

Appendix 2

Street Trading in Cambridge – Application Procedure

1) Background

a) The Council's powers to regulate street trading are contained in Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 which I have enclosed for your reference.

b) Cambridge City Council issues Street Trading consents to trade on the street in Cambridge. Currently there are 27 approved street trading pitches within the consent zone. Three of these pitches are currently non-operational due to congestion in these areas. The pitches range from 6 –12 months and from 3-7 days per week. There are currently 3 categories of trade: hot food, cold food and retail.

2) Application procedure

a) Street trading consents are awarded annually for a period of 12 months running from 1st April through to 31st March.

b) Applicants must complete a Street Trading Consent application form and send this into the City Centre Management department at the City Council.

c) In January each year the Markets and Street Trading Manager will write to all existing street traders enclosing an application form for the following year. They are requested to complete and return the application form if they wish to reapply for their pitch. The deadline for applications is the 31st January.

d) Any applicant who has applied between 1st April and 31st March during the preceding year are advised to reapply in the following January if they remain interested detailing which pitches they are interested in.

e) If more than one application is received for any one pitch a meeting of the City Council's Licensing Sub Committee will be convened to consider the applications. This Committee is made up of a panel of elected members who then assess the applications against the following criteria:

- Existing Trader – number of years trading
- Complaints/concerns – have there been any complaints or concerns received about a trader over the past year
- Local person- whether the trader is local and employs local people
- Design of stall – Stall design meets with Council guidelines

- Types of goods sold- The goods sold do not conflict with other retailers within a certain area
- Hygiene record if applicable- all food regulations have been adhered to in the past and will do so in the future
- Equal opportunities- due consideration has been given to equal opportunities

f) These meetings will be held as soon as possible following the deadline for applications in January and at these meetings all applicants are invited to give a brief presentation to the committee.

g) All applicants will usually be advised of the outcome of their application within 7 working days on the date of the committee meeting.