

Report of the Chief Executive

TOWN CENTRE TRADING POLICY REVIEW1. Purpose of report

To seek Committee approval to adopt the revised Town Centre Trading Policy for the use of all Council owned squares.

2. Background

A comprehensive Town Centre Trading Policy was originally created and subsequently adopted with approval from Committee, taking into account the findings of an Ombudsman investigation following a complaint against the Council in 2017. The development and adoption of a more comprehensive policy for town centre trading activities within an agreed timeframe, was one of the recommendations of the Ombudsman. Since 2017, all applications for town centre trading activity have been determined under that policy.

The policy has been reviewed by the Economic Development team, in consultation with the Council's Environmental Health and Licensing departments. Proposed changes to wording and the addition of further policy points are recommended, taking into account the current public safety challenges surrounding the Coronavirus pandemic and the Council's role in responding to those issues. There has also been the recent appointment of a new Markets Officer, who will be involved in the administrative process of town centre trading applications going forward, as such the policy wording has been amended to reflect this.

The updated policy document, which includes a refreshed application form to reflect the commencement of Council ran market days, a permit template and further revised wording, can be found in appendix 1, with the equalities impact assessment at appendix 2. The changes to the policy are included at appendix 3.

3. Financial implications

The budget for town squares income in the current financial year is £12,000.

An up to date Town Centre Trading policy is now required, that remains robust enough for the Council to effectively determine town centre trading (squares use) applications, in light of the challenges faced from the Coronavirus pandemic. By processing applications in a timely manner, with a refreshed policy to do so, further income and the safety of all those using our public spaces is safeguarded.

Recommendation

The Committee is asked to RESOLVE to APPROVE the amendments to the Town Centre Trading policy and the revised policy to be implemented with immediate effect.

Background papers

Nil

APPENDIX 1

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Policy: Town Centre Trading Policy

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 Division: Neighbourhoods and Prosperity
 Date: 01/12/20
 Review Date: 01/12/21

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1. Purpose

The document describes how, under what circumstances and subject to what conditions, Broxtowe Borough Council will permit temporary trading on designated Council owned land in town centre locations.

2. Scope

- 2.1 This policy applies to town centre trading which is temporary in nature, on Council owned squares, not physical premises located within each town centre boundary, defined within the Council's most current Local Plan.
- 2.2 Permanent traders who currently stand at The Square, Beeston, under separate full lease agreements and are managed by the Council's Estates Section as commercial tenants, are excluded from this policy and have separately agreed terms for town centre trading detailed in their individual leases.
- 2.3 Town centre trading refers to activity at a Council owned town square, where a stall/s, promotional stand, catering vehicle or any combination of those operate with permission under a Council issued permit.

3. Policy

3.1 Principles

- To achieve the outcome of flourishing and thriving town centres and enhance existing facilities.
- To ensure applications to trade are handled in a consistent and fair manner.
- To set out clear considerations to guide decision making about allocation of permits.
- To prevent activity in town centres which may be undesirable and cause harm or nuisance.
- To ensure that town centres provide a variety of new and interesting opportunities for visitors, attracting those visitors to shop in these locations.
- To increase the effectiveness of Council owned assets, by generating additional income.

3.2 Responsibilities

- The Business Growth Manager shall be responsible for receiving, processing, considering, determining (against criteria set out in appendix 1) and subsequently issuing permits to use Council owned squares for town centre trading to applicants.
- The Business Growth Manager is responsible for ensuring this Policy is kept under review, retaining a copy of the latest policy document, making it available on request and removing all previous versions.
- The Council's Environmental Health Department will be notified of any relevant complaints. If formal action is taken by Public Protection in relation to traders, the Business Growth Manager will be informed. The Business Growth Manager is responsible, if requested to inspect and/or take formal action against a permit holder in case of a breach of permit conditions. In the case of serious breaches, the trader will be advised they cannot trade until the issues have been resolved.

- The Commercial Property Officer shall be the premises licence holder and is responsible for receiving and requesting regulatory action in relation to any allegations of breaches of licence conditions.

3.3 Risks

Broxtowe Borough Council recognises that there are risks associated with the handling of applications for town centre trading activities.

This policy aims to mitigate the following key risks:

- Unsafe activities on Council owned land, which could cause injury, harm or distress. This includes activities or events that could contribute to the transmission infectious diseases, such as but not limited to COVID-19 (Coronavirus).
- Unauthorised use or access of Council owned land.
- Damage to physical infrastructure of town centres, including street furniture and surfaces.
- Loss of potential income from ground rent.

Non-compliance with this policy may have a significant effect on the efficient operation of the Council and may result in financial loss, an inability to provide services to our customers, severe threat to public health and adversely impact the Council's reputation.

4. Applications

- 4.1 Only fully completed applications will be considered. Details of the supporting documents required are indicated at the top of the 'Use of Town Squares application form' in Appendix 1, but include as a minimum; signed declaration and witnessed indemnity, photograph/s of the stall/s setup and other associated equipment, proof of public liability insurance with correct level of cover, and any further details at the request of the Business Growth Manager including risk assessments and event management plans.
- 4.2 Only applications received using the current version of 'Use of Town Squares application form' will be accepted.
- 4.3 Applications shall not normally be considered if submitted within 28 days of the proposed date of town centre trading activity. However, where there is enough officer time to carry out any necessary consultations, validate an application against all criteria in the 'officer checklist for town centre trading', produce and distribute a permit, applications within shorter timescales will still be considered.
- 4.4 Applications will be considered and permission to trade will be issued on a first-come first-served basis.
- 4.5 The Council will not take provisional bookings for use of any of the town squares. Any date/s and location are not secured by an applicant until a permit has been issued by the Council and in cases where the use is chargeable, paid for in full.

- 4.6 Applications will only be authorised up to a maximum of 12 months in advance.
- 4.7 All applicants or operator/s of any stalls related to town centre trading must be over the age of 18 years.
- 4.8 Political parties and those groups affiliated to political parties are not permitted to hold a permit to use the sites covered by this policy.
- 4.9 Applications will normally be determined within 28 working days of submission.
- 4.10 Applications from traders to stand at a Council run market or event, may be processed by the Markets Officer, in conjunction with the Business Growth Manager.

5. Consultations

In determining applications under this policy the Business Growth Manager shall, where necessary, consult and take into account the views of:

- Environmental Health section
- Licensing section
- Health and Safety Officer
- Nottinghamshire County Council highways department
- Police
- Fire and Rescue Service
- Trading Standards

The following will be informed of the applications for permits:

- The leader of the Council and Opposition party leaders
- Local Councillors
- The Chair and Vice Chair of the Jobs and Economy Committee
- Parish or Town Council

It shall not be a requirement to consult individual traders in town centres.

6. Large Events

- 6.1 Where any town centre trading event has an attendance of more than 499, a risk assessment, event plan (map identifying the exact location of all activities), an operational plan and emergency plan will be forwarded to the Police, the Fire Service and the Council's Environmental Health Department, Health and Safety team and Licensing team, a minimum of 28 days prior to the start of the permit. The lawful requirements of the above consultees will be complied with.
- 6.2 Where any town centre trading event has an attendance under 500 at one time and alcohol is being sold in conjunction, an applicant will need to serve the Council's Licensing Department with Temporary Event Notice. It should be noted that a Temporary Event Notice could produce objections from the Police and/or Council's Environmental Health Department. Events of 500 or

more attendees at any one time which includes the sale of alcohol, may require a “time limited” premises licence. Organisers are advised to contact the Council’s Licensing Team to ensure compliance with the Licensing Act 2003 requirements.

- 6.3 Where a town centre trading event has an attendance of 500 or more, an applicant must provide proof of public liability insurance cover, and a declaration of any stalls/operators planning to attend the event must be included in any application, with the correct level of cover required by the operation of this policy. Because of the level of necessary consultation, an application for town centre trading which is likely to attract an attendance of 500 or more, cannot be considered in a reduced timescale.

7. Insurance

Where the proposed town centre trading is through market stalls, evidence of the correct levels public liability insurance cover will be required for each individual stall and the market in its entirety. The correct levels of cover are minimum £5m public liability cover for each individual stall and minimum £10m for an entire market/event. Excess policies, which would temporarily allow the combination of public liability cover from two insurance policies, the primary policy and a further ‘top-up’ of cover, to provide a total of £10m or more for a proposed event, may be accepted where necessary.

8. Criteria for Determination of Applications

- 8.1 Applications shall be permitted if they enhance the facilities offered to visitors of town centres in Broxtowe unless:
- The application would be likely to present an unacceptable risk to public health and safety. This includes not being able to demonstrate proper understanding and/or implement the necessary measures required by the Council, to ensure the proposed activities are COVID-19 secure.
 - The application would be likely to cause undesirable noise or nuisance.
 - The application would be likely to damage the reputation of the Council or bring it into disrepute.
 - The application would be an affront to public decency.
 - The application would be likely to encourage hatred or extremism.
 - The application would be likely to be unsightly and detract from the visual amenity of town centres.
 - The application would be likely to damage or harm an element of the infrastructure or street furniture of town centres.
- 8.2 The introduction of additional trading competition which might affect the business of existing retailers cannot of itself be a ground for refusal of an application.

9. Access

- 9.1 The area of agreed squares use will be shown on an accompanying plan issued with a permit in most cases. Town centre trading should only take place within the highlighted area on the plan. Where permission for square use is as a result of a trader wishing to attend a Council ran market or event,

the trader will not necessarily be provided with a plan. The Market's Officer will be responsible for positioning traders and the layout of the wider market.

- 9.2 No vehicles are to use the squares unless agreed with the Business Growth Manager prior to the event.
- 9.3 Any vehicle/s using the square where permitted, must also apply for a Parking Dispensation available from the Council's Parking Services Department. Please note that there may be additional charges for this. Some vehicles may not be eligible for a parking dispensation, further terms and conditions of Parking Dispensations are available from the Parking Manager.
- 9.4 No trailer may use the square except as may be specifically approved by the Business Growth Manager, under conditions prescribed by them. Any application to use a trailer must give details of height, width, length and weight of the trailer and provide images.
- 9.5 Anyone town centre trading, must be able to produce accurate access information to any Council representative on request, which includes a valid signed permit and accompanying plan where one was provide by the Business Growth Manager. Failure to produce the necessary documents may lead to the person/s attending being asked to leave the area permanently, with no refund of ground rent to be issued.

10. General Conditions of Permit

- 10.1 A permit holder or person/s employed by them, must not place on the street, fix to equipment/street furniture placed on the street, any advertising material of any description whatsoever except with written consent from the Business Growth Manager.
- 10.2 If large Christmas trees and associated safety barriers, seasonal planters, art exhibits or other temporary structures are in position at a town square, which limits the space for town centre trading, further conditions on times, dates, areas and methods of access could be applied to a permit, which may differ from other permits issued previously or in the future for the same location.
- 10.3 If safety barriers, painted, roped or taped zones demarcating areas to facilitate 'Social Distancing', one-way or other pre-determined access and egress points or routes into markets or events, limit the space for town centre trading; further conditions on times, dates, areas and methods of access could be applied to a permit, which may differ from other permits issued previously or in the future for the same location.
- 10.4 Town Squares must be cleared as soon as practicable after the cessation of any town centre trading activity; this includes stalls, tables, vehicles and other associated equipment. All waste must be taken away from the site. The named permit holder will be responsible for litter related to any activity

and maybe liable for associated costs related to the clean-up of improperly disposed waste. The public bins are not to be used to dispose of trade waste.

- 10.5 All applicants will indemnify the Council against all claims for damage or injury or loss arising out of the use of the squares for town centre trading.
- 10.6 In a case where town square space has been secured by a third party promotional space booking agent, their own access information alone may not be accepted by a Council representative. Both the booking agent and any organisation trading at a square area (if these are separate) are responsible for ensuring a valid Council issued permit is available for inspection.
- 10.7 A permit holder or person/s employed by them, must not make any holes or indentations of any description in the ground, place or fix any equipment of any description into a town square surface.
- 10.8 A permit holder or person/s employed by them, shall not do anything in or on a squares area, which in the opinion of the Council, may pose or become a danger, nuisance or annoyance, cause damage or inconvenience to the Council or to the owners or occupiers of any premises within the locality or to members of the public.
- 10.9 A permit holder or person/s employed by them, must comply with all reasonable requirements of the Business Growth Manager, or any other authorised officer of the Council, a Police officer or a Police community support officer in the execution of their duties.
- 10.10 A permit holder or person/s employed by them, are expressly forbidden to sell, display or wear any article which is or is offensive either in writing, sound or pictures.
- 10.11 The appearance of associated equipment or structures shall be of good quality. Photographs are sent to the Business Growth Manager of equipment related to an application before a permit is granted. Where it is statutory that any equipment related to town centre trading activity is subject to a maintenance schedule, certificates or other documentation related to that equipment may be requested at the application stage.
- 10.12 No lighting, bunting or banners may be placed on town squares which could cause confusion with the traffic signals. Permission will be required to display lighting, bunting or banners from the Business Growth Manager.
- 10.13 No appliances with naked flame/gas bottles unless appropriately contained within the vehicle (where vehicle is permitted and integral to the stalls setup) or secure area, away from interference from others. Gas bottles must be stored in an area that is well ventilated.

- 10.14 No artificially amplified loudspeakers are permitted save with express authority from the Business Growth Manager.
- 10.15 All permits will be limited to daily 'trading hours' between 8am and 10pm. Set-up and close of stalls can occur outside these times, with prior permission from the Business Growth Manager.
- 10.16 A permit holder or person/s employed by them, shall obtain child protection training and where necessary CRB checks will be required.
- 10.17 Additional conditions may be imposed at the discretion of the Council.

11. Notifications and Additional Permissions and Requirements

- 11.1 An applicant will inform and consult with the local police station as soon as a permit is granted to trade on a town square, where the proposed activities would deem it appropriate. See section 6 'Large Events'.
- 11.2 Where town centre trading is through a regular organised market, it is the responsibility of market operator/manager named on the Council issued permit OR the Council's Markets Officer where market or event is Council ran; to obtain any additional licence/s from neighbouring local authorities that have protected market rights on certain days.
- 11.3 Any stalls/concessions offering food must be notified to the Environmental Health department before trading. Details of the trading name and where the business is registered must also be provided.
- 11.4 Information of any town centre trading activities which are licensable under the Licensing Act 2003 should be provided to the premises licence holder for a town square and form part of any required risk assessment. The full risk assessment must be in line with current Fire Precaution legislation. Any significant findings should be addressed to the satisfaction of the Fire Service prior to the town centre trading taking place.
- 11.5 It is a legal requirement to apply to the Council's Licensing Department for a street collection permit when undertaking charitable collections or sales or any other activity where the collection or donation of cash occurs. (e.g. Busking for charity).
- 11.6 Where an applicant intends to carry out direct debit data capture on behalf of registered charitable organisations, the Council's Licensing Department must be informed as required by the Institute of Fundraising code of practice. This could include forwarding copies of the 'Use of Town Squares application form', or a notification via email from the Business Growth Manager to Licensing.
- 11.7 Where security staff are required and used for a town centre trading activity on a town square, they will be qualified as required by legislation. A legible record containing names, addresses and Security Industry Authority (SIA)

badge numbers of Door Supervisors shall be maintained and kept for a period of three months and be available for inspection by the Police and the Licensing Authority.

- 11.8 If it is indicated in an application the use of the Council's electricity supply is required for town centre trading activity, arrangements should be approved by the Business Growth Manager who has responsibility for this facility. Please note there is a charge for this, additional to any fee for ground rent. Applicants will be asked to sign a separate agreement for the use of the electricity supply.
- 11.9 Where hand washing facilities are required for safe stall operation (for example trading from a food stall), portable water access is the responsibility of the individual trader. Where a larger market or event is permitted, the event organisers must ensure that traders have the correct handwashing facilities in place.

12. Miscellaneous

- 12.1 The Council may find it necessary to issue multiple permits for the partial use of a square area at the same time, where there is physical capacity to carry out the activities listed on each individual permit harmoniously. The Council will inform all applicant's/permit holders affected where this may be the case, to stipulate the individual areas covered by each permit.
- 12.2 Where a Temporary Event Notice is required, the applicant should clearly define within their application documents and physically barrier a designated area on a town square, from the overall town centre trading activity, for the sale and consumption of alcohol. This defined area has a maximum attendance of 499 people.
- 12.3 Tacit consent for squares usage does not apply - i.e. if an applicant has not been contacted following their submission of an application, this does not mean permission has been granted.

13. Refusal of Applications

If an application is refused the Business Growth Manager shall give written reasons for refusal to the Applicant within 5 working days of the decision being made.

14. Appeals

The decision to issue a permit for town centre trading is the responsibility of the Business Growth Manager. There is no formal appeals process in the event an application is refused or a previously issued permit is cancelled prior to, or revoked during a booking. Applicants reserve the right to make a complaint, following the Council's formal complaints procedure.

15. Cancellations

- 15.1 The Council reserve the right to cancel any permit at short notice. This may be for a variety of reasons. For example, but not exclusively; non-payment

of any fees, because other agencies such as, the highway authority or a statutory undertaker require access to the trading location, Local or National restrictions in place as a result of a pandemic severely limit or prohibit the proposed activities, or any other point within this policy.

- 15.2 If a permit is cancelled or revoked, for any reason, the Council shall not in any circumstances whatsoever be liable to pay any compensation to the individual/s and/or organisations named on the permit and/or person/s employed by them, in respect of the cancellation.

16. Related Policies, Standards and Guidelines

This policy should be read in conjunction with the:

- Statement of Licensing Policy 2019-2024 (As updated)
- Broxtowe Enforcement Policy
- Enforcement Protocol

17. Enforcement

- 17.1 A permit for town centre trading activity will be cancelled if it is found by a duly authorised Environmental Health officer that there is an immediate risk to the public.
- 17.2 If it is judged by a duly authorised Environmental Health Officer or authorised officer that there is a breach of permit condition, the licence may be terminated forthwith.

18. Charges

- 18.1 Applicants may be required to pay a ground rent for occupation of an-agreed space on a town square. Dependant of the amount of space and type of use, the rent amount will be determined by the Business Growth Manager in conjunction with the Council's Estates Section and/or Markets Officer.
- 18.2 If a market operator/manager includes stalls that were not included in the original application, there may be retrospective charges made.
- 18.3 Where charges are applicable, permits are to be paid for in full, at least 28 days in advance and are non-refundable.
- 18.4 In circumstances where a valid application is made less than 28 days before proposed town centre trading is due to take place, payment for the permit must be made within the terms detailed on the Council issued invoice.
- 18.5 Charges will be reviewed annually.

19. Review

This document will be reviewed annually or wherever there may be a change of influencing circumstances.

20. Appendices

APPLICATION FOR USE OF TOWN SQUARES

Appendix 1



As part of a full application to use our town squares the Council requires the following: -

Please complete the checklist below before submitting your application. Incomplete fields or incorrect details provided, will delay us processing any application.

- ☐ A fully completed version of this application form (Page 1-3).
 - Details of stall/s setup and other associated equipment with booking (Section 14). Images and/or service certificates may also be requested.
 - Proof of Public Liability insurance in place (minimum of £5m for individual stalls, £10m for an entire market/event), to cover the stated use (Section 11). Further terms may apply, please contact us for more details.
- ☐ A signed and witnessed indemnity form, where applicable (Page 4).
- ☐ For planned events where the attendance is likely to exceed 499 (Section 12), further information will be required including; more detailed Risk Assessments, Event Management and Traffic Management Plans, list of individual traders. The Council reserves the right to request all of the information above for all bookings.

1. Please indicate which square you wish to use.	Beeston	
	Kimberley	
	Stapleford	
2. Applicant name.		
3. Applicant postal address.		
	Post Code	
	Tel Number	
	Email	
4. Are you a market trader, attending with a stall at an organised market or event?	YES / NO (<i>indicate as appropriate</i>) <i>If Yes, market traders do not need to complete indemnity on page 4.</i>	
5. Name of organisation booking space. * <i>If you are a booking/marketing/other 3rd party agent, applying for promotional space on behalf of another party, please also include their details in Sections 5-6.</i> <i>If on behalf of a <u>Charity</u>, please include details in Sections 7-10 (Page 2).</i>		
6. Address of organisation booking space		
	Post Code	
	Tel Number	
	Email	
7. Name of charity.		
8. Charity contact name.		
9. Registered address of charity.		

	Post Code	
	Tel Number	
	Email	
10. Registered Charity Number.		
11. Please state the nature of the booking and any proposed activities, including goods for sale.		
12. How many people are expected to attend the event as part of the booking and the proposed activities?		
13. Is the use of the square licensable under the Licensing Act 2003?	YES / NO (indicate as appropriate) <i>If in doubt please contact the Licensing Department.</i>	
14. Give details of any equipment and/or stands to be used in conjunction with this booking, including sizes. <i>E.g. 3x3m gazebo with weights and a 1m high lectern..</i>	<i>Multiple 3x3m plots for market traders will carry additional charges.</i>	
15. Do you require access to mains electricity as part of the square usage?	YES / NO (indicate as appropriate) <i>This carries an additional charge and separate agreement.</i>	
16. Date/s for proposed use of the square. <i>This application form must be received by the Council at least 28 days before the booking date/s given. This is to enable any necessary consultations to take place.</i>	<i>We do not accept bookings more than 12 months in advance.</i>	
17. Times for the proposed use of the square. <i>This should allow for the set-up and take down of any equipment associated with the booking, including accessing the square for loading and unloading.</i>	<i>Trading hours are limited between 8:00 and 22:00.</i>	
18. Is this squares use in conjunction with a street collection?	YES / NO (indicate as appropriate) <i>This includes Direct Debit Collection data capture.</i>	

PLEASE NOTE

Broxtowe Borough Council has under section 3 of the Local Government (Miscellaneous Provisions) Act 1982 adopted Schedule 4 of that Act with regard to Street Trading within specified areas of Beeston. These areas are now defined as 'Consent Streets', where street trading is not allowed without the permission of the Council. This designation came into force on the Monday 7th August 2017.

The following areas in Beeston are designated as Consent Streets: -

Chilwell Road, Chilwell/High Road, High Road, Wollaton Road, Station Street, Foster Avenue, Derby Street, Acacia Road, City Road, Regent Street, Willoughby Street, Union Street, Villa Street, Stoney Street, Marlborough Road and Broadgate.

Any attempt by organisations, including promotional/marketing companies and space booking agents, to avoid a full commercial booking through the Council and/or instructing their clients to a space in a defined consent street area without written permission from the Council (regardless of land being privately owned), is doing so illegally.

DECLARATION

I have read and undertake to observe the conditions relating to the use of the area indicated. I also enclose the duly completed form of indemnity (indemnity not required for individual market traders attending organised markets or events).

SIGNED:

APPLICANT:

DATE:

SUBMITTING YOUR APPLICATION

Scans of this form, public liability certificates and other supporting information from the checklist on Page 1 can be emailed to us at markets@broxtowe.gov.uk.

If you are unable to provide digital copies of the information required for an application, please call 0115 9173588 / 3043 for further assistance. Once all the requested information has been received, a decision will be made on the fee and whether to grant permission for squares use by issuing a permit where necessary.

Further correspondence may also be required before a decision is reached. A decision will be reached in line with the Council's 'Town Centre Trading Policy'.

**INDEMNITY FOR
USE OF TOWN SQUARES**



You DO NOT need to complete this indemnity if you indicated ‘Yes’ to section 4 (Page 1) of this application form.

I/WE the undersigned for and on behalf of
(applicant).....
agree to indemnify Broxtowe Borough Council from any liability and associated costs arising out of
the negligence of the undersigned and/or its agents for the use, organisation, supply and erection
of materials for the purpose of
(the event).....
(location).....
taking place on*(date and time of event)*.....

I/we also agree that we will not hold Broxtowe Borough Council, its employees or agents
responsible for any loss damage or injury to persons or its property in connection with the above
mentioned event unless such loss or damage was as a result of the negligence of Broxtowe
Borough Council, its employees and or agents..

Dated this day of 20.....

Signed	Witnessed
Address	Address

Name in capitals	Name in capitals
Position held	Position held



Appendix 2

PERMIT FOR USE OF TOWN SQUARES

THE COUNCIL FOR THE BOROUGH OF BROXTOWE hereby authorise:

[Applicant]

of:

Company (on behalf of Company)
Address one, Address two, City POST CODE

{{DELETE AS APPROPRIATE}}

[The use of The Square, Beeston as allocated on:]

[The use of Walter Parker VC Memorial Square, Stapleford as allocated on:]

[The use of Toll Bar Square, Kimberley as allocated on:]

Day Date Month – Day Date Month Year ONLY

Between the hours of:

7.30am to 10.30pm (trading hours between 8am-10pm ONLY)

For the purposes of:

Promotional Stand/Stall/Event
(booking for, brief description of activities)

Using the following equipment:

[1x pod, 1x pull up banner and 3x3m gazebo]

Covid-19 specific PPE and processes in place:

[Black/Yellow Chevron tape marking 'socially distanced areas', hand sanitiser, cleaning wipes, gloves, masks and other insert COVID-19 related PPE.]

This permit is granted subject to the terms and conditions of use and was supplied with a plan, showing the location of the booking activity.

Dated this XXth day of [Month] [Year]

Business Growth Manager

21. Document Attributes

Document Information

Information Type	Document Information
Title	Town Centre Trading Policy
Identifier	Town Centre Trading Policy v2.0
File Location	Y:\4.3 Planning and Building Control\5.0 Planning Regeneration and Ec Dev\Town Centre Trading Policy
Description	Policy to determine applications for temporary trading activities on designated Council owned land in town centre locations.
Keywords	Town Centre Trading, Town Squares, Squares Use, Town Centres, Markets, Stalls.
Format	MS WORD
Author	L.Cairney
Owner	Business Growth Manager
Classification	OFFICIAL
Date Created	11/01/19
Last Review Date	11/01/19
Next Review Date	Dec 2021
Date to Dispose	12 months after latest version of policy released

Document Approval

Date	Name & Job Title of Approver(s)	Version
11/01/19	GMT Members, Chief Monitoring Officer	1.0

Document History

Date	Summary of Changes	Version
11/01/19	First Version – Pre Jobs & Economy Committee 31/01/19 (policy not adopted)	1.0
01/12/20	Revisions to include provisions for COVID-19, to reflect Markets Officer role and Council organised market days – Pre Committee, for circulation with other internal departments.	2.0

Distribution

Name/Group:

Heads of Service

Coverage

Name/Group:

All Staff

End of Document