



London Borough of Redbridge Street Trading Policy 2025

STREET TRADING POLICY

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1.0 Introduction

1.1 For the purposes of controlling street trading in the borough, the London Borough of Redbridge (the “Council”) has previously adopted the relevant provisions of the London Local Authorities Act 1990 (as amended).

1.2 This policy is intended to provide a framework for the Council’s approach to the licensing of street trading throughout the borough. It should be read in conjunction with any specific policies that the Council may agree from time to time, for particular areas in the borough.

Purpose

1.3 This policy will complement and inform other Council initiatives, policies, and visions.

1.4 This policy will be the subject of periodic monitoring and review.

1.5 This policy will inform the detailed conditions attached to every Street Trading Licence

1.6 This policy will be applied in a manner which is consistent with the Council’s equalities and enforcement policies.

1.7 The aim of this policy is to set out the general approach of the Council when considering:

- Applications for street designation orders;
- Applications for street trading licences;
- Applications for temporary licences;
- The revocation or prosecution for breach, of a licence.
- Enforcement of the legislation
- Conditions attached to licences.

1.8 The street trading policy is intended to create a street trading environment which is sensitive to the needs of residents, provides diversity and consumer choice, and seeks to enhance the character, ambience, and safety of the environment.

1.9 The policy sets out the framework by which street trading will be controlled across the Borough.

1.10 The street trading conditions attached to the licence (as illustrated in appendix v) are designed to protect public health and safety and are clearly set out in the application and guidance pack given to applicants and attached to any Street Trading Licence awarded.

1.11 The street trading policy aims to regulate the location and number of street traders. It aims to prevent the obstruction of the public highway by regulating street trading activities.

1.12 This document will guide the Licensing Authority when it considers applications for Street Trading Licences. It will inform applicants of the parameters in which the authority will make decisions and how their needs will be addressed.

1.13 This policy also highlights the Council's undertaking to avoid duplication with other statutory provisions and our commitment to work in partnership with other enforcement agencies.

2.0 Legislation

2.1 Definitions for 'Street Trading' and 'Streets' can be found in section 21 of the London Local Authorities Act 1990 (as amended) ("the Act"). Any references in this policy to "the Act", will be to the London Local Authorities Act 1990 (as amended) unless specifically mentioned otherwise.

2.2 'Street' is defined as any road or footway or any other area not being within permanently enclosed premises, within seven metres of any road or footway to which the public have access without payment.

2.3 'Street trading' is defined as the selling or exposing or the offering for sale of any article (including a living thing) or the supplying or offering to supply any service in a street for gain or reward.

2.4 'Licence street' means a street designated under section 24 (Designation of licence streets) of the Act, for which the Council may from time-to-time pass resolution to designate the street or area for the purpose of street trading.

2.5 'Street Trading Licence' means a licence granted in a 'Licence Street which is valid for the period specified on the licence, being not less than six months and not more than three years. Licences in this borough would normally be issued for a period of one year.

2.6 'Temporary Licence' means a licence that is valid for a single day or for such period as may be specified in the licence not exceeding six months.

2.7 Under the Act the Council is responsible for granting, renewing, varying, or revoking all street trading licences. This function is generally undertaken by officers within the Consumer Protection and Licensing Service under delegation from the Licensing Committee (the Committee).

2.8 Street trading without the required licence is an offence under section 38 of the London Local Authorities Act 1990 and carries a maximum fine of £1,000 upon conviction. The trader's goods may be seized and where appropriate an application made to Magistrates for a forfeiture order. Additionally, prosecutions may be taken for obstruction of the highway under section 137 of the Highways Act 1980.

2.9 Food traders selling hot food and/or drink operating after 11 pm and before 5 am on any day will be required to obtain the appropriate Premises Licence under the Licensing Act 2003. This will be in addition to any licence in respect of street trading.

2.10 Redbridge Council will not grant a Street Trading Licence if:

- a. The location at which the applicant wishes to trade as a stationary trader is unsuitable;
- b. The space in the designated street in which the applicant wishes to trade as a stationary trader is inadequate for the applicant to do so without causing undue interference or inconvenience to persons or vehicles using the street;
- c. The area or areas of the district in which the applicant wishes to trade as a mobile trader are unsuitable for the applicant to do so without causing undue interference or inconvenience to persons or vehicles in the area or areas;

2.11 Redbridge Council may also refuse an application under the Act (Discretionary grounds for refusing an application) if:

- a. There are sufficient traders trading in the street, or in any street adjoining the street, in the articles, things or services in which the applicant wishes to trade; or

- b. The nature of the articles, things or services in which the applicant wishes to trade is such that their sale or supply, or their preparation for sale or supply, would adversely affect the general amenity of the area in which the applicant wishes to trade;
- c. That the applicant has, in connection with the application, made a statement which he knows to be false in a material particular;
- d. That the applicant is, on account of misconduct or some other reason relating to trading activities, unsuitable to hold a street trading licence;
- e. That the applicant has, without reasonable excuse, failed to avail himself to a reasonable extent of a previous street trading licence;
- f. That the applicant has at any time been granted a street trading licence by the council, which was revoked or could have been revoked on the grounds that he had refused or neglected to pay fees or other charges due to the council in respect of the licence;
- g. That the applicant has failed to provide the particulars required by the council to deal with the application.
- h. That the applicant has failed to provide or identify suitable or adequate arrangements for storing any articles, things, or receptacles in or with which he proposes to trade.

2.12 Without prejudice to its right to take account of any relevant consideration in determining the suitability of each Street Trading Licence, the Council will take into account:

- a. The safety of the public and any risks which may arise.
- b. The appropriateness and suitability of the street or part thereof and commodities in relation to the location.
- c. The potential adverse impact that street trading may have upon the character and appearance of the area in question.
- d. The extent to which the sale of the commodity will provide a useful service to the event or occasion not otherwise provided in the area.
- e. The potential environmental effects such as additional litter, cleansing requirements, odour, and noise.
- f. The potential for the proposed said Street Trading Licence to have an adverse effect in terms of anti-social behaviour and public disorder.
- g. Any other Statutory provision which would be appropriate to consider.
- h. Previous complaints arising from any Street Trading activities in that street or part thereof.

3.0 Who will be expected to apply for a Licence.

3.1 Some types of trade are exempt from the need to obtain a Street Trading Licence. These include:

- a person trading under the authority of a Pedlars Certificate granted under the Pedlars Act 1871, if the trading is carried out only by means of visits from house to house
- trading as a news vendor within a defined area.
- trade carried out by roundsmen e.g., milkmen.
- The selling or offering for sale goods or services on private land adjacent to a shop provided that the trade forms part of the normal business of that shop. For example, a fruit/vegetable display outside a grocers' shop.

3.2 Any person wishing to engage in any activity as defined in paragraph 2.3 of this policy on any street under the definition in paragraph 2.2 may only do so under provision of the appropriate authorisation as granted by the Council.

3.3 The following activities require an authorisation from the Council:

Street Market or Occasional Sales Licence

3.4 If you wish to operate a street market or any event with five or more traders in the open air such as a car boot sale (please refer to Redbridge Council's Market Policy).

Shop Front Displays

3.5 If you wish to display goods for sale on the public footway immediately outside your shop, you will need to apply for a pavement trading licence. If you require further information on for these types of licences or wish to make an application, please use the following link:

[Redbridge - Pavement trading](#)

Business and Planning Act Licence

3.6 The Business and Planning Act 2020 introduced a new fast track licensing process to allow businesses to have tables and chairs outside their food and drink business.

3.7 A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a pavement licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours including where such uses form an ancillary aspect of another use, for example supermarkets, or entertainment venues which sell food and drink.

3.8 Applications for pavement licenses under the Business and Planning Act 2020 are not subject to this policy. If you require further information on for these types of licences or wish to make an application, please use the following link:

[Redbridge - Tables and chairs licence](#)

Street Trading Licence

3.9 Trading activities on the public highway or private land adjacent to a street to which the public have access e.g., burger van in pub car park, flower seller outside cemetery, phone accessories outside grocers, trading from a mobile vehicle e.g., burger van.

4.0 Types of Authorisations

Street Trading Licence

4.1 The Council has some suitable permanent pitches for street trading. Details of these pitches are given in Appendix i. Details can also be obtained via the Council's website or by contacting the Council's licensing team.

4.2 From time to time the Council may establish new pitches based on various criteria including the following:

- 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 or smell.

- existing Traffic Orders e.g., waiting restrictions.
- any potential obstruction of pedestrian or vehicular access; any obstruction to the safe passage of pedestrians.
- the safe access and egress of customers and staff from the pitch and immediate vicinity.
- any landowner's permission. This may be required from a private landowner or the relevant Council Service
- the sale of goods or services which compete and / or are of a similar nature with those provided by nearby shops or existing trading pitches.

4.3 A new pitch can be authorised by the Head of Service for Community Protection and Licensing following the consultation process laid out in the Act.

4.4 When an existing or new pitch becomes available, the Council will publish details inviting applications on the Council's website and by notice at / on the vacant pitch.

4.5 The nature of goods which may be sold from any pitch and trading hours will be specified in the application and consultation process.

4.6 Applications for a new or vacant pitch will be assessed using the following criteria:

- a. the goods to be sold must not replicate those of neighbouring stalls or shops
- b. consideration of any health/food safety concerns
- c. previous trading history
- d. preference will be given to persons who do not occupy any other pitches in the Borough.
- e. character of the applicant (this may require completion of a criminal records (DBS) check)
- f. applicants for a Street Trading Licence must be at least 17 years of age.

4.7 Once issued a Street Trading Licence must be operated by the Licence holder and cannot be transferred. A Street Trading Licence carries a right of succession to the following family members: wife, husband, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister. Other than under the right of succession, if the Licence holder cannot or no longer wishes to trade the Licence will be terminated and the pitch will be re-advertised.

Temporary Licences

4.8 There are several activities which will require a temporary licence. These include:

- Companies promoting their services or a new product.
- Individual stalls e.g., fairground ride, hot dog seller
- Applications for licences where the authority has not designated the street or area as a 'Licence Street' and where, therefore a Street Trading Licence may not be granted. Such applications will include pavement cafe's, shop front displays, and some stalls.

4.9 Applications for Temporary Licences will be considered in respect of any suitable place, subject to compliance with the application requirements and licensing conditions.

4.10 There are no succession rights with a Temporary Licence and transfer is not permitted under any circumstances. If a licence holder cannot or no longer wishes to trade the Licence will be terminated.

4.11 The Council cannot guarantee that pitches will be available every day and accepts no liability for loss of earnings in relation to Street Trading Licence holders or their employees. In the event of road works, utility or service repairs and other genuine circumstances that affect the use of any pitch, the Licensing Manager and Head of Service for Community Protection and Licensing will consider appropriate refunds on a case-by-case basis, provided a request has been made in writing from the licence holder within a period of 30 days.

5.0 Designation of Licence Streets

5.1 If the Council considers that street trading should be allowed or licensed in any area, it may pass a resolution designating any further street or part of a street as a licence street under Section 24 of the Act. In deciding if a street or site should be designated for street trading, the following may be considered;

- a. The presence of any existing or planned street furniture;
- b. The proximity and nature of any road junctions and pedestrian crossing points;
- c. The number of street trading sites already licensed in the vicinity;

- d. Whether the proposed site for designation would impact on accessibility for members of the public i.e. pedestrians, pushchairs, wheelchairs etc.
- e. Whether the safety of the public will be put at increased risk;
- f. Whether the proposed site will leave the recommended clearance of two metres clear passage between the trading area and the edge of the kerb or footway;
- g. Whether there will be a negative impact on the character or appearance of the area.

5.2 For designation, there is a consultation period of twenty-eight days, when the Council consults with the Police, Highways Authority, existing licence holders in the affected area, and any other relevant body. The Council may also pass a resolution to rescind or vary the designation of a licence street, and must consult on any intentions to do so in a notice published in a local paper. After publishing the consultation notice, the Council will consider any representations received, before making a decision.

5.3 A street does not have to be designated as a licence street for street trading purposes where a temporary street trading licence is issued.

5.4 For traders wishing to trade on a street which is not designated, the Council is open to considering new locations where designation has not previously been made. In these circumstances, the trader will be required to submit full plans of their proposals to the Council for consideration.

5.6 A list of designated streets is found in Appendix ii.

6.0 Determination of Applications

6.1 All applications will be considered by the Head of Service for Community Protection and Licensing or by officers authorised for that purpose by him/her.

6.2 Upon receipt of an application it will be checked to ensure that it meets the requirements of Appendix iii. Once an application is accepted, the Council will carry out a 28-day consultation starting with the day after the application has been received. The consultation will be undertaken with the relevant Ward Councillors, the Council's Highways Service, the Metropolitan Police and the Council's Enforcement Officers. The Council's Food Safety team will be consulted where the application is proposing to trade in food items.

6.3 Applications will also be displayed on the Council's website.

6.4 The purpose of the consultation is to seek assurances that the applicant's proposals satisfy the requirements of the legislation and that they are suitable to be licensed. Through the consultation process, certain discretionary grounds for refusal or modification of applications may be identified.

6.5 Where the Council receives feedback or an objection to an application, it will carefully consider that feedback/objection prior to making a decision.

6.6 The Council will not consider any feedback or objections where they are; frivolous, vexatious or repetitious. Such objections are considered 'not relevant'.

6.7 The determination of applications where no relevant adverse feedback has been received during the consultation period, will be determined by Officers delegated for the purpose.

6.8 Where relevant adverse feedback has been received within the consultation period and discretionary grounds for refusal have been identified, the Council's Licensing Sub-Committee will be tasked with making determinations. Where the Licensing Sub-Committee is to consider grounds for refusal of a licence application, the applicant will be provided at least 21 days' notice of any objection. Officers will aim to convene a hearing as soon as reasonably practicable after the 21 days' notice.

6.9 The complete application process may take up to three months to consider, this includes the consultation period and, if required, hearings before the Council's Licensing Sub-Committee. The Council will however aim to determine applications within 2 months.

6.10 In considering applications for the grant or renewal of a Street Trading Licence the following factors will be considered:

1. Public Safety:

Whether the street trading activity represents, or is likely to represent, a substantial risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site.

2. Prevention of Crime and Disorder:

Whether the street trading activity represents, or is likely to represent, a substantial risk to public order. This is potentially more of a problem for licences late in the evening.

3. The Prevention of Public Nuisance

Whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance to the public from noise, refuse, vermin, fumes, odours or misbehaviour, particularly in residential areas.

4. Appearance and Suitability of the Stall or Vehicle

The stall or vehicle must be of a good quality design, of smart appearance and meet criteria, including size, laid down in the standard licence conditions. Photographs or sketches including dimensions must be provided with all new applications and requests for approval of changes to or replacement of a stall or vehicle.

6.11 The trading unit must be suitable and safe for the use for which it is intended. It must be of good quality design, safe construction and add to the quality of the street scene. The unit shall comply in all respects with any legal requirement relating to the trading activity proposed and with the following legislation and any consequential amendments:

- The Food Safety Act 1990
- The Food Hygiene (England) Regulations 2006 and Regulation (EU) No 853/2004
- Food safety requirements made under the European Communities Act 1972
- Health and Safety at Work etc Act 1974 and any regulations made under it
- Environmental Protection Act 1990
- Licensing Act 2003.

6.12 This is not an exhaustive list and traders are reminded that they need to comply with all statutory legislation.

6.13 Needs of the Area

The Council will consider the demand for the articles for sale, and the geographical location of the proposed site.

6.14 Environmental Credentials

Traders will need to consider the impact of the proposed operation on the local environment including street surfaces and materials, power supply, carbon footprint, supply chain, packaging, waste minimisation, waste disposal and waste created by customers. Any such

considerations made should be included as supporting information with any street trading application lodged.

6.15 Food Traders

Applicants who trade in hot or cold food must hold a current Level 2 Food Hygiene Certificate accredited by The Chartered Institute of Environmental Health, The Royal Society of Health, or The Royal Institute of Public Health and Hygiene.

6.16 Highway

The location and operating times will be such that the highway can be maintained in accordance with the Council's requirements and that there are no dangers to those who have a right to use the highway and no obstruction for emergency access.

6.17 History

The suitability of the applicant must be considered. Previous failures (without reasonable excuse) to comply with the above legislation or failure or neglect in paying Licence fees may result in a Licence being refused, revoked, or not renewed.

7.0 Duration of Licences

7.1 The Council has powers to issue permanent licences for up to three years and temporary licences for up to six months.

7.2 The Council has determined not to issue street trading licences for longer than 12 months. Temporary licences are issued for periods from one day to six months.

8.0 Fees

8.1 Fees will be set and advertised in accordance with the provisions of the Act. These must be paid in full at the time of making the application. The fees for 24/25 are given in Appendix iv and are subject to annual changes.

8.2 The fee structure will primarily reflect pitch location, trading days and hours.

8.3 There will be no refund of licence fees should a licence for any reason become revoked or surrendered.

8.4 In the event of a licence application being refused, the Council will give a full refund to the applicant.

Street Trading Licences for which fees are not payable

8.5 The Head of Service for Community Protection and Licensing or any officer designated by them for the purpose, may consider reducing or exempting 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 (this means within the confines of their own property e.g., a garage sale).

8.6 Such exemptions or reductions will be considered on several factors, including the appropriation of any profits collected, the purpose of the event/market, charitable considerations (proof would be required) and the area to be used for trading.

9.0 Conditions and Enforcement

9.1 This section of the Street Trading Policy details the Council's commitment to enforcing the provisions contained within the relevant legislation.

9.2 It also highlights the Council's commitment to work in partnership with all enforcement agencies, to provide consistent enforcement on licensing issues.

9.3 Enforcement commences with the issue of clear terms and conditions at the time an application for a street trading licence is made. Council officers will provide advice with respect to any issues relating to the interpretation of licence conditions or other matters.

9.4 What action can the council take against licence contraventions?

- Verbal warnings – e.g. where contraventions are easily resolved.
- Written warnings – a more serious contravention and/or where the verbal warning has not resolved contravention.

- Licence revocation e.g. where fees go unpaid, a breach of a licence condition; conduct of the licence holder etc.
- Fixed Penalty Notices
- Prosecutions

9.5 The Licensing Team aims to work closely with other enforcement authorities when dealing with issues on the street.

9.6 If the Council considers that there is an issue of public order or threat to public safety in any instance, it will call for assistance from the Metropolitan Police.

9.7 The Council may call for assistance from the Councils' CCTV control centre when dealing with such issues.

9.8 Standard conditions will be attached to every Street Trading Licence, and these may be varied by the Council at any time. The street trading conditions are set out in appendix v.

9.9 Specific conditions may also be attached such as the days and hours when street trading is permitted, the goods which may be sold and the size of the pitch.

9.10 The following are offences under the Act and will be considered for prosecution or a fixed penalty notice as appropriate and in line with the enforcement policy:

1. Street trading in a prohibited street,
2. Street trading in a Licenced Street without a relevant Licence to Trade,
3. Contravening any of the terms or conditions pertaining to a licence.

9.11 In addition to the formal action outlined above a Licence may be revoked, suspended or, upon renewal, refused.

9.12 Any decision to prosecute an offence under this Act will be made in accordance with the Redbridge Council Civic Pride Enforcement Strategy.

10.0 Fixed Penalty Notices

10.1 Enforcement officers are conferred powers to issue fixed penalty notices for a range of street trading offences. These include contravention of street trading licence conditions and unlicensed street trading. This provides an opportunity for the trader to discharge liability to conviction by payment of a fixed sum of money. Where a trader chooses not to pay the fixed penalty a prosecution may be taken in the magistrates' court for the original offence.

10.2 The level of fixed penalty charge will be as determined by the London Councils' Transport and Environment Committee (TEC). The TEC has a statutory role in setting penalty levels for London's legislation and byelaws on behalf of the 32 London boroughs and the City of London, and publishing the levels set. It always undertakes consultation before doing so. A list of fixed penalties is given in Appendix vi.

10.3 Any further offences by the same individual may result in a prosecution rather than the offer of a fixed penalty. In addition to any penalty imposed by the court the offender may be ordered to pay all or part of the council's costs in bringing the case to court.

11.0 Appeals

11.1 Under the provisions of section 30 of the Act, any person aggrieved by a refusal to grant, or revocation of a licence may appeal to a Magistrates Court. In the case of temporary licences however, there are no rights of appeal.

12.0 Review

12.1 This Policy may be reviewed by the Licensing Committee or minor changes made to it by the Head of Service Community Protection and Licensing, in consultation with the Chair of Licensing Committee, where circumstances require it and there is not sufficient time to convene a meeting of the Licensing Committee.

13.0 Access by Council and Police Officers

13.1 Licence Holders must allow access to the trading area for Authorised Officers of the Council and Police Officers at all reasonable times.

14.0 Price List

14.1 All Licence Holders must clearly display a price list for goods on offer for sale.

15.0 Insurance

15.1 All Licence Holders shall have and maintain an insurance policy against public liability and third-party risks. A minimum insurance cover of £5 million shall be obtained by the Licence Holder and shall cover the operator's vehicle or stall and any additional equipment under his control such as generators etc. If food is sold, the insurance shall specifically cover against food poisoning to the same amount. The insurance certificate or cover note shall be produced to the Licensing Team before the Street Trading Licence is issued and at any other time on demand during the currency of the Licence. This applies to both permanent and temporary licences.

16.0 Renewal

16.1 Reminders will be sent out approximately three months prior to the expiry of a licence.

16.2 The licence holder must apply to the Council for a renewal at no earlier than three months prior to the date of the current licence's expiry, and no later than two months after the current licence's expiry. Renewals received after this date will be treated as a new application. They will be required to undergo the full application process, which will include a consultation period of 28 days plus a potential Licensing Sub-Committee hearing before the licence may be granted.

16.3 Prospective applicants are most strongly advised to seek the necessary permissions, licences and, where appropriate, planning permissions before making a commitment to any financial outlay and before applying for the Street Trading Licence.

17.0 Miscellaneous Activities

17.1 Street Collections

A permit is required by anyone collecting money or selling articles for charitable purposes in a public place and it is an offence to hold a collection without one. Permits are issued in London

by the Commissioner of Police. The rules governing their issue and the conduct of collections are contained in regulations made by the Secretary of State.

17.2 House to House Collections

A licence is required by anyone collecting money or selling articles from door to door, shop to shop, pub to pub, etc. for charitable purposes and it is an offence to hold a collection without one.

17.3 The Metropolitan Police Service is the licensing authority for all charity collections that involve fundraisers going house to house. More information can be found using the following link:

[House to house collection licences | Metropolitan Police](#)

17.4 Petitions

People or organisations may ask members of the public to support their cause, such as political groups, welfare, or ecological groups. Every person enjoys the right to freedom of speech and the Council will only act if it receives complaints about disorder or threat to public safety. In such cases the Police will be notified.

17.5 Leaflet Distribution

If, as part of an event, it is proposed to distribute leaflets to members of the public, then the applicant should consider that every piece of dropped litter could receive an individual fine and additionally prosecution in extreme cases.

17.6 Arrangements should be in place for any dropped leaflets to be picked up. One of the best ways to avoid this issue is to make leaflets available for the public to pick up if they wish, rather than placing them in their hands directly.

17.7 Failure to clear up after an event may impact negatively on any future applications.

17.8 Pedlars

Pedlars are required to hold a certificate issued by the police force in the area that they reside. They can travel to trade within the area. They must only stop to trade when approached by a customer. They must not remain stationary after the sale has been made. A pedlar's certificate is only valid within London if the trading is carried out by means of visits from house to house.

17.9 Havering Market Charter

The council will have due regard to the London Borough of Havering's 1247 Royal Charter before approving any licence under this policy.

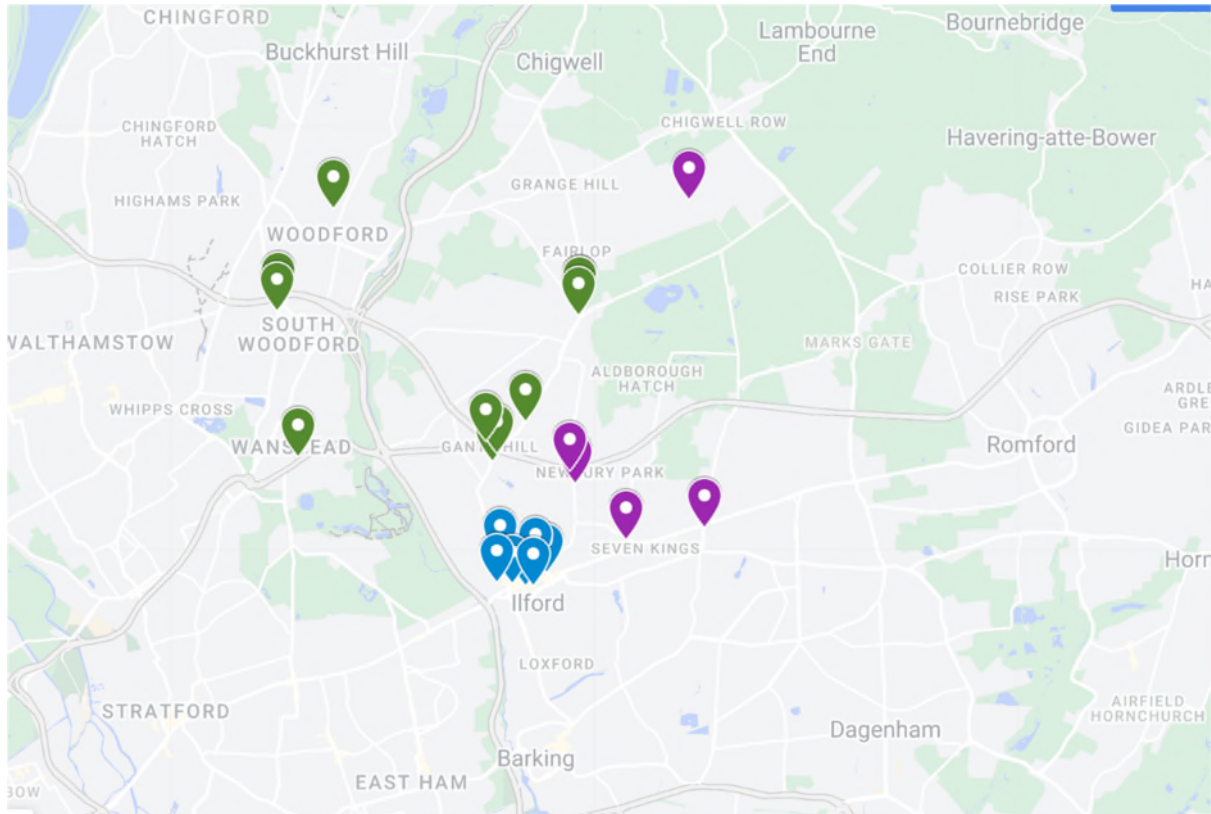
Appendix i

List of permanent pitches for street trading purposes

	Area	Viable Location	Size	No of Pitches
1	Cameron Road 1-7	Outside Co-op	3x3m	3
2	Chadwick Road	Metro Bank	3x3m	1
3	Clements Road	Outside Kenneth Moore Theatre	3x3m	2
4	Cranbrook Rd	Beside Wilkinsons and beside Costa	3x3m	2
5	Eastern Avenue 712-766	Junction with Ley Street	3x3m	1
6	Fairlop Road-State Parade	Either side Viable	3x3m	2
7	Fairlop Station	Station Entrance	3x3m	1
8	Goodmayes Road	Outside Station	3x3m	1
9	High Road, Ilford	Opposite Lynton House	3x3m	2
10	Jubilee Gardens		3x3m	2
11	Ley Street 544-570	544-570	3x3m	3
12	Perth Road	Outside 47, 55	3x3m	1
13	Wanstead High Street		3x3m	5
14	Wanstead Station	Station Entrance	3x3m	1
15	Wanstead High Street	Outside the George	3x3m	2
16	Woodford High Road	Outside no 80	3x3m	2
17	York Road	Ilford Station rear entrance	3x3m	3

Site locations

<https://www.google.com/maps/@51.5841296,0.0168224,12.35z/data=!4m2!6m1!1s1UfaxxQzajc0DUtmBFyG8rlzvGGks9t4!5m1!1e4?authuser=0&entry=ttu>



Appendix ii

DESIGNATED STREETS

Pursuant to Section 24(10) of the London Local Authorities Act 1990 (as amended) the following streets are designated as “licence streets” for the purposes of street trading:

PERMANENT PITCHES

Cameron Road
Chadwick Road
Clements Road
Cranbrook Rd
Eastern Avenue
Fairlop Road-State Parade
Fairlop Station
Goodmayes Road
High Road, Ilford
Jubilee Gardens
Ley Street
Perth Road
Wanstead High Street
Wanstead Station
Wanstead High Street
Woodford High Road
York Road

Appendix iii

Application Requirements

1. All applicants for a new street trading licence must submit at time of application proof of either ownership of the land, site or premises or written proof that they have obtained the permission of the owner of the land, site, or premises to trade from that location.
2. Applicants are required to submit two passport size photographs (both endorsed with the printed name and signature of the applicant).
3. A set of two photographs (endorsed as above) along with the names and addresses of all persons to be employed or otherwise engaged at the stall shall be submitted with the application.
4. If planning permission is required, this must be sought and obtained prior to submission of any application.
5. In relation to shops and cafes, a notice of application for a new or renewal of a street trading licence must be displayed in the window of the premises to which it relates, in such a manner to be clearly visible from the outside. Such notice must be at least A4 in size and will be displayed for a period of not less than 28 days from the date of application.
6. Licence Holders shall have and maintain a proper insurance policy against public liability and third-party risks. The minimum insurance cover shall be £5,000,000 and shall cover the operator's vehicle, or stall and any additional equipment under their control. If food is sold the insurance shall specifically include cover against food poisoning to the same amount. The insurance certificate or cover note shall be produced to the Licensing Team before the Street Trading Licence is issued. The policy is not required to be established prior to determination of the application; however, proof of cover must be produced to an officer of Redbridge Council as required and in any event prior to issue of any licence that is granted.
7. An applicant for the new grant of a temporary street trading licence site shall provide a copy of a map showing all streets and other public areas within a radius of half a mile from the proposed location of the Street Trading site. The map must also indicate the locations of other street traders and outlets trading in similar commodities to those proposed.

8. Any use of electricity and water supply must be notified to the licensing authority at time of application providing full details of the source of the supply and any safety areas to be incorporated.
9. A suitable commercial waste contract must be entered into for the clearance of any waste or refuse from the trading site and it shall be maintained throughout the period of the licence. Applicants will not be expected to finalise such contract prior to determination of their application; however, proof will be required prior to the issuing of any licence that is granted to them.
10. If any applicant believes that a trade waste contract is not required, this must be stated at the time of application, with written reason as to why it is not required. The licensing authority will make determination on an individual basis.
11. There is a requirement that any business engaged in the sale of food must register with the food safety team in the authority area where the food is usually stored.
12. Any person engaged in running a business that involves the sale of food must provide a certificate to show that they have completed a food hygiene training course equivalent to level 2 award in Food Safety and Catering.
13. The land from which you intend to trade may require planning permission for such use. It is your responsibility to check with the Council's planning department prior to applying for a Licence.
14. A health and safety risk assessment should be supplied with the application together with evidence of portable appliance testing (PAT testing) and Gas safety certification where applicable.
15. If a generator is to be used, it must be ensured the volume output of any such generator shall be no more than 70db.

Appendix iv

Street Trading Fees (subject to annual changes)

		Fee 24/25
Street trading licence copy/reprint fee		£33.25
Pitch (Ilford Town Ward - Double) 6x3m		£7,559.00
Pitch (Ilford Town Ward – Single) 3x3m		£3,777.00
Pitch - All others 3x3m		£2,834.00
Fees for Pavement sites (goods) outside shops		£9.90/m
Street Trading - Other fees (promotional events)	Community use pitch (for council events, charitable organisation events)	Free
	As let town centre market events (use of community pitch) per stall per day	£33.25
	As requested, town centre commercial events per stall per day	£108
	As requested, town centre commercial events per stall per week	£364.00
	Assistants licence	£40.00
	Issue of duplicate licence (full or assistants)	£33.25

Appendix v

STREET TRADING CONDITIONS

1. A minimum unobstructed footpath width of 1.8 metres must be left clear and available and free from obstruction to allow for safe and convenient pedestrian movement. The distance in this respect is to be measured from the edge of the licensed area to any significant amount of street furniture (such as lamp posts, bollards, parking meters, fences etc) or to the kerbside or edge of the road in the absence of any street furniture as described. Where there is heavy pedestrian flow, additional footpath space may be required.
2. In respect of fully pedestrianised streets, a minimum width of 1.8 metres of the public highway must remain free and unobstructed to facilitate pedestrian movement. Where there is heavy pedestrian flow, additional footpath space may be required. The unobstructed route shall fall equally either side of the centre line of the footway to ensure the space available for any permitted display, or in the case of pavement café licences, tables, and chairs, is shared equally between premises on either side of the street.
3. Only the licensed and designated area shall be used for any form of display, tables and chairs or trading at any time.
4. In respect of all street trading licences other than pavement café licences, only those tables, stalls, items or displays specifically applied for and authorised on this licence shall be permitted within the designated area. No other furniture of any description, other than litter receptacles shall be placed within the designated area.
5. The licence holder shall keep their trading location and the immediate area in a clean and tidy condition during the permitted hours and at the end of each daily period of use. The holder will ensure that appropriate precautions are taken to prevent the highway from becoming littered because of trading activity and shall provide a litter bin for their customers where necessary.
6. The Licence Holder's vehicle/stall shall be kept in a clean, safe and well-maintained condition and be of a presentable appearance. The street trading licence holder shall maintain the stall or vehicle in a clean state and its structure shall be kept in good order, repair, and condition to the satisfaction of an Officer of the Council.

7. All displays, tables, chairs, and any other structures associated with this licence shall be removed at the end of each trading day.
8. In respect of all licences all items associated with the display shall be of sufficient quality and strength to be placed outside and shall be capable of withstanding the size, weight and shape of any items placed thereon. There shall be no sharp or jagged edges associated with any part of the display furniture.
9. No display items, tables, chairs, structures, or goods associated with the display shall be positioned in any way so as to obstruct the sight line of drivers of vehicles in and around the vicinity of the display.
10. There shall be no playing of music or any amplified sound to any extent that may be perceived as causing a nuisance to neighbouring premises or any other person in the vicinity.
11. No licence holder shall cause or permit a nuisance to be created by noise, smell, or any other unreasonable form to be emitted or associated with the licensed pitch or display area in any way.
12. No electrical cables, wiring or any other like obstruction, shall be permitted to run along the ground in such a way as to create a trip hazard or which may be susceptible to mechanical damage.
13. A clear pathway to all shop fronts shall be maintained at all times, which will allow reasonable egress and access to the shop premises.
14. In respect of all other street trading licences, the display, storage and offer for sale of goods and/or services are only permitted in respect of the item, items or category of merchandise specifically authorised by the licence.
15. In the event of a reasonable request by a Police Officer, an authorised Officer of the Council or an Officer of a relevant public utility, any tables, chairs, display equipment or goods, shall be removed immediately for whatever period is so required.
16. The issue of this licence does not give or imply any permission to supply or sell intoxicating liquor on the street.
17. All goods shall be maintained in a reasonable and safe condition.
18. If possible, the Licence as issued must be displayed in a clearly visible position where it can be read by prospective customers. If this is not possible the Licence must be available for inspection when requested to do so by a Police Officer or authorised Officer of the Council.
19. The granting of this licence does not remove the right of the Council to enforce any breaches of Highway legislation, particularly relating to the obstruction of the public highway.

20. The holder shall return this Licence to the Council's Licensing Services immediately on revocation or surrender.
21. The holder shall notify Licensing Services immediately of any convictions or proceedings arising out of the use of this Licence.
22. The holder shall not place on the street, or affix to any equipment placed on the street, any advertising material, unless varied by a special condition of this Licence.
23. The holder shall not fix any equipment, nor make any excavations or indentations in the surface of the street.
24. The Licence holder shall ensure refuse originating from their trade is disposed of by a licensed waste carrier and shall leave the site clear of refuse at the completion of trading. No water or waste material shall be discharged on to the highway or any adjacent property. The Licence Holder shall ensure that the area in the vicinity of the stall/vehicle is always kept clear of all refuse. Refuse storage must be provided adjacent to the sale area. The storage must be of a substantial construction, waterproof and animal proof. The trade waste must be removed at the end of each working day or if the amount of refuse warrants it, when the container is full, whichever is the sooner.
25. The holder shall indemnify the Council and their agents, servants, workmen etc. from and against all proceedings, damages, claims, or expenses in respect of an injury (including personal injury) which may be sustained in connection with the trading pitch and the provision of facilities under this Licence.
26. Licence Holders shall have and maintain a proper and current insurance policy against public liability and third-party risks. The minimum insurance cover shall be £5,000,000 and shall cover the operator's vehicle, or stall and any additional equipment under their control. If food is sold the insurance shall specifically include cover against food poisoning to the same amount. The insurance certificate or cover note shall be produced to the Environmental Health Officer before the Street Trading Licence is issued. Proof of cover must be produced to an officer of Redbridge Council as required.
27. The holder must obtain permission from the appropriate authority (where relevant) or the Council's Highways Department and Head of Service for Community Protection and Licensing if they wish to utilise electrical power taken from the mains or a generator.
28. The Council will not grant a Street Trading Licence to persons under the age of 17 years and no person employed by a Licence Holder to assist him/her in the street trading shall be under the age of 16 years.

29. No trading stall, vehicle etc. is permitted to remain at the locality in question outside the permitted hours unless specified by the terms of the licence. It must be removed at the end of each trading day and not returned until the agreed trading commencement hours the following day. Where a structure is not removed at the end of the trading day, no additional permanent or semi-permanent additions or paving shall be erected or constructed adjacent to the structure for which licence has been granted.
30. If a Licence Holder or operator/assistant is reasonably requested to move the vehicle/stall by an authorised Council Officer or Police Officer, they shall immediately comply with that request.
31. Any vehicle used by the licence holder for trading purposes shall be maintained in a roadworthy condition, taxed, insured and with a current MOT Certificate.
32. The Licence Holder must take adequate precautions to prevent the risk of fire at the stall or vehicle. All hot food vans/trailers are required to comply with current legislation on fire safety. Where gas cylinders are used an annual gas safety certificate must be kept on site to ensure the safety of all gas cooking and heating equipment.
33. A serviceable fire blanket and a foam fire extinguisher shall be provided in all vehicles and stalls selling hot food. The Licence Holder must take adequate precautions to prevent the risk of fire at the stall and the vehicle.
34. All hot food vans/trailers are required to carry a basic first aid kit. The Licence Holder and other operators should know how to give first aid to treat victims of burns and cuts. All hot food vans should have access to a minimum of one mobile phone that must be serviceable at all times.
35. All staff involved in the preparation of food shall hold a current Level 2 food safety certificate that is accredited by the Chartered Institute of Environmental Health, or the Royal Society of Health, or the Royal institute of Public Health and Hygiene.
36. A Street Trading Licence cannot be transferred or sold to another person however the Licence may be transferred to a member of the Licence Holder's family in the event of the Licence Holder's death, retirement or incapacity on the basis of ill-health, on payment of a fee. The subletting of a pitch is prohibited. Family members which can benefit from this right of transfer are as follows: wife, husband, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister.
37. The Licence Holder must be the principal operator and have day to day control of the stall/vehicle. The Licence Holder may employ any other person to assist in operating

the stall/vehicle and shall notify the Head of Service for Community and Licensing of the name and address of that person.

38. Anyone who operates a stall/vehicle other than the Licence Holder must be authorised by the Head of Service Community and Licensing or any officer delegated to give this authorisation.
39. Licence holders shall ensure that disabled people and wheelchair users can be adequately served. This may involve serving persons from outside the vehicle, stool, or trading area.
40. All Licence Holders shall take such precautions as necessary to ensure the safety of the public and themselves when carrying out their business. It is advisable to carry out a simple risk assessment to assess any possible risks and take steps to mitigate or eliminate the identified risk.
41. The licence holder must inform the Council of a change in his/her home address during the period of the licence within seven days of such a change taking place.
42. The licence holder must ensure that if using any generator or electrical appliances they must provide annual PAT testing certificates to ensure the appliances are safe and in good working order.

Appendix vi

FIXED PENALTIES UNDER THE LONDON LOCAL AUTHORITIES ACT RELATING TO STREET TRADING

London Local Authorities Act 1990

Legislation Section	Description of Offence	Amount of Fixed Penalty
34(1)	Contravention of condition of street trading licence or temporary licence	£100 payable within 28 days £60, if paid within 14 days
34(2)	Making false statement in connection with application for street trading licence or temporary licence	£125 payable within 28 days £75, if paid within 14 days
34(3)	Resisting or obstructing authorised officer	£250 payable within 28 days £150, if paid within 14 days
34(4)	Failure to produce street trading licence on demand	£100 payable within 28 days £60, if paid within 14 days
38(1)	Unlicensed Street trading	£150 payable within 28 days £90, if paid within 14 days