

Bar Hill Parish Council

Street Trading Policy

For Food Vendors in Bar Hill

This Street Trading License allows independent street food vendors up to 2 days a week trading on Parish Council land. This street trading policy has been adopted by the Parish Council in conjunction with South Cambridgeshire District Council (SCDC) Street Trading Policy. In addition, the below policy is to ensure all applications are considered fairly and to ensure all approved traders use Parish Council facilities appropriately. This policy applies to the same principles as SCDC Street Trading Policy with regard to consideration of applications for street trading.

1. No trading is permitted without prior approval from Bar Hill Parish Council
2. We anticipate that trading will usually be from a single trader in Viking Way
3. Trading hours will typically be 11am to 2pm for a weekday booking and 5pm to 9pm for a weekend booking. Traders who require 'set up' and 'close down' time of greater than 30 minutes before and after trading hours must agree this in advance. All traders must vacate Parish Council land no later than 10pm to minimise impact on residents.
4. The Parish Council encourages street traders to source ingredients locally and to not use plastic and non-recyclable food packaging or utensils.
5. Determination of an application will be based on the framework and principles stated in the SCDC street trading policy.
6. Regular traders (a regular trader is someone that trades on the same day, location, time on a weekly, bi weekly or monthly basis) must fill on the day (s) and times they require on the application form. Traders should be aware that the Parish Council intends to rotate traders on a regular basis to ensure that the needs of the all the residents are met and there is the widest possible range of product made available.
7. Non regular (pop up) traders that do not want to commit to a regular slot and would prefer to have flexibility must submit a request to the Council at least 14 full days in advance. NB: it is advised that pop up traders book dates in advance to avoid disappointment.
8. All traders must have the following:
 - A relevant and current Council trading licence
 - A minimum of a Level 1 Basic Food Hygiene certificate for all employees handling food
 - A full UK/EU driving licence valid for the class of vehicle they intend to trade with
 - A minimum of an FSA food hygiene rating of 4
 - Public Liability insurance
9. All street traders are required to prominently display their food hygiene rating whilst trading in Bar Hill
10. Applications once received will be reviewed by the Parish Council and can take 28 days to complete. If the applicant does not agree with the decision of the Parish Council, they can appeal against the decision. The application will be referred to the Parish Council Environment and Amenities Committee for a final decision. The environment and amenities Committee meet every 2 months (except August) and consequently the application may take several further weeks to be decided upon.
11. Once applications are accepted, the Parish Council will advertise bookings and service times on its social media platforms, in Bar Hill newsletter and on the Parish Notice board.
12. Street traders must understand that this policy will be reviewed in 8 weeks and then the Parish Council reserve the right to review it on an ad hoc basis.

All traders must abide to the following:

- a. All traders should provide their own general waste and recycling bins for their own use and clear all rubbish before vacating the area.
- b. All traders must **not** use Parish Council bins to dispose of general waste and recycling as these bins are for the community use only. Traders found to be using the bins will be charged for the bins to be emptied.
- c. Traders to be responsible for their own health and safety.
- d. Any motorized vehicle must have insurance and (if appropriate) a valid MOT certificate.
- e. All traders should provide their own power source if required. Power is **not provided** at any site.
- f. All traders must agree to take all reasonable steps to prevent anti-social behaviour related to their trading and inform the Parish Council of any incidents related to their trading which involves the police or fire services. This includes providing an incident number if one is provided to the trader.
- g. All street traders will not exceed 55 decibels of noise whilst operating within Bar Hill.
- h. Any external lighting is subject to agreement with Parish Council
- i. Any external signage is subject to agreement with the Parish Council
- j. All traders must treat each other with respect. Disrespectful behaviour will not be tolerated. Any grievances will be taken seriously and could result in a traders' licence to trade on Parish Council owned land being revoked.

Permitted street trading locations:

The end of Viking way near the GP surgery

The Parish Council reserves the right to terminate the Street Trading Licence if the applicant does not:

- Adhere to the venue, day(s), times agreed
- Loses its food hygiene certificate
- Does not have suitable insurance cover
- The activity becomes an unacceptable nuisance to surrounding residential properties
- Acts in violation of this policy

Street Trading Fees

We recognize that Food Trucks visiting Bar Hill for the first time will be testing the market and so a reduced fee is charged for an initial booking.

We reserve the right to increase fees on an annual basis. All fees must be paid in advance of the booked date. A failure to pay fees ahead of the booking will result in future bookings not being accepted.

In exceptional circumstances, Bar Hill Parish Council will consider an alternative fee structure of 10% of income from that booking.

If a trader is unable to keep their booking due to exceptional circumstances and is unable to source a replacement trader to take their place, they may cancel their booking and their pitch fee will be transferred to the next booking.

In the unlikely event that a booking slot is cancelled by the Parish Council the street trader will be refunded at the cost of the booking slot.

Street trading in Bar Hill for land owned by Bar Hill Parish Council:

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| £20 | For an initial evening weekend booking |
| £25 | For any subsequent evening weekend booking |
| £5 | For an initial daytime weekday booking |
| £10 | For any subsequent daytime weekday booking |

Any community events organised or supported by the Council are separate from the street trading licence and will need to be booked and paid for separately.

Please make payment to:

Bar Hill Parish Council

Account:

Sort Code:

Reference: ST + *trading date*

I understand and will abide to the conditions set out in this Policy.

Signed:

Dated _____