it to be calculated and if so who do we pay it to.
- I understand the street trading licence runs annually from 1st April -31st March but when is the new licence operational from and will we automatically be granted the licence due to our many years of trading in Rugby.
- Will notification be given when the licence is up for renewal in order for continuity of trading.
- I am concerned that when I decide to retire I cannot introduce a successor to you for the pitch but merely walk away after 30 years + of trading. If a member of my family wanted to take on the running the pitch they would not be considered due to the list that the Council will be now compiling. This was always a consideration previously included.

Hopefully these concerns can be clarified.

Yours sincerely

To: [REDACTED]

Subject: RE: New Licensing Proposals

Good afternoon both,

Thank you for your email, please see below answers to your enquiry:

1. Rugby First will not charge rent for the pitch in the Town Centre.
2. There is no guarantee of location of the traders and the location is subject to change.
3. Electricity will be taken over by the Council, usage will be back charged to the individual user.
4. There will be an application form for a consent / licence depending on where you wish to trade. These application forms will be available on our website should the Policy be adopted. Each application will be considered on its own merits.
5. Yes, a reminder will be sent prior to the licence expiring to renew the licence to which a full consultation will be undertaken with partner organisations.
6. If the licence is no longer required, it should be surrendered back to the Council. Other traders can apply for the licence to which a full consultation will be undertaken with partner organisations.

Regards,

Emma Payne

<p>Mr G's Catering</p> <p>[Redacted]</p>	
<p>From: [Redacted] Sent: Tuesday, October 24, 2023 9:17 AM To: Rugby Borough Council Licensing <licensing@rugby.gov.uk> Subject: Re Emma Payne Licensing Officer</p> <p>Hi Emma</p> <p>As you know we have traded for many years at Rugby and have been waiting for a new licence for some time. I have just read the new licensing proposal form and have a couple of questions.</p> <p>Is the new Street Trading fees the only payment we will have to make regarding rent. Does this mean we no longer have to pay our rent to Rugby First ?</p> <p>As we use electricity, how do we pay for this? Are we still to get our supply from the Clock Towers.</p> <p>If this licence proposal goes through Wednesday 25th October when does my application have to be in by ?</p>	<p>From: Rugby Borough Council Licensing Sent: Wednesday, October 25, 2023 4:33 PM To: [Redacted] Subject: RE: Re Emma Payne Licensing Officer</p> <p>Good afternoon [Redacted]</p> <p>Thank you for your email, please see below answers to your enquiry:</p> <ol style="list-style-type: none">1. Rugby First will not charge rent for the pitch in the Town Centre.2. Electricity will be taken over by the Council, usage will be back charged to the individual user. The supply locations will remain the same at the current time.3. There will be an application form for a consent / licence depending on where you wish to trade. These application forms will be available on our website should the Policy be adopted. We will let you know the date of implementation and you will be invited to apply for the licence. <p>Regards,</p> <p>Emma Payne</p>
<p>From: [Redacted] Sent: Wednesday, October 25, 2023 12:52 PM</p>	<p>From: Rugby Borough Council Licensing Sent: Wednesday, October 25, 2023 4:33 PM</p>

To: Rugby Borough Council Licensing <licensing@rugby.gov.uk>

Subject: Comments on Street Trading Policy and Fees Consultation

Dear Sir/ Madam

Please find below my comments/ observations on the Street Trading Policy and Fees Consultation dated September 2023.

I reply in my capacity as Business Manager for Rugby First Limited. I wish to make clear that the comments/ observations below have not been approved by the full board due to shortness of time. I also make it clear that we agree a new Street Trading Policy is very much needed and I wish the contents of this email to be seen positively- I only seek to ascertain the impact, if any on Rugby First Limited.

The fees themselves I make no comment on except to ask if payment by instalments would be available to those applying for an annual Street Trading Licence. £1005 being a large sum for some traders to pay all at once.

Page 3- Definitions- I understand that the proposed streets where a licence will be required are Market Place, Sheep Street and High Street and the rest of the streets in the Borough will require a Consent. Is this correct? The map I have provided with does not appear to show any streets which are deemed "Prohibited Streets" within the Borough, please confirm if this is correct.

Page 5- The Annual Street Trading Licence is only available in certain locations in the town- once again the map I have been provided with does not show these. I am therefore concerned that our current street traders, (trading on Market Place), will only be able to apply for a Temporary Trading Licence which the proposed policy says is "preferred within the town centre". The current street traders have been there a number of years and have made investments both in terms of capital equipment and in building goodwill. They deserve some level of protection for the pitches they have worked hard to establish. These regular traders are not going to find applying for a Temporary Street Trading Licence an attractive business proposition and the fear would be that they would move their businesses elsewhere to the detriment of footfall in the town centre.

To: [REDACTED]

Subject: RE: Comments on Street Trading Policy and Fees Consultation

Good afternoon [REDACTED]

Thank you for your email, and we appreciate your support on this matter. Please see below answers to your enquiry:

1. Payment in instalments will not be available to applicants. This is the licence fee which must be paid prior to grant.
2. You are correct in that Market Place, Sheep Street and High Street will require a licence. The rest of the Borough will require a consent and there are currently no prohibited streets.
3. Regarding page 5 query, annual street trading is a consent (or licence if located in Market Place, Sheep Street or High Street) that lasts 12 months and enables the trader to trade up to 7 days a week at a particular pitch within the Borough. This location is applied for by the applicant and considered on it's merits. Although Temporary Street Trading is preferred in town centre locations, it is not a necessity and each application will be considered on it's merits.
4. Electricity will be taken over by the Council, usage will be back charged to the individual user.
5. The traders will pay a licence fee, not the 'rent' they currently pay Rugby First.
6. Regarding page 6 query, the Licensing Team currently issue and regulate Street Collection Permits. This will link in with the Charity Stalls and we would have already had ongoing discussions with applicants for their Street Collection Permits. Rugby First will be consulted on where necessary for applications/queries to ensure members of the public / stall holders remain safe and protected. Should Rugby First have an concerns relating to Street Trading in the Town Centre,

Two of our current street traders use electricity how would this be paid for? Rugby First pay for an electricity supply in Market Place and are billed monthly for it's use. How is this going to work going forward?

Is it proposed that the street traders carry on paying Rugby First as they do now? If not, this has an impact on our income as a company.

Page 6- Who is going to regulate how many Charity Stalls are allowed in the town centre at one time and monitor this? Who will decide where they are located and ensure that this is safe and appropriate? Currently Rugby First deal with applications for charity stalls and ensure they are located in a safe area and our Rangers and CCTV teams monitor them. Will Rugby First have any input under the new policy?

How does this proposed new policy impact on Rugby First Limited and its ability to deliver events in the town centre? The draft policy does not appear to differentiate between town centre and Borough so I am unsure whether this part of the policy will affect us or not. I would be grateful if you could clearly state how it will. Without a clear understanding of the implications, I am unable to raise any formal objections, but the following are some concerns:

Rugby First Limited as the BID company has, as part of its mandate, an obligation to Levy Payers to run events in the town centre. We have been granted a Premises Licence to cover us for events. Is this now to be superseded, and are our events to be deemed "special events" under the terms of the proposed new policy?

If our events are to be classified as "special events", the implications are extremely serious for us. For example, on page 16 it suggests there will be "Bidding for special events". Whilst I accept absolutely that we all want to see the best possible events being run in the town both in terms of quality and footfall and, most importantly for us, bringing measurable economic benefit to our businesses, potentially we will not be able to fulfil our mandate if we are being asked to compete. How are our core events such as Bikefest, Food and drink, Christmas Light Switch On going to be protected?

please approach the licensing team so we can work together to provide a suitable solution.

7. There should be limited impact on the delivery of Town Centre Events organised by Rugby First, permission may need to be sought in advance of any event in relation to street traders. Each event will be discussed, as usual. There will just be Street Trading Licensing to consider when planning events.
8. The premises licence for the Town Centre is in relation to the sale of alcohol and regulated entertainment. Street Trading is a completely different matter i.e., the selling or offering for sale of any article in the street.
9. The bidding process is in relation to organisers who wish to organise events on the same dates. During the bidding process a number of factors will be considered including: Organiser's past performance in organising previous events; Previous compliance; Economic benefit; Complaints and compliments; Financial viability; Ability to meet deadlines. At this stage, the council is unlikely to undergo the bidding process however it has been addressed in the policy for guidance purposes.
10. Regarding page 14 query, there are other factors also considered. The Council expects a 'Special Event' to benefit the Borough and support the Council's objective of having a vibrant and prosperous economy. In order to encourage more visitors and promote a greater visitor spend in our Borough – to which Rugby First Events have successfully achieved.
11. Submission of the EMP 6 months before an event is necessary for all departments to be able to assess the potential risks and solutions. This is not a nature of work which should be rushed therefore 6 months is a sufficient timeframe.
12. Appropriate marketing will depend on the size of the event, I'm sure Rugby First will want to ensure the success of the

How long will the bidding process take? There needs to be strict deadlines in the processing of bids. Delays in the process would impact on the ability to subsequently deliver the event.

On page 14 under the heading “what makes an event special?” does this mean that RBC will be able to require us to change the content/refuse to allow us to hold an event based on their ability under the new policy to, “ensure that the events are varied” and “limit the number and certain types of stalls”? Submission of a full EMP 6 months before an event is impractical.

On page 15- please define, “appropriate marketing”. Who will decide what is appropriate and what isn’t? How will the appropriateness of the marketing be measured?

Hopefully, many of the above concerns will be covered in the new SLA proposed to be agreed by the end of the year. I hope you understand however that I need to raise them at this stage in order to protect Rugby First.

The above is by no means an exhaustive list of all the potential issues but just a few of the main ones.

I look forward to hearing from you about the result of this consultation and would be happy to be part of any group established to discuss it further.

With kind regards

[Redacted]

Business Manager

Email- [Redacted]

event therefore will promote events suitably as done for all previous events.

I hope the above answers your queries, please do not hesitate to contact me should any more come to light.

Regards,

Emma Payne

From: [Redacted]
Sent: Wednesday, October 25, 2023 4:53 PM
To: Rugby Borough Council Licensing <licensing@rugby.gov.uk>
Subject: RE: Comments on Street Trading Policy and Fees Consultation
Hello Emma
Thank you for your reply.
I would like to seek further clarification of your point 7 please.

From: Rugby Borough Council Licensing
Sent: Friday, October 27, 2023 10:25 AM
To: [Redacted]
Subject: RE: Comments on Street Trading Policy and Fees Consultation
Good morning [Redacted]
Thank you for your email,
Regarding Point 7 – ‘How does this proposed new policy impact on Rugby First Limited and its ability to deliver events in the town centre? The draft policy does not appear to differentiate between town centre

How is it envisaged that the licensing of stallholders (street traders), would work in practice for our events? Can you explain the timelines and processes that would need to be complied with.

Thank you for your help in this matter.

Kind regards

Linda

Business Manager

Email-

and Borough so I am unsure whether this part of the policy will affect us or not. I would be grateful if you could clearly state how it will. Without a clear understanding of the implications, I am unable to raise any formal objections, but the following are some concerns'. There should be limited impact on the delivery of Town Centre Events organised by Rugby First, if there are street traders involved in an event then permission will need to be sought in advance of the event. Each event will be discussed between Rugby First and the Council, as usual.

If your event is classed as a special event, the requirements are outlined in the policy document. For example, Special/commercial events such as Christmas markets or continental street markets, and all other non-established markets (as defined on page 3 of the policy) require a street trading consent/licence. By written agreement from the organiser, the Council may issue one blanket street trading consent/licence to the person organising the event. This aims to promote events and encourage traders to attend. However in the absence of such an agreement, each individual trader will be required to apply.

The application process is also outlined in the policy document, an application form is to be completed online and any supporting documentation to be emailed to Licensing@rugby.gov.uk.

I hope the above answers your query, the consultation period has now closed and we will keep you updated on the progress.

Regards,

Emma Payne

Rugby Borough Council

Climate Change and Environmental Impact Assessment

TEMPLATE – NOVEMBER 2022

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-2024) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

If you require help, advice and support to complete the form, please contact Dan Green, Deputy Chief Executive.

SECTION 1: OVERVIEW

Portfolio and Service Area	Licensing and Parking
Policy/Service/Change being assessed	Street Trading Policy
Is this a new or existing Policy/Service/Change?	New Policy
If existing policy/service please state date of last assessment	N/A
Ward Specific Impacts	All wards
Summary of assessment Briefly summarise the policy/service/change and potential impacts	Street Trading is governed by the Local Government (Miscellaneous Provisions) Act 1982. There is currently no policy in place for street trading in Rugby. This report considers the consultation responses and recommends the adoption of the policy and fees.
Completed By	Emma Payne, Licensing Officer
Authorised By	Zulfeqar Rahman, Licensing and Parking Manager
Date of Assessment	1 November 2023

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Adaptation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	When policy update is necessary.
Key points to be considered through review	N/A
Person responsible for review	Licensing and Parking Team
Authorised by	Emma Payne, Licensing Officer Zulfeqar Rahman, Licensing and Parking Manager

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality and Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Licensing & Parking
Policy/Service being assessed	Street Trading Policy
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	New Policy
EqlA Review team – List of members	
Date of this assessment	1 November 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	EJPayne, Emma Payne, Licensing Officer x3855

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality and Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality and Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
<p>(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?</p>	<p>Rugby Borough Council is the Licensing Authority responsible for considering applications for a range of activities that require a street trading consent under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.</p> <p>The objectives of this policy are:</p> <ul style="list-style-type: none"> a) Recognise the important service that is provided by street traders and the contribution they make to the local economy. b) Ensure the safety of customers and other persons using the locations where street traders are located. c) Balance the needs of the wider community, local community and street traders against the needs of those who may be adversely affected by street trading activities. d) Provide consistency and transparency in the way in which the Council deals with street trading. e) Ensures fair trading between mobile traders in the Borough.
<p>(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?</p>	<p>Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents.</p> <p>Rugby Borough Council is a responsible, effective and efficient organisation. (O)</p> <p>Corporate Strategy 2021-2024</p>

(3) What are the expected outcomes you are hoping to achieve?	IT BE RECOMMENDED TO COUNCIL THAT - The Street Trading Policy and Fees as set out in Appendix A and Appendix B of the report be approved for adoption on a date agreed by the Licensing and Parking Manager in consultation with the Chair of the Licensing and Safety Committee.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Wider Community.
<u>Stage 2 - Information Gathering</u>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	This report is for the Licensing and Safety Committee to adopt the street trading policy and fees.
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	Full consultation has been carried out between the trade, the public and stakeholders. The responses received are set out in appendix E of the report. Officer responses can also be seen within the table. All responses received were enquiries surrounding how the policy adoption would impact their business.
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	Consultation has been carried out as above.
<u>Stage 3 – Analysis of impact</u>	

<p>(1) Protected Characteristics From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	RACE	DISABILITY	GENDER
	MARRIAGE/CIVIL PARTNERSHIP	AGE – yes, applicants must be 17 or older to apply for this consent/licence type.	GENDER REASSIGNMENT
	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION
<p>(2) Cross cutting themes (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how? (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	None.		
<p>(3) If there is an adverse impact, can this be justified?</p>	N/A.		
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	N/A.		
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	The policy, if adopted, will outline a common set of standards for all those it applies to.		

(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	There will be continuity between all of those who the policy applies to.
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	To obtain consent/licence applicants must be 17 years old and above.

<u>Stage 4 – Action Planning, Review and Monitoring</u>																										
If No Further Action is required then go to – Review & Monitoring (1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	EqIA Action Plan <table border="1"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	The policy will be reviewed regularly and amendments made when necessary.																									

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’