
Street Trading Policy



Council of the
ISLES OF SCILLY

February 2022

Review date

February 2023

Responsible officer

Senior Officer: Licensing

VERSION HISTORY			
Date	Version	Author/Editor	Comments
2017	1	Pritchard	
15/06/21	1.1	L. Banfield M. Coates	Amendments
05/08/21	1.2	L. Banfield	Amendments
13/12/21	1.3	M. Coates	Final Amendments
07/02/22	2	M. Coates	Policy 2022

DOCUMENT RETENTION	
Document retention period	Until superseded

Contents

Version History..... 2

Document retention 2

 Overview 5

 Scope and Purpose..... 5

 Objectives..... 5

 Policy details..... 6

 What is Street Trading?..... 6

 Street Trading Consents for which Fees are not payable 6

 Procedure for Applicants..... 7

 Consent Streets and Prohibited Streets 8

 Vehicles 9

 Waste Management..... 9

 Utilities 9

 Food Handlers 10

 Fees and Charges..... 10

 Nuisance 10

 Public Liability Insurance 11

 Control of Advertisements 11

 Misconduct, Offences and Convictions..... 11

 Dishonesty..... 12

 Violence..... 12

 Drugs 13

 Sexual and Indecent Offences..... 13

 Monitoring convictions 14

 Formal Cautions and Fixed Penalty Notices..... 14

 Trading Times 14

 Consideration of sites..... 15

 Restrictions on Street Trading..... 15

Breaches and non-compliance 15

Unauthorised Street Trading.....	15
Right to withdraw or amend consent	15
Policy management.....	16
Evaluation and review.....	16
LIST OF APPENDIXES.....	17
APPENDIX A - Pool of Standard Conditions that may be imposed on a street Licence	18
APPENDIX B - Consent Streets and Prohibited Streets	20
APPENDIX C - Charging Structure for Street Trading License Applications 2022/23	22

Overview

The Council of the Isles of Scilly is a small unitary authority delivering a broad range of services to a unique island community, located 45km south west from mainland Britain. The main industry over the summer months is tourism; the population on the Islands grows considerably with an influx of tourists and seasonal workers.

Scope and Purpose

The Council controls and maintains 14.5km of highway on St. Mary's, including the A3110. All local authorities have a legal discretion to regulate street trading in their area. Street trading is governed by the Local Government (Miscellaneous Provisions) Act 1982 Schedule 4 (as amended).

The purpose of this street trading policy is to provide a framework for consistent decision-making and to provide guidance to applicants.

Street trading supports economic growth and future diversity, aligning with one of the councils' key strategic priorities in 'promoting economic vitality.'

This policy aims to create a street trading environment which complements premises-based trading, is sensitive to the needs of residents and businesses, provides diversity and consumer choice.

It seeks to enhance the character, ambience, and safety of the local environment, enabling businesses to grow and attract investment that supports a year-round economy, and creates rewarding and well-paid employment, creating a strong, sustainable and dynamic Island Community.

Objectives

Central to the Council's policy are a number of objectives;

- **Public Safety** – The proposed location of the activity should not present a significant risk to the public in terms of highway safety and obstruction.
- **Commercial Issues** – To manage and monitor traders in respect to numbers and type of trade with consideration to existing local retailers
- **Crime and Disorder** – The proposed activity should not present a risk to crime, disorder or give rise to anti-social behaviour and related nuisance
- **Public nuisance** – Measures taken to reduce the risk of nuisance from noise, refuse, vermin, fumes and smells

Policy details

What is Street Trading?

1. Street trading means the selling or exposing or offering for sale of any article (including a living thing) in a street. An 'article' can be a particular item or object. The term 'street' includes any road, footway, beach or other area to which the public have access without payment in a street that forms part of the public highway and specifically excludes Parsons Field.

Exemptions from the need to obtain Street Trading Consent

2. Under current legislation some types of trade are legally exempt from the need to obtain a street trading consent. These include:
 - a person trading under the authority of a pedlars' certificate granted under the Pedlars Act 1871
 - trade carried out by roundsmen e.g., milkmen
 - a person trading in association with an adjoining shop premises
 - trade carried on at a petrol filling station
 - trading in a trunk road picnic area provided under Section 112 of the Highways Act 1980
 - trading as a news vendor, where the only articles sold or offered for sale are newspapers and periodicals
 - anything done in a market or fair the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of an enactment or order

Street Trading Consents for which Fees are not payable

3. The Council of the Isles of Scilly will not require the payment of fees for the following street trading activities;
 - fetes, carnivals or similar community based and run events

- non-commercial or charitable events
- sales of articles by householders on land contiguous with their homes

Procedure for Applicants

4. An application for the grant or renewal of a Street Trading Consent shall be made in writing to the Licensing Section.
5. The Licensing Section shall determine the form of the application and supporting documents for a Street Trading Consent or the renewal of such consent and shall from time-to-time, review and amend the form of application and supporting documents as is considered necessary.
6. An application for the grant or renewal of a Street Trading Consent should be
 - accompanied by a completed statutory declaration of convictions
 - an applicant who must be over 17 years of age,
 - any person or persons who is/are to assist the applicant in the course of street trading must be over 17 years of age
7. An application for the grant or renewal of a Street Trading Consent shall be accompanied by;
 - a passport sized photo (for the ID Card) for each person.
 - evidence of Public Liability insurance to the amount of £5,000,000. The production of this may be deferred until provisional permission is given, but sight of the actual policy will be required before documentation is issued confirming the permission
 - photograph/scale drawing of the proposed vehicle/hitched trailer/stand to be used for the purpose of sales
8. An application for the grant of a Street Trading Consent shall be;
 - advertised by way of a notice in such form as the Licensing Section may determine. That notice shall be displayed for a period of not less than 28 days from the date on which the application is made to the Council at or near to the location for which the application is made or advertised on the Council's website www.scilly.gov.uk and the front window of the Library for 28 days.

- consulted upon with the Isles of Scilly Fire and Rescue Service, Devon and Cornwall Police, the Council's Highway section, Planning and Environmental Health. The applicant will provide full copies of the application to the above-named consultees. Additionally, the Council will consult occupiers of premises immediately adjacent and opposite and existing holders of street trading consents in the immediate area
9. Any person who wishes to make a representation in respect of an application must do so no later than 28 days from the date on which the application is made to the Council.
 10. The Licensing Section may;
 - grant or renew a Street Trading Consent either unconditionally or subject to one or more of the conditions as set out at Appendix A
 - firstly, inform the applicant that they intend to place the application before the Council's Licensing Committee with a recommendation for refusal and secondly the reasons for that recommendation
 11. Where an application is placed before the Committee by the Licensing Section with a recommendation for refusal, an applicant may make representations orally and/or in writing to the Licensing Committee.
 12. The Licensing Section may grant or renew a Street Trading Consent for a period not exceeding twelve months.
 13. The Licensing Section shall not ordinarily grant a Street Trading Consent for the sale of motor vehicles subject to each application being considered on its own merits.
 14. The Licensing Section shall from time to time review the Conditions set out at Appendix A and may from time to time add to, delete or amend the conditions as they see fit.

Consent Streets and Prohibited Streets

15. All streets which are maintained at public expense by the Council on the Isles of Scilly are 'consent streets' and will require consent from the Council before trading may commence. The list attached to this policy in Appendix B is not

exhaustive and if further clarification is needed, the Licensing Department are contactable for this information.

Vehicles

16. All vehicles must be road worthy, fully taxed and insured. No trailer can be unhitched from a licensed, taxed towing vehicle on the highway in accordance with the Highways Act 1980 (as amended) clause 143, which states that the Council has the power to remove structures from the highway. "Structure" includes any machine, pump, post or other object of such a nature as to be capable of causing obstruction, and a structure may be treated for the purposes of this section as having been erected or set up notwithstanding that it is on wheels. Trailers must also comply with the Road Vehicles Lighting Regulations 1989 which outlines the legal requirements for lights, indicators and reflectors.

Waste Management

17. All street traders will ensure that the area surrounding the consent site is kept free of litter, and in the case of food businesses, waste food, food spillage and grease staining originating from the business by the following means:
 - cleaning the area as often as is necessary and at the end of each day
 - removing from the site at the end of trading on each day all litter contained in the waste containers provided by you and collected from the area of the site and dispose of it in a lawful manner, by way of a trade waste collection
 - providing the Operational Services department with an address from which collections will be made
18. All street traders are encouraged to refer to the Council's waste reduction strategy in line with the government's 2030 zero carbon target, when managing the waste produced by their business. This can be found on the Councils website. [Waste Reduction Strategy | Council of the ISLES OF SCILLY](#)

Utilities

19. Any vehicle used for the purposes of street trading must be completely self-contained; the use of an external free-standing generator is not permissible; any energy providing utilities must be kept within the vehicle. The Council

cannot provide electricity from an outside source. Any wastewater or sewerage must be collected and lawfully disposed of after trading and must not be allowed to run into the public highway.

Food Handlers

20. Street traders selling food must have the relevant certification and registration documents, including food hygiene training commensurate with the food handling undertaken. This may include;

- a Basic Food Hygiene Level 2 Certificate, or similar
- registration with the Council as a food business
- evidence of a food safety management system such as the food standards agencies safer food better business catering/ retail booklet or similar.

Further guidance for applicants can be sought from the Environmental Health Officer.

Fees and Charges

21. Fees and charges for street trading will be set by Full Council in advance of the following financial year. They will then be applied from 1st April – 31st March for applicants. A charging structure is attached to this policy at Appendix C.

Public Safety

22. Any indication that a vehicle is interfering with public safety will have to cease trading immediately; this includes blocking sight lines on the highway for other road users, endangering the safety of pedestrians and creating a risk to other road users, as deemed by the Council or the Police Authority.

Nuisance

23. No noise or odour is permissible where it interferes with a resident's use and enjoyment of their premises or is prejudicial to health or a nuisance or is detrimental to the amenity of the area as defined under the Local Government (Miscellaneous Provisions) Act 1982, Schedule 4, Reg 7(5) (b).

Public Liability Insurance

24. The applicant must have public liability insurance to at least the value of £5,000,000 to indemnify the Council of any claims. A copy of the certificate must be submitted with the street trading application.

Control of Advertisements

25. The Council reserves the right to control the advertisements placed on the public highway and no structures can be erected on the highway according to legislation in the Highways Act 1980 clause 143 and will be removed without notice.
26. Any advertisement the applicant will be placing on the vehicle must be approved by the Council in advance of trading and any subsequent changes to advertisements must be approved in advance by the Council by submitting copies for approval to the Licensing Section.

Misconduct, Offences and Convictions

27. A serious view is taken of misconduct involving drugs, anti-social behaviour, violence, dishonesty and convictions and can lead to revocation of a license without warning.
28. The following guidelines relate to the relevance of convictions for applicants for the grant or renewal of a street trading consent, persons who wish to be registered as an assistant to a holder of a street trading consent or to renew such registration and the holders of street trading consents and persons registered as an assistant to the holder of a street trading consent.
29. Each case will be decided on its own merits. In each case the Council will assess whether;
 - (a) an applicant for the grant or renewal of a street trading consent is a suitable person to hold or to continue to hold a street trading consent,
 - (b) a person who wishes to be registered as an assistant to a street trading consent holder or to continue to be registered as an assistant to a street trading consent holder is a suitable person to be registered as an assistant to a street trading consent holder. In making that

assessment, the Council consider the previous convictions of such persons.

30. In considering the previous convictions the Council will consider the following:
 - (a) whether the conviction is relevant.
 - (b) the seriousness of the offence.
 - (c) the length of time since the offence occurred.
 - (d) whether there is a pattern of offending behaviour.
 - (e) whether that person's circumstances have changed since the offence occurred.
 - (f) the circumstances surrounding the offence and the explanation offered by that person.
31. The following is a description of the Council's general approach to certain categories of offences;

Dishonesty

32. The holders of a street trading consent and their assistants have to be persons who can be trusted. It is easy for a dishonest trader or assistant to take advantage of the public. Members of the public using a street trading outlet expect the holder and their assistant to be honest and trustworthy.
33. For these reasons a serious view will be taken of any conviction involving dishonesty. In general, an applicant for the grant or renewal of a street trading consent is unlikely to be granted unless a DBS certificate, no more than three months old is provided.
34. Similarly, a person wishing to be registered as an assistant to a street trading consent holder is unlikely to be registered without a relevant DBS certificate.

Violence

35. As street traders and their assistants have close contact with the public, a firm line will be taken with applicants who have convictions for violence. In cases where the commission of an offence involves loss of life, a street trading consent or registration as an assistant to the holder of a street trading consent will normally be refused.

Drugs

36. Where an applicant has a conviction for an offence that relates to the supply or importation of drugs, after 5 years from a conviction or the date of release from jail, where a custodial sentence has been imposed, the circumstances of the offence and any evidence which shows that a person is now a fit and proper person to hold a street trading consent or to be registered as an assistant to the holder of a street trading consent will be taken into consideration.
37. After a period of three years from conviction or the date of release from jail where a custodial sentence has been imposed, consideration will be given to the circumstances of the offence and any evidence to show that an applicant is a suitable person to hold a street trading consent or to act as an assistant to the holder of a street trading consent. An application will normally be refused where an applicant has more than one conviction for offences related to the possession of drugs and the last conviction or the date of release from jail, where a custodial sentence has been imposed, is less than 5 years before the date of the application.

Sexual and Indecent Offences

38. As the holders of street trading consents and their assistants, and in particular those who sell ice cream, have access to children, applicants who have convictions for rape, indecent assault, any sexual offence involving children and any conviction for an offence under the Sexual Offences Act 2003 will normally be refused a street trading consent or registration as an assistant to the holder of a street trading consent.
39. After a period of 5 years from conviction or the date of release from jail, where a custodial sentence has been imposed, consideration will be given to the circumstances of the offence and any evidence to show that an applicant is a suitable person to hold a street trading consent or to be registered as an assistant to the holder of a street trading consent.
40. When considering applications, the Council may take into account any information of a sexual nature which does not amount to a criminal offence that is brought to its attention where that information may indicate that an

applicant may not be a suitable person to hold a street trading consent or to be registered as an assistant to the holder of a street trading consent.

41. In cases where the Council considers that information shows an applicant is not a suitable person, it will normally require a period of not less than 5 years free of such incidents from the date on which the incident occurred or, if more than one from the date of the last incident.

Monitoring convictions

42. In most cases, motoring offences are unlikely to be relevant when deciding if an applicant for a street trading consent or to be registered as an assistant to the holder of a street trading consent is a suitable person. However, there may be instances where the offences are of a very serious nature. In those cases, an applicant for a street trading consent or to be registered as an assistant to the holder of a street trading consent would be expected to show a period usually between 3 and 5 years free of any such convictions from the date of conviction or the date of release from prison, where a custodial sentence has been imposed.

Formal Cautions and Fixed Penalty Notices

43. For the purposes of these guidelines, the Council will treat Formal Cautions issued in accordance with Home Office guidance and fixed penalty notices as though they were a conviction before the courts.

Trading Times

44. Any street trading must be between the times specified in the approval, after the trading time has elapsed, the vehicle must be removed from the public highway to a safe location under the trader's control. Street trading hours will normally mirror those of shops in the immediate vicinity. In the case of hot food takeaways trading hours will be determined on a case-by-case basis and will not exceed a maximum of six hours per day with the last sale being no later than 8pm and the site cleared by 8:30pm.

Consideration of sites

45. The Council will have regard to the following when giving consent for a proposed site; The Licensing Section shall not ordinarily grant a Street Trading Consent within a radius of 25 meters from an existing business (including a consented street trader) dealing in goods of a similar nature, subject to each application being considered on their own merits. Due consideration will be given to parking and traffic restrictions as set out in the Public Safety section of this policy.

Restrictions on Street Trading

46. The Council reserves the right to restrict the number of street trading licenses granted approval in each year to:
- **License's:** that prepare, cook and sell hot food on the street
 - **Licence's:** that sell uncooked (raw) food or foods prepared and cooked elsewhere (not on the street) under the appropriate environmental health regulations and by a registered food business or distribute items that are not edible.
 - **Licence's:** for the sale of non-food goods
47. Full details of insurance requirements can be found in the Public Liability Insurance section of this policy and the charging structure is set out at Appendix C.

Breaches and non-compliance

Unauthorised Street Trading

48. Unauthorised street trading is prohibited; all prospective street traders must complete the application form for approval to trade. Any persons found to be trading illegally will be liable to prosecution under paragraph 10 of schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

Right to withdraw or amend consent

49. The Council may at any time reduce the number of days or the period in any day during which the consent holder is permitted to trade or restrict the description of goods in which he is permitted to trade or revoke a consent to trade on any of the following grounds;

- that owing to circumstances which have arisen since the grant of the Street Trading Consent there is not enough space in the street for the consent holder to engage in trading permitted by the consent without causing undue interference or inconvenience to persons using that street
- that the consent holder is unsuitable to hold a Street Trading Consent by reason of having been convicted of an offence, caution or fixed penalty which falls within the Council's Policy
- that since the grant or renewal of the Street Trading Consent, the consent holder has failed to pay any fees due to the Council for the grant of the consent
- that the consent holder has, since the grant or renewal of the consent, failed without reasonable excuse to make use of the Street Trading Consent
- that, where the consent authorises the sale of food in a street the consent holder or any person who assists the consent holder has been convicted of an offence under food safety or health and safety legislation
- any other reasonable cause

50. Where consent to trade is revoked, amended or surrendered, the Licensing Section shall not ordinarily remit any part of the consent fee subject to each application being considered on its own merits.

Policy management

51. The Licensing team may undertake amendments of an administrative nature as are necessary, or to secure continuing compliance with the law. Any amendments will be communicated to the Council's Officer: Policy & Scrutiny, the Licensing Committee and subsequently throughout the Council using appropriate communication channels (including via the Council's policy dissemination tool where appropriate) and will be available on the Council's Shared Drive.

Evaluation and review

52. This Policy will be reviewed by the Licensing Team, Regulatory Services on an annual basis in consultation with the Licensing Committee.

LIST OF APPENDIXES

Appendix A - Pool of Standard Conditions that may be imposed on a Street Licence

Appendix B - Consent Streets and Prohibited Streets

Appendix C - Charging Structure for Street Trading License Applications

We want to ensure that your needs are met.

If you would like this information in an audio format, Braille, large print, any other format or interpreted in a language other than English, please contact:

Officer: Policy & Scrutiny

Council of the Isles of Scilly
Town Hall
St Mary's
Isles of Scilly TR21 0LW

Telephone: 01720 424524

E-mail: diversity@scilly.gov.uk

APPENDIX A - Pool of Standard Conditions that may be imposed on a street Licence

In these conditions:

"The Council" means The Council of the Isles of Scilly.

"You" means the holder of the consent to trade.

"Your Assistant" means any person or persons who assists the holder of a street trading license whilst trading under that consent and who has been notified to and approved by the Council.

- (1) You shall display the Street Trading Consent issued by the Council in a position where it can be clearly seen and read by a member of the public when you or your assistant are street trading.
- (2) You shall ensure that the identification badge issued by the Council shall be worn by you and your assistant (if any) in a position where it can be clearly seen by a member of the public.
- (3) Street trading consent is not transferable.
- (4) If you or your assistant moves home or registered office, you shall write to the Council giving details of the new home address or new address of the registered office within seven days of moving.
- (5) If you or your assistant are convicted of any offence(s), given a formal caution(s) for any offence or have any fixed penalty notice(s) imposed, you shall write to the Council giving full details of the offence(s), caution(s) or fixed penalty notice(s) within seven days of the imposition of the offence(s), caution(s) or fixed penalty notice(s).
- (6) If there is any change in any of the circumstances on which the consent was granted, you shall write to the Council giving details of the change within seven days of it taking place.
- (7) You shall not trade under this consent unless you are registered in accordance with Regulation (EC) 852/2004 (Hygiene of foodstuffs) (where appropriate).
- (8) You shall not cause any avoidable nuisance which affects any member of the general public or their right to the use and enjoyment of their homes or businesses in the vicinity of the trading site.
- (9) You shall, where applicable at all times when trading comply with all "Codes of Practice" relating to noise in particular the "Codes of Practice on Noise from Ice Cream Vans Chimes etc. 1982", which states it is an offence to sound chimes 'so as to cause annoyance'. Chimes should be sounded for

no longer than 4 second bursts at a time – an automatic cut out device should be used.

- (10) You shall provide sufficient and suitable waste containers to enable customers to dispose of any litter generated by the business carried out under the consent.
- (11) You shall not place any table, chair or similar item on any highway.
- (12) You shall not display any signs, posters or similar other than those approved by the Council in writing.
- (13) No animal shall be present on any stall or vehicle.
- (14) No goods other than those set out in the application for the consent shall be sold.
- (15) You shall obtain insurance up to the sum of £5,000,000 depending on the type of street trading license applied for to insure against third party liability claims and to indemnify the Council against all claims, actions, demands and expenses arising in respect of the grant of this consent and shall produce evidence of that insurance on demand to the Council.
- (16) You shall ensure that, where applicable, you have the written permission of the landholder from whose land you are trading before you trade.
- (17) You shall not trade at any location other than that specified in the consent.
- (18) You shall not trade at any time or on any day other than those times and days specified in the consent.
- (19) The vehicle/hitched trailer/stand will be removed to a site off the highway immediately after permitted trading hours are ended.

In addition to these conditions, the Council may also impose bespoke conditions which are specific to individual consents to trade.

APPENDIX B - Consent Streets and Prohibited Streets

All streets are considered to be consent streets by the Council as outlined in the policy. However, some streets are classified as prohibited streets due to the width of the roads, the presence of parking and traffic restrictions and other public safety factors that have been taken into consideration.

Approved 'consent' streets

In 2016 the Licensing Committee approved the inclusion of Porthcressa Bank, (the grassy area and the walkway). In 2022 the Licensing Committee approved an extension to the consented streets to include The Park (Parade Park), Higher Strand pavement and Holgate's Green west (Scillonian Club end).

Prohibited Streets

The following list of prohibited streets is not exhaustive, and the Council reserves the right to amend the list at any time. Further advice regarding the classification of a specific street can be sought from the Operational Services Department;

Hugh St, Old Town Road, Church Road, High Cross Lane, Old Town Lane, Jerusalem Terrace

Hugh Town - Street Licensing

APPENDIX B



Council of the Isles of Scilly
Town Hall
The Parade
St Mary's
Isles of Scilly
TR21 0LW

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**APPENDIX C - Charging Structure for Street Trading License Applications
2022/23**

ISLES OF SCILLY Local Authority		
License New	Renewal	Variation
£170	£95	£95
Trading Fees		
Occasional	£ 5 per day	
1 day a week	£20 per month	
2 days a week	£40 per month	
3 days a week	£60 per month	
4 days a week	£80 per month	
5 days a week	£100 per month	
6 days a week	£120 per month	
7 days a week	£140 per month	