

# **Licensing Sub-Committee**

**Thursday 17 July 2014 at 10.00 am**

**To be held at the Town Hall, Pinstone Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

## **Membership**

**Councillors David Barker (Chair), Jack Clarkson and Stuart Wattam  
Denise Reaney (Reserve)**

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## **PUBLIC ACCESS TO THE MEETING**

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The Licensing Committee carries out a statutory licensing role, including licensing for taxis and public entertainment.

As a lot of the work of this Committee deals with individual cases, some meetings may not be open to members of the public.

Whilst recording is allowed at Committee meetings under the direction of the Chair of the meeting, Licensing Sub-Committee meetings may not be suitable for recording due to the nature of some of the evidence to be given, and the Chair will use discretion to decide if recording is allowed. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday.

You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

If you require any further information please contact Harry Clarke on 0114 273 6183 or email [harry.clarke@sheffield.gov.uk](mailto:harry.clarke@sheffield.gov.uk).

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## **FACILITIES**

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**LICENSING SUB-COMMITTEE AGENDA  
17 JULY 2014**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Local Government (Miscellaneous Provisions) Act 1982 - Street Trading - City Centre Small Trading Stalls**  
Report of the Chief Licensing Officer

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

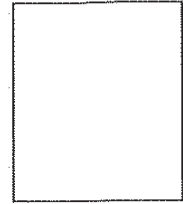
Further advice can be obtained from Gillian Duckworth, Interim Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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## SHEFFIELD CITY COUNCIL Committee Report



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**Report of:** Chief Licensing Officer, Head of Licensing

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**Date:** 17th July 2014

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**Subject:** Street Trading  
City Centre Small Trading Stalls

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**Author of Report:** Andy Ruston

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**Summary:** To consider two applications for a street trading consent to trade in the city centre.

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**Background Papers:**

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**Category of Report:** OPEN

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**REPORT OF CHIEF LICENSING OFFICER, HEAD OF LICENSING,  
TO THE LICENSING COMMITTEE**

**Ref: 50/14**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**

**Street Trading – City Centre Small Trading Stalls**

**1.0 PURPOSE OF REPORT**

1.1 To consider two applications for a street trading consent to trade in the city centre.

**2.0 INTRODUCTION**

2.1 The Council have power under the provision of the 1982 Act to regulate street trading in the city.

2.2 A Street Trading Consent is required to trade on any street (which includes roads, footways, forecourts, or other areas to which the public have access) within the Sheffield City Boundary.

2.3 The Licensing Committee at it's meeting of 29<sup>th</sup> January 2002 passed the following resolution:

1. That under the provisions of schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982:
  - (a) all streets (which includes roads, footways, forecourts or other areas to which the public have access) within the Sheffield City boundary, shall be designated consent streets and;
  - (b) such street trading designation shall take effect as from the 1<sup>st</sup> April 2002; and
  - (c) all previous designations in relation to street trading will be rescinded as a result of the designation set out above.
2. The effect of this resolution is that from 1<sup>st</sup> April 2002, it will be an offence to engage in street trading in any street or any other place identified in the above resolution without being authorised to do so by consent from the City Council.

2.4 A Local Authority may attach conditions to a Street Trading Consent. The conditions may include conditions to prevent obstruction of the street and danger to persons using the street or nuisance or annoyance.

2.5 A Street Trading Consent may only be granted for a maximum period of twelve months.

2.6 There is no appeal procedure against the refusal or revocation of a consent. An applicant may, however apply for judicial review of the Council's decision.

2.7 A copy of the Council's Street Trading Policy is available via the following link to the Council website-<https://www.sheffield.gov.uk/business-economy/licensing/general-licensing/retail/street-trading.html>.

### **3.0 CITY CENTRE STREET TRADING**

- 3.1 Working in partnership with the City Centre Management Team and Planning, Licensing presented a report to Committee in August 2011 to encourage more local businesses to trade in the city centre whilst also controlling the type and thereby controlling the quality that is on offer.
- 3.2 This is to encourage more local businesses to trade in the city centre and to offer a more continental style of trading in certain areas of the city centre
- 3.3 There is no constraint on the type of goods that can be sold. However, we would like to encourage more traditional goods that would give a more continental style to the City Centre.
- 3.4 A City Centre Qualitative Criteria for Small Trading Stalls was approved to meet these requirements and is part of the Councils Street Trading Policy.
- 3.5 The fee for consent has been set at £498.50 per quarter (£1,994 per annum) to trade seven days a week between 7am and 7pm.

### **4.0 THE APPLICATION**

- 4.1 A number of pitches have been allocated for city centre street trading at a previous meeting, therefore, the location of the remaining pitches are;
  - Sheaf Street;
  - Tudor Square
  - Barkers Pool (application pending)
- 4.2 Members are to note that the specific location at the site is agreed in conjunction with the City Centre Management Team and Planning Department.
- 4.3 An application has been submitted by Zina Simeonova to trade at Tudor Square to sell Chips, breaded chicken and mini pork skewers. A copy of the application is attached at Appendix 'A'. Members should note that the aforementioned applicants made an application to trade at the train station located on Sheaf Street to which the Licensing Service received an objection to the application from the Station Manager, Sheffield Station, a copy of which is attached at Appendix 'B'. Following receipt of the objection it was decided that a site visit should take place at which an alternative site could be identified on Sheaf Street. On 8<sup>th</sup> May 2014 a site visit took place during which consideration was given to an appropriate site away from the train station and the site that had previously been agreed between the Licensing Service and the City Centre Management Team was identified. A picture of the site is attached at Appendix 'C'. During the site visit, Paul Turner, Highways Department, raised concern in relation to the suitability of the site in relation to the applicant gaining access to the site as the only feasible way to access would be via the crossing leading from Howard Street or via the bus stop located further down Sheaf Street. A copy of an email received from Paul Turner is attached to the report at Appendix 'D'. After giving further consideration to the matter and in particular the awkward access to the site, it was deemed unsuitable on this occasion. The applicant requested at the site visit on 8<sup>th</sup> May 2014 that consideration be given to a site at Tudor Square, following which a site visit was made to Tudor Square. The applicant was advised that they can make an application for a site at Tudor Square as an alternative to Sheaf Street. A copy of the application for Sheaf Street is attached at Appendix 'E'.

4.4 An application was made by Zina Simeonova on 15<sup>th</sup> May 2014, for a site on Tudor Square. The application was circulated to Planning, South Yorkshire Police, Highways, South Yorkshire Fire and Rescue, City Centre Management Team and the Events Manager. Comments have been received from the Events Manager and Highways raising concern with the suitability of Tudor Square as a site for street trading. A copy of the comments received are attached at Appendix 'F'.

4.5 The applicant has expressed that they do not wish to withdraw their application for Sheaf Street unless their application for Tudor Square is granted and therefore members are requested to give consideration to both applications for Tudor Square and Sheaf Street and whether either of the sites are suitable for street trading.

## 5.0 REASONS FOR REFERRAL

5.1 The application for Tudor Square has been referred to the Licensing Sub Committee as the Licensing Authority has received objection during consultation of the application. The application for Sheaf Street has also been referred to the Licensing Sub Committee as the Licensing Service received objection to the application from the Station Manager, Sheffield Station and concern has been expressed in relation to the suitability of an alternative site identified at the site visit on 8<sup>th</sup> May 2014.

5.2 Each application must be determined on its own individual merits and has therefore been referred to the Licensing Sub Committee.

5.3 Members are to refer to section 2.8 of the policy in consideration of the objection and comments and in particular to the following bullet points under that section:

- **Public Safety / Highway**

(a) 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;

(b) Whether there is sufficient space in the street for the applicant to engage in the trade in which he/she is proposing without causing undue interference or inconvenience to other persons using the street;

(c) Whether the street trading activity may damage the structure or surface of the street;

- **Appearance of the unit**

(a) Whether the unit is of a smart appearance and meet the specific qualitative criteria.

(b) Whether the appearance of the trading unit or structure is compatible with the character of the area in which it is proposed to be situated.

- **Environmental credentials**

(a) Whether there is a negative 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. Mitigating measures to minimise the environmental impact of the proposed operation will be taken into account.

- **Objections**

- (a) Take into account any objections made about the application or Consent holder from interested parties.

5.4 The applicant has been invited to attend the Licensing Sub Committee hearing to present their case.

5.5 The Event Manager, Paul Turner Highways, Station Manager, Sheffield Station and Richard Eyre have been invited to attend the meeting to present their case.

5.6 A copy of the hearing procedure is attached at Appendix 'G'.

**6.0 FINANCIAL IMPLICATIONS**

6.1 If Members are minded to refuse this application, there are no financial implications for the Council arising from this report.

6.2 Members should also note that if any application is referred to the High Court significant legal costs are likely to be incurred. There is no hold over budget within Licensing to cover such costs.

**7.0 RECOMMENDATIONS**

7.1 That Members consider the applications submitted alongside the Council's "City Centre Street Trading - Small Trading Stalls" qualitative criteria, the street trading policy and comments submitted by the Events Manager, Highways Department and Station Manager, Sheffield Station.

7.2 That Members consider all the information provided by the applicant both in their written application and in person at the hearing.

**8.0 OPTIONS OPEN TO THE COMMITTEE**

8.1 To grant the consent at the agreed location at Sheaf Street or

8.2 To grant the consent at the alternative location at Tudor Square

8.3 To defer the matter for further consideration.

8.4 To refuse the street trading application at Sheaf Street or

8.5 To refuse the street trading application at Tudor Square.

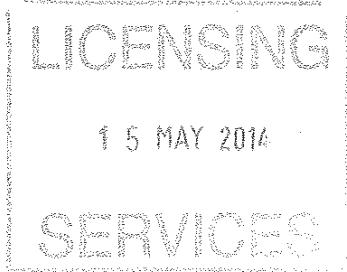
Steve Lonnia  
Chief Licensing Officer & Head of Licensing  
Business Strategy and Regulation, Place Portfolio  
Block C Staniforth Road Depot, Staniforth Road, Sheffield S9 3HD



# APPENDIX 'A'



# LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982



## STREET TRADING CONSENTS CITY CENTRE STREET TRADING

### APPLICATION FORM AND GUIDANCE

Licensing Service  
Place Portfolio  
Business Strategy and Regulation  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD

Telephone Number: 0114 203 7752  
Fax Number: 0114 273 5410

Or visit our website: [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing)  
Or email us at: [general.licensing@sheffield.gov.uk](mailto:general.licensing@sheffield.gov.uk)

#### Opening Times

Monday to Friday                      09:00 to 17:00



# GUIDANCE FOR A CITY CENTRE STREET TRADING APPLICATION NOTES FOR APPLICANTS

The purpose of the Street Trading process is to allow the selling or exposing or offering for sale of any article (including a living thing) in a street, under the Local Government (Miscellaneous Provisions Act 1982

The Council passed a resolution under Schedule 4 of the above Act designating all streets (which includes roads, footway, forecourts, or other areas to which the public have access) within the Sheffield City Boundary as consent streets.

This designation took effect from the 1<sup>st</sup> April 2002. The effect of the above resolution is that from the aforementioned date, it is an offence to engage in street trading in any street or other place identified in the above resolution without being authorised to do so by consent from the City Council.

If you wish to street trade in Sheffield, you must apply to the Licensing Authority. Please ensure you fully read our Street Trading Policy before making an application to us. This can be viewed at [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing).

Any street trading consent granted under the Local Government (Miscellaneous Provisions) Act 1982 will generally remain in force for one year or for such shorter period as the Licensing Authority thinks fit.

Street activities are an essential ingredient of a vibrant and lively city, and in Sheffield there is a strong demand for legitimate small scale trading pitches. They also offer an opportunity for small businesses to get started with a relatively modest outlay.

The widening of footways offers the opportunity to designate more pitches in locations that will add to the attractiveness of the City Centre. In Orchard Square and Meadowhall 'Barrow' style stalls are used extensively, enhancing the colour and vitality of those places.

This scheme is part of the City Council's campaign to make Sheffield City Centre a more attractive and vibrant place.

The city centre of Sheffield in relation to Street trading is attached at the back of this application, if you wish to trade within this area applicants must apply appropriately as below.

The applicant must meet the city centre qualitative criteria at the back of this application which forms the basis on which to test applications for the grant of designated small trading stall Street Trading Consent sites within the City Centre.

Motorised vehicles or stalls etc. are not permitted as part of the city centre scheme and the Council encourages barrows and handcarts to keep in with the area.

All barrows/handcarts must be capable of being moved on and off site by hand and any vehicles used to bring the barrows/handcarts to the site must be parked, loaded and unloaded off site.

Specific areas have been allocated for the city centre and applicants are advised to contact the Licensing Service for an up to date list.





**1. Eligibility Criteria**

- The applicant must be at least 17 years old;
- The units must meet the city centre qualitative criteria attached at the back of this application.

**2. Fee**

- The fee is £1,994.00 per annum but you must submit with your application a £100 non refundable fee to cover the costs of processing your application (if granted this will be deducted from the £1,994);
- If granted payments can be made quarterly if agreed with the Authority.

**3. Application**

All questions on the application form must be answered unless otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant. Application forms are available from [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

To apply for the grant of a Street Trading Consent (City Centre) an applicant must produce to the Council:-

- a) A completed application form;
- b) The non refundable fee of £100;
- c) 3 photographs of the unit to be used showing front, back and side;
- d) Details of the proposed site, including an ordnance survey based map of at least 1:1250 scale (a google map will not be sufficient) clearly identify the proposed trading position and its proximity to other similar retail outlets (shops, café's, etc) within an 800 metre radius.
- e) Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.
- f) Current passport;
- g) Current driver licence;
- h) One other proof of identity, showing applicant's name and current address (recent utility bill, bank statement etc);
- i) Right to work documentation (if applicable);
- j) Details of any food hygiene qualifications (unless trading in non-food items);
- k) If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.
- l) Any further information you may wish to submit in support of your application.

The following documents must be forwarded to us before the grant of a consent:

- a) A certificate of public liability insurance (the level of cover shall be a minimum of £2,000,000);
- b) Written confirmation that the vehicle meets the Council's food safety standards
- c) Waste management contract;
- d) Declare that you have registered as a food business (if applicable); and
- e) The remaining quarterly fee if agreed to pay in quarterly instalments.

**4. Consultation**

Once an application is received, it will be circulated to:

South Yorkshire Police	0114 220 2020	<a href="http://www.southyorks.police.uk">www.southyorks.police.uk</a>
South Yorkshire Fire & Rescue	0114 272 7202	<a href="http://www.syfire.gov.uk">www.syfire.gov.uk</a>
Planning	0114 203 9183	<a href="mailto:planningdc@sheffield.gov.uk">planningdc@sheffield.gov.uk</a>
Highways	0114 273 6677	<a href="mailto:highways@sheffield.gov.uk">highways@sheffield.gov.uk</a>
City Centre Management Team	0114 2736895	<a href="mailto:citycentre.management@sheffield.gov.uk">citycentre.management@sheffield.gov.uk</a>

Twenty-eight days is given to the above services to make comments on your application.

## 5. Objections

Any person objecting to an application for a consent shall give notice of their objection in writing not later than 28 days after the date of the application.

Any application for street trading in the city centre will be referred to the Licensing Committee for their consideration. The applicant and any objectors will be notified of the hearing and will be invited to attend.

## 6. Grant of a Licence

The Council may grant to any applicant a consent to trade in the terms and conditions as specified by the Council.

A consent will remain in force for one year, or such shorter period specified in the consent, unless previously cancelled or revoked.

## 7. Offences

It is an offence for any person to engage in street trading in a consent street without being authorised to do so except under and in accordance with the terms and conditions of a licence granted by the appropriate authority.

The maximum penalty on summary conviction is £1000 for each offence (each individual sale would constitute a separate offence).

Any person who, in connection with an application for the grant or renewal of a licence, makes a false statement which he knows to be false in any material respect or which he does not believe to be true shall be guilty of an offence.

## 9. Other Legislation to be Aware of

### **Food Establishments**

Food establishments must be registered with Environmental Health (contact (0114) 273 5774 / 273 4415 or email: [healthprotection@sheffield.gov.uk](mailto:healthprotection@sheffield.gov.uk)).

It is a criminal offence to operate a food business without registering.

There is no charge for registration.

## Trade Waste Disposal

(10)

You have a legal responsibility under the Environmental Protection Act 1990 and other related legislation to safely contain and legally dispose of any waste produced from your business. If you don't, you may be prosecuted.

For further information on this, please contact Environmental Protection on 0114 2037411 or visit [www.netregs.gov.uk](http://www.netregs.gov.uk).

## Identification of Consent Holders and Assistants

Consent holders must ensure that any person who is working on the site has obtained the relevant authorisation in the form of an identification badge from the Licensing Service.

Application forms for assistant identification badges can be collected from the Licensing Service.

Along with the form, the consent holder and any assistants must submit two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness. These will be used to issue an identification badge.

Assistant badges will be at a cost of £15 each.

Lost or replacement badges will be at a cost of £7.50 for consent holders and assistants.

The identification badge must be worn by the person/s working at all times.

Consent holders must ensure that the Licensing Service are immediately informed of any new assistants that are employed to work. Assistants may not commence work until being issued with the appropriate identification badge.

The consent holder must not allow anybody under the age of 17 to work on the pitch.

Applications must be submitted to:

**Licensing Service,  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD**

The Service is open from 9am to 5pm, Monday to Friday. Telephone (0114) 203 7752.



**SHEFFIELD CITY COUNCIL**  
**Licensing Service**

**PLEASE NOTE:**

**DISCLAIMER**

**The information / guidance supplied in this pack by Sheffield City Council, Licensing Service, is offered purely as a basic guide for your assistance.**

**Sheffield City Council can take no responsibility or liability for the completion of your application form.**

**We will however endeavour to offer basic information / guidance.**

**Should you require any legal assistance you must seek your own legal advice.**

**Stephen Lonnia  
Head of Licensing  
Sheffield City Council**

# Local Government (Miscellaneous Provisions) Act 1982

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## Application for a STATIC Street Trading Consent

### Notes to Applicant

All questions must be answered unless otherwise stated.  
If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

\*I / \*WE HEREBY APPLY to the Sheffield City Council for the grant of a static street trading consent (\*delete as appropriate).

### A. THE APPLICANT(S)

		1 <sup>st</sup> Applicant (Mr/Mrs/Miss/other)	2 <sup>nd</sup> Applicant (Mr/Mrs/Miss/other)
Q1	Full name(s) of the applicant	Zina Fidanova Simeonova	
Q2	Applicant(s) permanent private address	 52 352 Sheffield	
Q3	Date of birth	25/10/1978	
Q4	Nationality and place of birth	Bulgarian Varna	
Q5	National Insurance No.		
Q6	Do you have the legal right to work and live in the UK?	YES / NO Details: Yes	YES / NO Details:
Q7	Have you ever been refused a street trading consent in this or any other area?	YES / NO Details: No	YES / NO Details:
Q8	Telephone No		
Q9	Email address		

## B. COMPANY DETAILS (if applying as a Corporate body)

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Q10	Name	The Great Burger (Varna City Bar & Grill)
Q11	Registered address	104 Park Grange Rise S2 3SE - Sheffield
Q12	Registered number	
Q13	Telephone number	
Q14	Email address	
Q15	Please provide details of all Directors (names, addresses, dates of birth and details of any convictions). A separate sheet may be used.	

## C. THE UNIT / VEHICLE

Q16	Description of unit / vehicle to be used	food trailer
Q17	Registration number (if applicable)	
Q18	Date of first registration (if applicable)	
Q19	Last MOT and service (if applicable)	
Q20	Size of vehicle	Height: 210 Width: 165 Length: 225
Q21	Does the vehicle meet the qualitative criteria? Your vehicle will be inspected prior to granting a consent.	Yes

## D. TRADING DETAILS

Q22	Details of site to be occupied	
Q23	Location of pitch: (include site plan to scale)	Andor Square Cr Page 18

Q24	Is this private land?	
Q25	If private, who owns the land and have you obtained consent from them to use the land to trade?	
Q26	Items to be sold	Sausages, chips, burgers
Q27	Specify days of trade	Mon - Sun.
Q28	Specify times of trade (use 24 hours clock e.g. 10:00 to 16:00 hours)	From 7am - 7pm
Q29	Highways comments attached?	
Q30	Planning comments attached?	

**E. CONVICTIONS / CAUTIONS**

Q31	Have any of the applicants ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?  If the answer is Yes please give full details below:	<b>Applicant 1</b> Yes [ ] No [ <input checked="" type="checkbox"/> ]	
		<b>Applicant 2</b> Yes [ ] No [ ]	
<b>Details of previous convictions and/or cautions</b>			
	<b>Date of Conviction</b>	<b>Court of Conviction</b>	<b>Nature of Offence</b>
	<b>Sentence</b>		
	<b>Applicant 1</b>		
	<b>Applicant 2</b>		

## E. CONVICTIONS / CAUTIONS

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Q21	Have any of the applicants ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If the answer is Yes please give full details below:	<b>Applicant 1</b> Yes [ ] No [ ]  <b>Applicant 2</b> Yes [ ] No [ ]		
		<b>Details of previous convictions and/or cautions</b>		
	<b>Date of Conviction</b>	<b>Court of Conviction</b>	<b>Nature of Offence</b>	<b>Sentence</b>
	<b>Applicant 1</b>			
	<b>Applicant 2</b>			

## F. CHECK LIST

The following documents must be attached with this application: (tick)

Non refundable fee of £100	N/A
Your current passport	✓
Your current drivers licence	✓
One other proof of identity, showing your name and current address (recent utility bill, bank statement etc)	✓
Right to work documentation (if applicable)	✓
Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.	✓
Photographs of the vehicle / unit, front back and rear.	✓
Details of any food hygiene qualifications (unless trading in non food items)	✓
If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.	
Confirmation your vehicle meets the quality criteria	
Any further information you may wish to submit in support of your application	

The following documents must be forwarded to us before the grant of your consent:

(tick if enclosed with this application)


The remaining quarterly fee or full annual fee.	
Certificate of insurance in respect of the vehicle / unit	✓
Public liability insurance (minimum of £2,000,000) ?	
Written confirmation that the vehicle meets the Council's food safety standards ?	
Waste management contract ?	
Declare that you have registered as a food business ?	



I/We,

- declare that all the information I have given in this application is complete and correct;
- declare that I am over 17 years of age (in cases of individual applicants)
- declare I understand and will comply with the Sheffield City Council Street Trading Consent Conditions;
- undertake to pay Sheffield City Council the relevant consent fee in advance whether demanded or not;
- understand that consents are not transferable;
- understand that the Local Authority reserve the right to make further enquiries with South Yorkshire Police as a result of this application as they may consider desirable; and
- understand that giving false information is an offence and may result in prosecution and / or a street trading consent being refused or revoked:

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<b>Applicant 1</b> Signature:  Print name: Zina Simeonova Date: 13/05/2014 Capacity: Applicant
<b>Applicant 2</b> Signature: ..... Print name: ..... Date: ..... Capacity: .....

Please read these notes before completing the application form.

- If there is insufficient room on this form to fully answer the questions; or if you wish to make any further statement in support of your application, please do so on a separate sheet of paper attached to this form.
- None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.
- The Council is under no obligation whatsoever to grant a consent to any person; you will be notified of the result of this application, as soon as possible.

Please return the fully completed form and all attachments to:

**Licensing Service,  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD**

The Service is open from 9am to 5pm, Monday to Friday. Telephone (0114) 203 7752.



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**Sheffield City Council**  
**CITY CENTRE STREET TRADING**  
**Small Trading Stalls**

**BACKGROUND**

Street activities are an essential ingredient of a vibrant and lively city, and in Sheffield there is a strong demand for legitimate small scale trading pitches. They also offer an opportunity for small businesses to get started with relatively modest outlay.

The widening of footways offers the opportunity to designate more pitches in locations that will add to the attractiveness of the City Centre. In Orchard Square and Meadowhall 'Barrow' style stalls are used extensively, enhancing the colour and vitality of those places.

This scheme is part of the City Council's campaign to make Sheffield City Centre a more attractive and vibrant place. Set out below is the qualitative criteria which forms the basis on which to test applications for the grant of designated small trading stall Street Trading Consent sites within the City Centre.

**QUALITATIVE CRITERIA – SMALL TRADING STALLS**

**GENERAL DESIGN**

- There will be no motorised vehicles or stalls etc. permitted as part of this scheme.
- All barrows/handcarts must be capable of being moved on and off site by hand and any vehicles used to bring the barrows/handcarts to the site must be parked, loaded and unloaded off site.
- Good display is an important part of the selling process and top quality presentation encourages purchase and benefits the retailer reputation.
- It is in the best interest of traders to produce a high quality design in their barrows/handcarts. The function of the stall is to identify the trader and add vitality and colour to the immediate area, and reflect the quality, cleanliness and order in their operation. The barrow/stall contributes to the appearance of the street for good or bad, so design matters to everyone who uses the street, as well as the operator.
- Sign writing and scrollwork must be finished to a standard acceptable to the City Council.
- The unit must be visually acceptable to the City Council (this will include the Head of Licensing, City Centre Manager and Planning Service) and be in keeping with the street/area that it is to be located.
- Advertisements on stalls will not be permitted except by permission of the Council in writing and subject to further conditions. The Council shall be the sole judge of what is an acceptable advertisement.
- The Council will reserve the right to not renew any consent where it considers the product(s) offered by the operator are not in keeping with the requirements of the site and the promotion of the City Centre.
- Non functional elements attached to barrows / handcarts, are not acceptable.
- The general design of the barrow/handcart must meet the requirements of the Council for that

location.

- Flame retardant 'skirts' are to be used if necessary, so as to obscure the frame, gas bottle etc. They should be designed to 'unify' the barrow/handcart.
- All equipment, tools, gas bottles etc. must be self contained within the stall/handcart etc.
- Bright colours and a sense of fun are encouraged.
- Finished in flame retardant paint.
- A colour photograph or scale illustration of the proposed handcart must be submitted to the Licensing Service as part of the application process.
- No barrow/handcart should have a frontage greater than 3.0 metres or a width greater than 2.0metre.
- Roofs should be no more than 2.5m above ground level.
- Pitched and curved roofs are encouraged.
- Canopies should be high quality with a feeling of 'permanence'. These could be manufactured from either stretched canvas, or woven material, opaque or light metal materials. Clear plastic awning and extensions to the canopy will not be acceptable.
- Canopies must be maintained and cleaned to a high standard.
- Food traders must ensure that any stall design satisfies the requirement of food safely legislation. Staff must be adequately trained in good hygiene (Basic Food Hygiene Certificate and regular on going training) and records of training must be made available on request.
- Best practise of food hygiene must be adopted by the operator. This covers:
  - Personal hygiene
  - Hand washing
  - Ill health
  - Prevention of contamination
  - Temperature control
  - Temperature monitoring
  - Cleaning
  - Storage and stock rotation
  - Procedures in the event of freezer breakdown
  - Site cleanliness
  - Waste disposal
  - Pest control
  - Quality control
  - First aid facilities
- Food traders must have a minimum food hygiene rating score of 3.



Verified Supplier | Shanghai Jiexian Ind... Add Company to My Favorites Onsite Check

3rd

Home Product Categories Company Profile Contacts

Home > Product Categories > Round Food Trailers > Seminar Processed Food JX-FR220B Multi-function Mobile Brunch Cart with Generator



### Seminar Processed Food JX-FR220B Multi-function Mobile Brunch Cart with Generator

Add to Inquiry Cart Add to My Favorites Share to:

FOB Price: US \$ 1,500 - 3,000 / Unit | Get Latest Price  
Port: Shanghai  
Minimum Order Quantity: 1 Unit/Units  
Supply Ability: 50 Unit/Units per Month  
Payment Terms: D/P,T/T

Minisite Survey

Ms. Lisa Yin

Offline

Contact Supplier

Start Order



See larger image

Verified Supplier | Shanghai Jiexian Industrial Co., Ltd.

[ Shanghai, China (Mainland) ]

Business Type: Manufacturer

Onsite operations checked and legal status confirmed

37.6% Quick Response

Search products here

Product Showcase

Product Categories

Square Food Trailers

Round Food Trailers

Round Hot Dog Carts

Square Hot Dog Carts

Coffee Carts

Delt Food Carts

Square Food Carts

Ice Cream Carts

Transfer Trolley

Ungrouped

See All Categories

New Products

#### Product Detail

##### Quick Details

Place of Origin: Shanghai, China (Mainland)	Brand Name: JIEXIAN	Model Number: JX-FR220B
Material: Stainless Steel	Style: Brunch Cart	Surface Handling: Polishing Steel
Type: Brunch Cart	Caster Size: Match it according to the specific cart model	Capacity: 300kg
Hot/cold water tap: 1 PC	Mini Water Pump: 12V 1pc	Color: As your want
Shape: Square shape	Cart Size: 220*160*210	Water Tank/Bucket: One for clean water, one for waste water
Category: Brunch Cart		Cart Weight: 300kg

Report Suspicious Activity

##### Packaging & Delivery

Packaging Details: Reusable and fumigation-free wooden crate suitable for export, the overall package  
Delivery Detail: 20 working days

##### Specifications

Brunch Cart  
>High quality,competitive price  
>Function&color optional  
>Durable and easy to operate  
>Customization

### Multi-function Mobile Brunch Cart with Generator

Our company is one of the leading Food Cart manufacturers in China(Mainland). As the senior engineers, our core team has been in this field more than 15 years. Equipped with advanced technology and facilities, we enjoy high reputation on the quality and competitive price. We have successfully exported to America, Europe (Greece , Italy, France, Romania, Germany, Sweden, and Czech Republic), Middle East (Saudi Arabia, Libya, etc.), Australia, and South America, etc. We can specially offer OEM availability, after-sale services, production capacity, quick reply ability, good communication skill, etc compared with our competitors.

Product model : Brunch Cart JX-FR220B

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2014 Galvanised steel  
Stainless Ste...

Brunch Cart Weight: 300 Kg approx. empty

	L(cm)	W(cm)	H(cm)	volume(CBM)
Cart Body Dimensions:	220	160	210	---
Dimensions on Trailer:	350	160	210	---
Package dimensions:	230	170	220	10.9

Brunch Cart Package Description: reusable and fumigation-free wooden crate suitable for export, the overall package  
 20' container 2units  
 40' container 5units

**The Items come with this Brunch Cart**

1. Wheels: Four small wheels which is convenient to push by hands.
2. Chassis : Integral steel frame construction and suspension components treated with rust resistant protective coating.
3. Body: The wall frame is welded by square tubes, the external wall is FRP ,the middle layer is heat insulation one, and the internal wall is High quality stainless steel. One selling window available in front, One AD lamphouse in front, some working tables, one business cash box. High visibility tail light signal system.
4. Flooring: Non-slip flooring(aluminum)with drain, easy to clean up.
5. Electric accessories: Lighting device, socket, voltage governor, fuse/connecting box and external cables available.
6. Water Cycle system : Double sinks with hot and cold water taps, a fresh water tank a waste water tank, 12V mini water pump, 12V battery, and on/off control switch
7. Brunch Cart Color: Red, Yellow, Orange, Dark blue, green and so on.

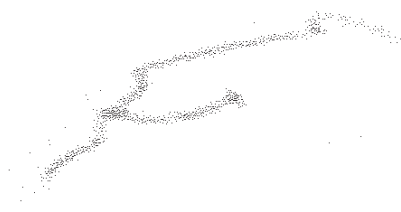
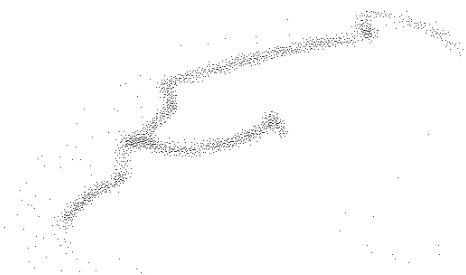
Minisite  
Survey

**Views of this Brunch Cart**

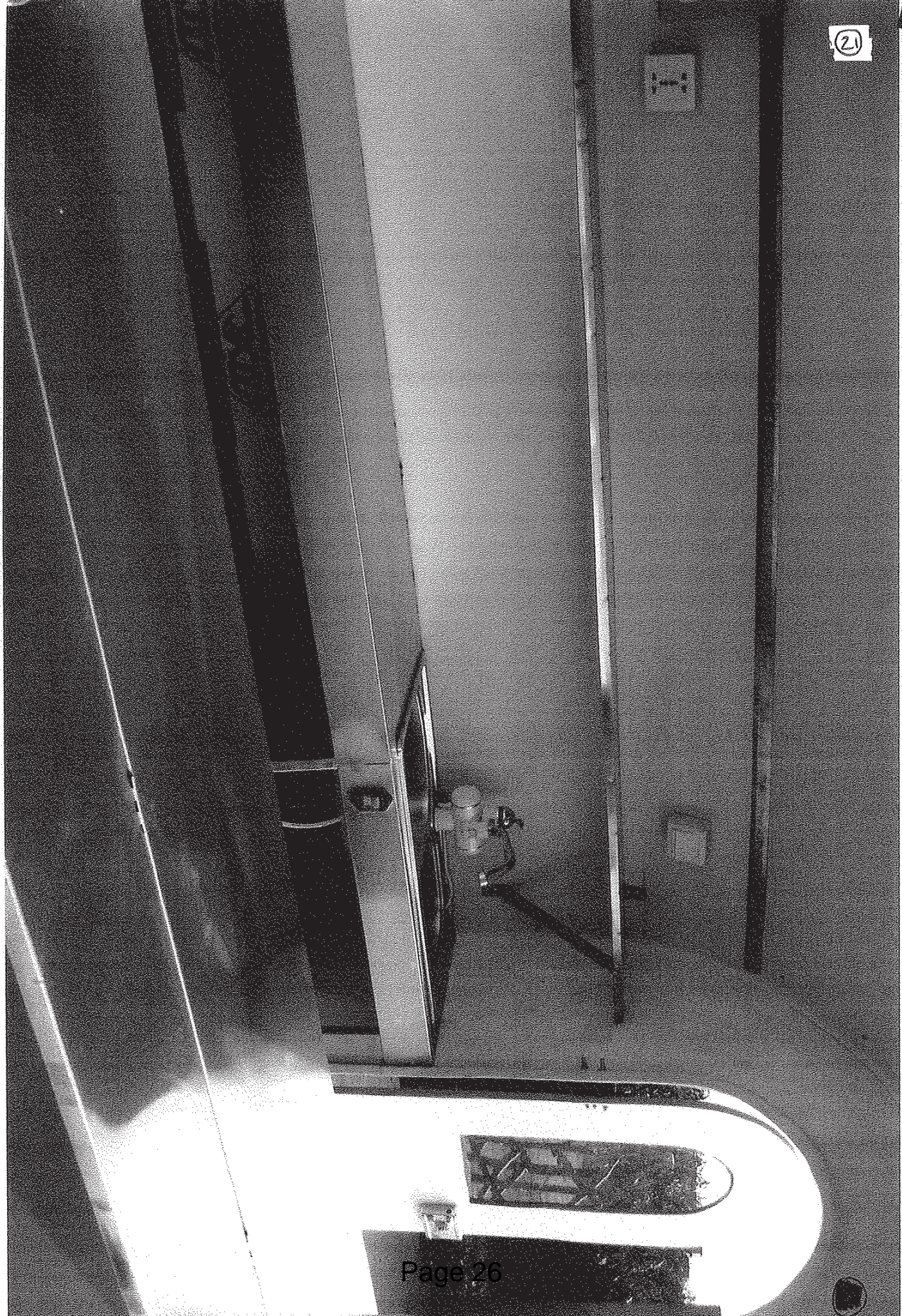
2014 Shanghai JX-  
FR220H Hot Selling...

2014 JX-FR220B Hot  
Selling Mobile F...

2014 JX-FR220B Hot  
Selling Mobile F...



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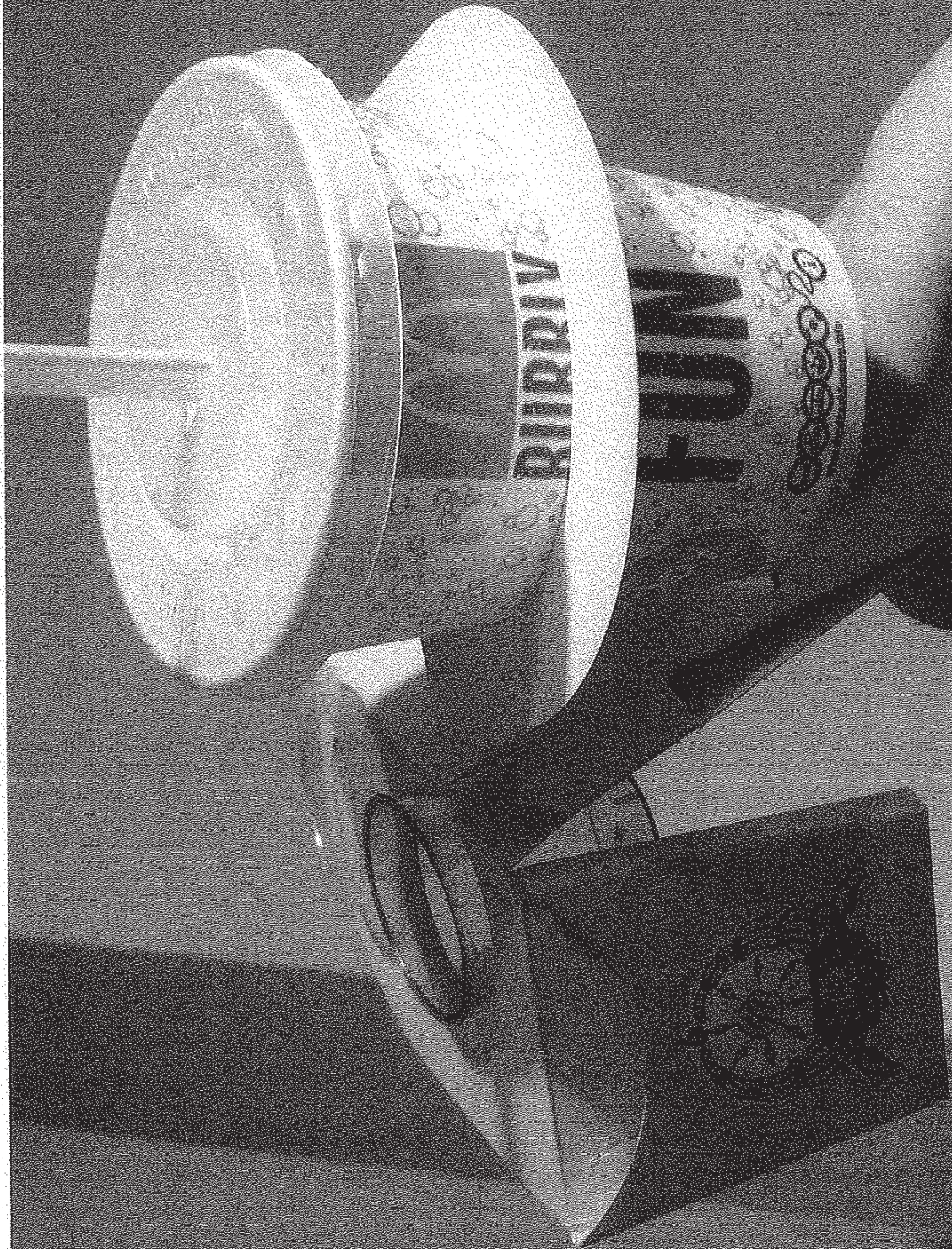


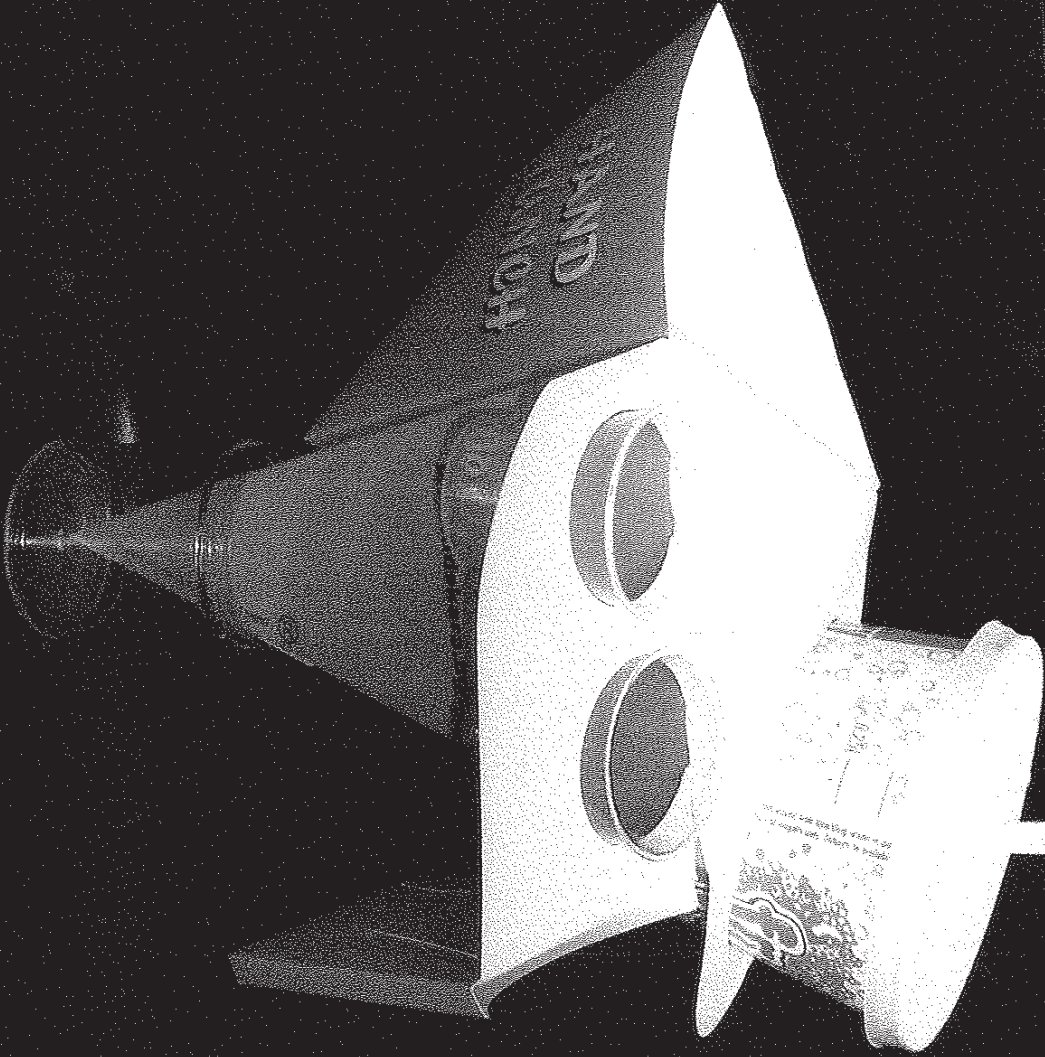
2014/03/17 08:21 AM



24

2014/08/17 08:34 AM





2014/03/17 08:32 AM

We attach to the documents one of our projects for a package designed for catering establishments and mobile carts serving fast food. The purpose of this "Hand Lunch" or "All in One" is not only an attraction, but it is very convenient to consume the selected menu in motion, without worries of getting dirty!

1. The middle part of the pack serves for French fries

On each side there are places designed as follows:

2. a box for fried breaded chicken fillets or mini pork skewers

3. a stand for soft drink

4. Two places for a shot plastic cap for mayonnaise, ketchup or two different types of sauce according to the selected menu.

5. To the same sauce section there is an attached pocket for disposable packaged wipes for wiping hands after eating!

All rights related to the package, such as intended use and design, are protected by a worldwide patent and any infringement of patent rights – such as copying and production without the permission of the owner is prosecuted and punished by law!

# APPENDIX 'B'

**Crawshaw Michael (CEX)**

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**From:** Finch Shimla (CEX) on behalf of Siddall Ann (CEX)  
**Sent:** 07 April 2014 10:36  
**To:** Crawshaw Michael (CEX)  
**Subject:** FW: Application for street trading consent-Sheaf Street Station

Mick

Can you place this add this to the application

Thanks

Shim

**From:** Jason Cocker [REDACTED]  
**Sent:** 04 April 2014 17:39  
**To:** Siddall Ann (CEX)  
**Cc:** [REDACTED]  
**Subject:** Fw: Application for street trading consent-Sheaf Street Station

Hi Ann

I am the Station Manager at Sheffield Station and have received this email chain via Sergeant Kenyon of BTP.

I do have some concerns with this proposal which i submit for consideration.

- The proposed site is around what is currently a beautiful entrance to the City of Sheffield and i believe the van will lead to litter problems around the square and around the station.
- The van itself will not fit in with the aesthetics around the proposed site
- How would the van be powered, if by gas it represents an additional safety risk
- Would the proposed site cause a hindrance to public access to the station including disabled access?

Would you like me to put my concerns on an approved form or will this email suffice for now.

Regards

Jason Cocker  
Station Manager  
Sheffield Station

Tel: [REDACTED]  
----- Forwarded by Jason Cocker/EMTrains on 04/04/2014 17:10 -----

**From:** "Kenyon, Shaun" [REDACTED]  
**To:** "Jason Cocker" [REDACTED]  
**Date:** 03/04/2014 08:42  
**Subject:** FW: Application for street trading consent-Sheaf Street Station

---

Jason  
Wondered if you were aware of this application for a food vendor out side the front of the station

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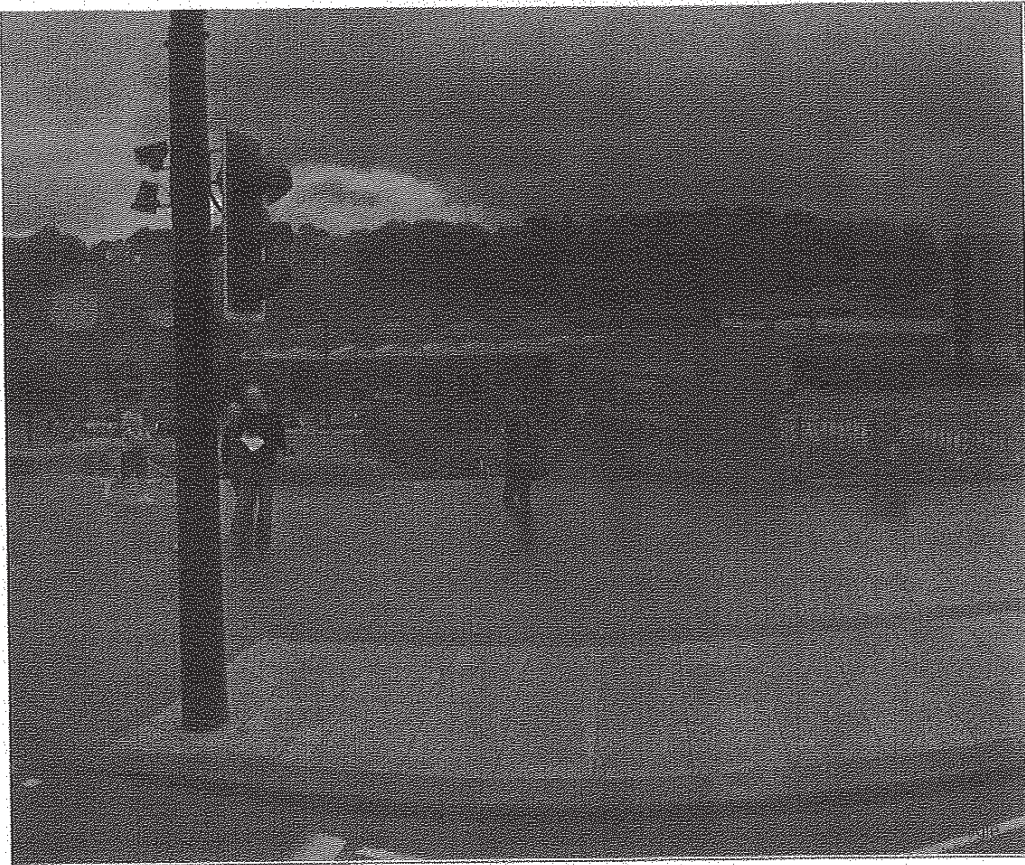
# APPENDIX 'C'

30

Google

Address Sheaf St

Address is approximate



# APPENDIX 'D'



**Ruston Andy (CEX)**

---

**From:** Turner Paul (DEL-H/Way Regs)  
**Sent:** 28 May 2014 07:44  
**To:** Ruston Andy (CEX)  
**Subject:** Sheaf Street Trading Request  
**Attachments:** Sheaf St Plan.bmp; Sheaf St view.bmp

Andy

I refer to our site meeting of 8<sup>th</sup> May 2014 regarding proposed street trading at Sheaf Street.

I attach a copy of the Highway Record plan which shows that the proposed trading site is off Highway. I understand that this area may be in the control of City Centre Management although the land may belong to Network Rail. For further clarity I attach a street view.

Even though this is off the Public Highway it does appear that the only way the site can be accessed with the trading unit is from Sheaf Street.

If the site could be accessed from the rear (i.e. from within the railway station precinct) then there would be no dangerous manoeuvres required on Sheaf Street. However, given the amount of pedestrian and traffic activity on this road I consider that it would be too dangerous to access the site from the carriageway or the bus lay-by which is further down Sheaf Street.

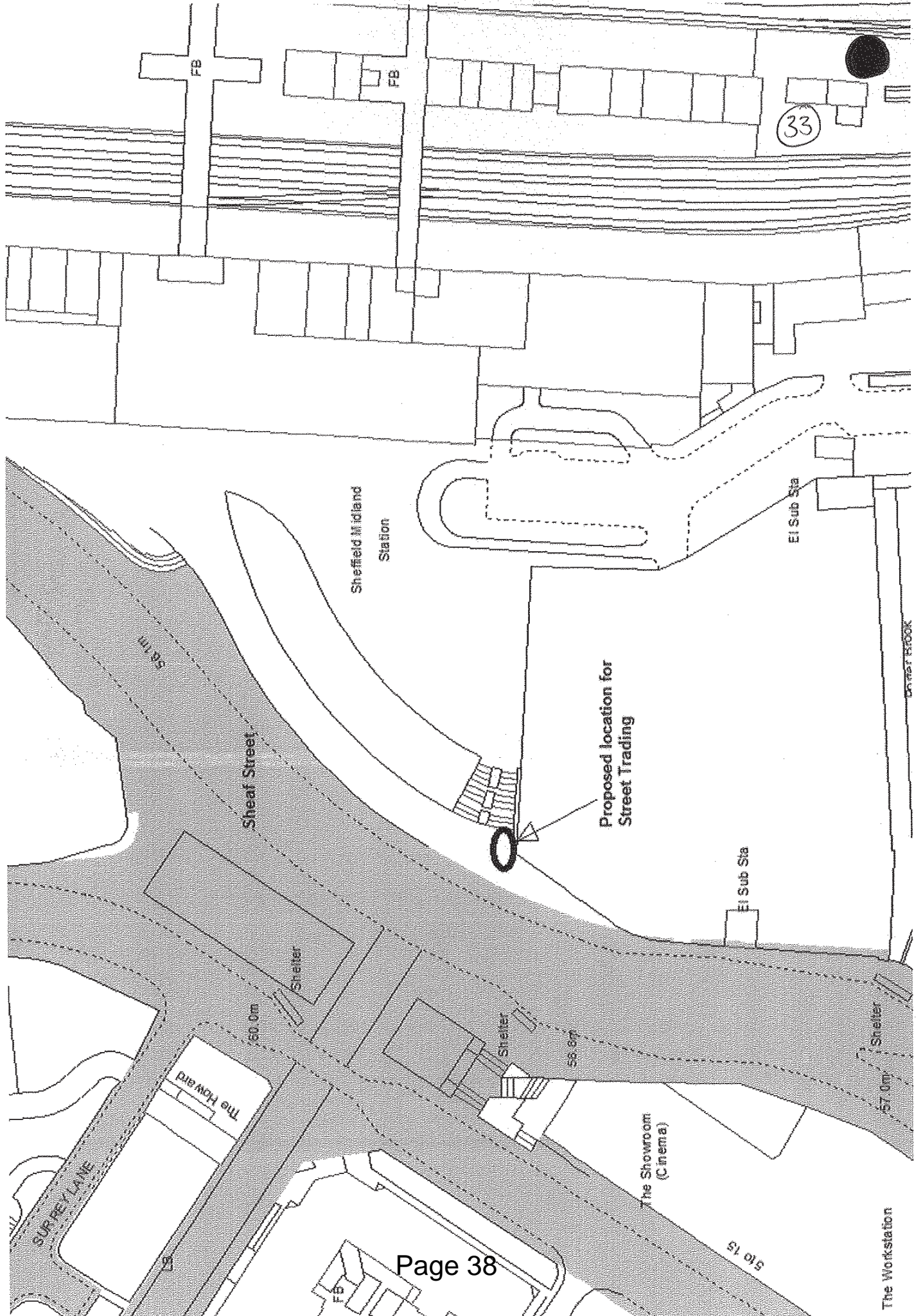
I trust that this information is of use.

Regards, Paul

Paul Turner  
Highway Licences  
2-10 Carbrook Hall Road  
Sheffield  
S9 2DB

[paul.turner@sheffield.gov.uk](mailto:paul.turner@sheffield.gov.uk)

Tel 0114 2736137  
Fax 0114 2736210





Proposed location for Street Trading

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# APPENDIX 'E'

L100 cash

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# LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

Sheaf Street train Station

36475

## STREET TRADING CONSENTS CITY CENTRE STREET TRADING

### APPLICATION FORM AND GUIDANCE

17/3/14

Licensing Service  
Place Portfolio  
Business Strategy and Regulation  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD

Telephone Number: 0114 203 7752  
Fax Number: 0114 273 5410

Or visit our website: [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing)  
Or email us at: [general.licensing@sheffield.gov.uk](mailto:general.licensing@sheffield.gov.uk)

#### Opening Times

Monday to Friday

09:00 to 17:00



# GUIDANCE FOR A CITY CENTRE STREET TRADING APPLICATION NOTES FOR APPLICANTS

The purpose of the Street Trading process is to allow the selling or exposing or offering for sale of any article (including a living thing) in a street, under the Local Government (Miscellaneous Provisions Act 1982

The Council passed a resolution under Schedule 4 of the above Act designating all streets (which includes roads, footway, forecourts, or other areas to which the public have access) within the Sheffield City Boundary as consent streets.

This designation took effect from the 1<sup>st</sup> April 2002. The effect of the above resolution is that from the aforementioned date, it is an offence to engage in street trading in any street or other place identified in the above resolution without being authorised to do so by consent from the City Council.

If you wish to street trade in Sheffield, you must apply to the Licensing Authority. Please ensure you fully read our Street Trading Policy before making an application to us. This can be viewed at [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing).

Any street trading consent granted under the Local Government (Miscellaneous Provisions) Act 1982 will generally remain in force for one year or for such shorter period as the Licensing Authority thinks fit.

Street activities are an essential ingredient of a vibrant and lively city, and in Sheffield there is a strong demand for legitimate small scale trading pitches. They also offer an opportunity for small businesses to get started with a relatively modest outlay.

The widening of footways offers the opportunity to designate more pitches in locations that will add to the attractiveness of the City Centre. In Orchard Square and Meadowhall 'Barrow' style stalls are used extensively, enhancing the colour and vitality of those places.

This scheme is part of the City Council's campaign to make Sheffield City Centre a more attractive and vibrant place.

The city centre of Sheffield in relation to Street trading is attached at the back of this application, if you wish to trade within this area applicants must apply appropriately as below.

The applicant must meet the city centre qualitative criteria at the back of this application which forms the basis on which to test applications for the grant of designated small trading stall Street Trading Consent sites within the City Centre.

Motorised vehicles or stalls etc. are not permitted as part of the city centre scheme and the Council encourages barrows and handcarts to keep in with the area.

All barrows/handcarts must be capable of being moved on and off site by hand and any vehicles used to bring the barrows/handcarts to the site must be parked, loaded and unloaded off site.

Specific areas have been allocated for the city centre and applicants are advised to contact the Licensing Service for an up to date list.

**1. Eligibility Criteria**

- The applicant must be at least 17 years old;
- The units must meet the city centre qualitative criteria attached at the back of this application.

**2. Fee**

- The fee is £1,994.00 per annum but you must submit with your application a £100 non refundable fee to cover the costs of processing your application (if granted this will be deducted from the £1,994);
- If granted payments can be made quarterly if agreed with the Authority.

**3. Application**

All questions on the application form must be answered unless otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant. Application forms are available from [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

To apply for the grant of a Street Trading Consent (City Centre) an applicant must produce to the Council:-

- a) A completed application form;
- b) The non refundable fee of £100;
- c) 3 photographs of the unit to be used showing front, back and side;
- d) Details of the proposed site, including an ordnance survey based map of at least 1:1250 scale (a google map will not be sufficient) clearly identify the proposed trading position and its proximity to other similar retail outlets (shops, café's, etc) within an 800 metre radius.
- e) Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.
- f) Current passport;
- g) Current driver licence;
- h) One other proof of identity, showing applicant's name and current address (recent utility bill, bank statement etc);
- i) Right to work documentation (if applicable);
- j) Details of any food hygiene qualifications (unless trading in non-food items);
- k) If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.
- l) Any further information you may wish to submit in support of your application.

The following documents must be forwarded to us before the grant of a consent:

- a) A certificate of public liability insurance (the level of cover shall be a minimum of £2,000,000);
- b) Written confirmation that the vehicle meets the Council's food safety standards
- c) Waste management contract;
- d) Declare that you have registered as a food business (if applicable); and
- e) The remaining quarterly fee if agreed to pay in quarterly instalments.

**4. Consultation**

Once an application is received, it will be circulated to:

South Yorkshire Police	0114 220 2020	<a href="http://www.southyorks.police.uk">www.southyorks.police.uk</a>
South Yorkshire Fire & Rescue	0114 272 7202	<a href="http://www.syfire.gov.uk">www.syfire.gov.uk</a>
Planning	0114 203 9183	<a href="mailto:planningdc@sheffield.gov.uk">planningdc@sheffield.gov.uk</a>
Highways	0114 273 6677	<a href="mailto:highways@sheffield.gov.uk">highways@sheffield.gov.uk</a>
City Centre Management Team	0114 2736895	<a href="mailto:citycentre.management@sheffield.gov.uk">citycentre.management@sheffield.gov.uk</a>

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Twenty-eight days is given to the above services to make comments on your application.

## 5. Objections

Any person objecting to an application for a consent shall give notice of their objection in writing not later than 28 days after the date of the application.

Any application for street trading in the city centre will be referred to the Licensing Committee for their consideration. The applicant and any objectors will be notified of the hearing and will be invited to attend.

## 6. Grant of a Licence

The Council may grant to any applicant a consent to trade in the terms and conditions as specified by the Council.

A consent will remain in force for one year, or such shorter period specified in the consent, unless previously cancelled or revoked.

## 7. Offences

It is an offence for any person to engage in street trading in a consent street without being authorised to do so except under and in accordance with the terms and conditions of a licence granted by the appropriate authority.

The maximum penalty on summary conviction is £1000 for each offence (each individual sale would constitute a separate offence).

Any person who, in connection with an application for the grant or renewal of a licence, makes a false statement which he knows to be false in any material respect or which he does not believe to be true shall be guilty of an offence.

## 9. Other Legislation to be Aware of

### **Food Establishments**

Food establishments must be registered with Environmental Health (contact (0114) 273 5774 / 273 4415 or email: [healthprotection@sheffield.gov.uk](mailto:healthprotection@sheffield.gov.uk)).

It is a criminal offence to operate a food business without registering.

There is no charge for registration.



### Trade Waste Disposal

You have a legal responsibility under the Environmental Protection Act 1990 and other related legislation to safely contain and legally dispose of any waste produced from your business. If you don't, you may be prosecuted.

For further information on this, please contact Environmental Protection on 0114 2037411 or visit [www.netregs.gov.uk](http://www.netregs.gov.uk).

### Identification of Consent Holders and Assistants

Consent holders must ensure that any person who is working on the site has obtained the relevant authorisation in the form of an identification badge from the Licensing Service.

Application forms for assistant identification badges can be collected from the Licensing Service.

Along with the form, the consent holder and any assistants must submit two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness. These will be used to issue an identification badge.

Assistant badges will be at a cost of £15 each.

Lost or replacement badges will be at a cost of £7.50 for consent holders and assistants.

The identification badge must be worn by the person/s working at all times.

Consent holders must ensure that the Licensing Service are immediately informed of any new assistants that are employed to work. Assistants may not commence work until being issued with the appropriate identification badge.

The consent holder must not allow anybody under the age of 17 to work on the pitch.

Applications must be submitted to:

**Licensing Service,  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD**

The Service is open from 9am to 5pm, Monday to Friday. Telephone (0114) 203 7752.

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## **SHEFFIELD CITY COUNCIL**

### **Licensing Service**

#### **PLEASE NOTE:**

#### **DISCLAIMER**

The information / guidance supplied in this pack by Sheffield City Council, Licensing Service, is offered purely as a basic guide for your assistance.

Sheffield City Council can take no responsibility or liability for the completion of your application form.

We will however endeavour to offer basic information / guidance.

Should you require any legal assistance you must seek your own legal advice.

**Stephen Lonnia**  
**Head of Licensing**  
**Sheffield City Council**

Application for a  
(City Centre – small unit) Street Trading Consent

**Notes to Applicant:**  
All questions must be answered unless otherwise stated.  
If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

\*I / \*WE HEREBY APPLY to the Sheffield City Council for the grant of a (city centre – small unit) street trading consent.

**A. THE APPLICANT(S)**

		1 <sup>st</sup> Applicant (Mr/Mrs/Miss/other)	2 <sup>nd</sup> Applicant (Mr/Mrs/Miss/other)
Q1	Full name(s) of the applicant	Mrs Zina Simeonova	Mr Hristo Hristov
Q2	Applicant(s) permanent private address	[REDACTED] 52 352 Sheffield	[REDACTED] 52 352 Sheffield
Q3	Date of birth	25/10/1978	10/05/1969
Q4	Nationality and place of birth	Bulgarian Bulgaria - Varna	Bulgarian Bulgaria - Varna
Q5	National Insurance No.	[REDACTED]	[REDACTED]
Q6	Do you have the legal right to work and live in the UK?	YES / NO Details: Yes	YES / NO Details: Yes
Q7	Have you ever been refused a street trading consent in this or any other area?	YES / NO Details: No	YES / NO Details: No
Q8	Telephone No	[REDACTED]	[REDACTED]
Q9	Email address	[REDACTED]	[REDACTED]

## B. COMPANY DETAILS (if applying as a Corporate body)

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Q10	Name	
Q11	Registered address	
Q12	Registered number	
Q13	Telephone number	
Q14	Email address	
Q15	Please provide details of all Directors (names, addresses, dates of birth and details of any convictions). A separate sheet may be used.	

## C. TRADING DETAILS

Q16	Trading Name (if applicable)	
Q17	Trading address (if different from above) Post Code	104 Park Grange Rise S2 3SZ Sheffield
Q18	Site to be occupied	
Q19	Items to be sold (i.e. type of food, jewellery, paintings, etc)	food, chips, Breaded chicken or Mini Pork Skewers
Q20	Please specify preferred days of trade:	Monday's - to Saturday's
Q21	Please specify preferred hours of trade:	7-7

## D. THE UNIT

Q19	Type: eg barrow / cart, etc.	Cart
Q20	Size of unit	Height: 220 Width: 160 Length: 210
	220*160*210	

## G. DECLARATION

### WARNING



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Paragraph 10(3) of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 gives the following warning:-

"Any person who, in connection with an application ... for a street trading consent, makes a false statement which he knows to be false, in any material respect, or which he does not believe to be true, shall be guilty of an offence."

I / We,

- declare that all the information I have given in this application is complete and correct;
- declare that I am over 17 years of age (in cases of individual applicants)
- declare I understand and will comply with the Sheffield City Council Street Trading Consent Conditions;
- undertake to pay Sheffield City Council the relevant consent fee in advance whether demanded or not;
- understand that consents are not transferable;
- understand that the Local Authority reserve the right to make further enquiries with South Yorkshire Police as a result of this application as they may consider desirable; and
- understand that giving false information is an offence and may result in prosecution and / or a street trading consent being refused or revoked:

<b>Applicant 1</b> Signature:  Print name: Zina Simeonova / Zina Fidanova Simeonova Date: ..... Capacity: .....
<b>Applicant 2</b> Signature:  Print name: Hristo Petrov Hristov Date: ..... Capacity: .....

Please read these notes before completing the application form.

- If there is insufficient room on this form to fully answer the questions; or if you wish to make any further statement in support of your application, please do so on a separate sheet of paper attached to this form.
- None of the information which you supply on (or with) this form will be treated as confidential except where it relates to convictions.
- The Council is under no obligation whatsoever to grant a consent to any person; you will be notified of the result of this application, as soon as possible.

## E. CONVICTIONS / CAUTIONS

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Q21	Have any of the applicants ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If the answer is Yes please give full details below:	Applicant 1 Yes [ ] No [✓]	
		Applicant 2 Yes [ ] No [✓]	
<b>Details of previous convictions and/or cautions</b>			
	<b>Date of Conviction</b>	<b>Court of Conviction</b>	<b>Nature of Offence</b>
	<b>Applicant 1</b>		
	<b>Applicant 2</b>		

## F. CHECK LIST

The following documents must be attached with this application:

(tick)

Non refundable fee of £100	✓
Your current passport	✓
Your current drivers licence	
One other proof of identity, showing your name and current address (recent utility bill, bank statement etc)	✓
Right to work documentation (if applicable)	✓
Two (recent and identical) passport size photographs signed and dated on the reverse as a true likeness.	✓
Photographs of the vehicle / unit, front back and rear.	✓
Details of any food hygiene qualifications (unless trading in non food items)	✓
If trading in food, confirmation that the business has a food hygiene score rating of 3 or more.	✓
Confirmation your vehicle meets the quality criteria	✓
Any further information you may wish to submit in support of your application	✓

The following documents must be forwarded to us before the grant of your consent:

(tick if enclosed with this application)

The remaining quarterly fee or full annual fee.	✓
Certificate of insurance in respect of the vehicle / unit	
Public liability insurance (minimum of £2,000,000)	✓
Written confirmation that the vehicle meets the Council's food safety standards	✓
Waste management contract	✓
Declare that you have registered as a food business	✓

Please return the fully completed form and all attachments to:

**Licensing Service,  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD**

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The Service is open from 9am to 5pm, Monday to Friday. Telephone (0114) 203 7752.

# Sheffield City Council

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## CITY CENTRE STREET TRADING Small Trading Stalls

### BACKGROUND

Street activities are an essential ingredient of a vibrant and lively city, and in Sheffield there is a strong demand for legitimate small scale trading pitches. They also offer an opportunity for small businesses to get started with relatively modest outlay.

The widening of footways offers the opportunity to designate more pitches in locations that will add to the attractiveness of the City Centre. In Orchard Square and Meadowhall 'Barrow' style stalls are used extensively, enhancing the colour and vitality of those places.

This scheme is part of the City Council's campaign to make Sheffield City Centre a more attractive and vibrant place. Set out below is the qualitative criteria which forms the basis on which to test applications for the grant of designated small trading stall Street Trading Consent sites within the City Centre.

### QUALITATIVE CRITERIA – SMALL TRADING STALLS

#### GENERAL DESIGN

- There will be no motorised vehicles or stalls etc. permitted as part of this scheme.
- All barrows/handcarts must be capable of being moved on and off site by hand and any vehicles used to bring the barrows/handcarts to the site must be parked, loaded and unloaded off site.
- Good display is an important part of the selling process and top quality presentation encourages purchase and benefits the retailer reputation.
- It is in the best interest of traders to produce a high quality design in their barrows/handcarts. The function of the stall is to identify the trader and add vitality and colour to the immediate area, and reflect the quality, cleanliness and order in their operation. The barrow/stall contributes to the appearance of the street for good or bad, so design matters to everyone who uses the street, as well as the operator.
- Sign writing and scrollwork must be finished to a standard acceptable to the City Council.
- The unit must be visually acceptable to the City Council (this will include the Head of Licensing, City Centre Manager and Planning Service) and be in keeping with the street/area that it is to be located.
- Advertisements on stalls will not be permitted except by permission of the Council in writing and subject to further conditions. The Council shall be the sole judge of what is an acceptable advertisement.
- The Council will reserve the right to not renew any consent where it considers the product(s) offered by the operator are not in keeping with the requirements of the site and the promotion of the City Centre.
- Non functional elements attached to barrows / handcarts, are not acceptable.
- The general design of the barrow/handcart must meet the requirements of the Council for that



location.

- Flame retardant 'skirts' are to be used if necessary, so as to obscure the frame, gas bottle etc. They should be designed to 'unify' the barrow/handcart.
- All equipment, tools, gas bottles etc. must be self contained within the stall/handcart etc.
- Bright colours and a sense of fun are encouraged.
- Finished in flame retardant paint.
- A colour photograph or scale illustration of the proposed handcart must be submitted to the Licensing Service as part of the application process.
- No barrow/handcart should have a frontage greater than 3.0 metres or a width greater than 2.0metre.
- Roofs should be no more than 2.5m above ground level.
- Pitched and curved roofs are encouraged.
- Canopies should be high quality with a feeling of 'permanence'. These could be manufactured from either stretched canvas, or woven material, opaque or light metal materials. Clear plastic awning and extensions to the canopy will not be acceptable.
- Canopies must be maintained and cleaned to a high standard.
- Food traders must ensure that any stall design satisfies the requirement of food safely legislation. Staff must be adequately trained in good hygiene (Basic Food Hygiene Certificate and regular on going training) and records of training must be made available on request.
- Best practise of food hygiene must be adopted by the operator. This covers:
  - Personal hygiene
  - Hand washing
  - Ill health
  - Prevention of contamination
  - Temperature control
  - Temperature monitoring
  - Cleaning
  - Storage and stock rotation
  - Procedures in the event of freezer breakdown
  - Site cleanliness
  - Waste disposal
  - Pest control
  - Quality control
  - First aid facilities
- Food traders must have a minimum food hygiene rating score of 3.

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# APPENDIX 'F'

**Ruston Andy (CEX)**

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**From:** Wagstaff Natasha  
**Sent:** 16 May 2014 16:03  
**To:** Ruston Andy (CEX); planningadmin@sheffield.gov.uk; Bond Lucy; Lucy.Adams@southyorks.pnn.police.uk; 'Sheffield.Liquor-Licensing@southyorks.pnn.police.uk'; highways@sheffield.gov.uk; Turner Paul (DEL-H/Way Regs); Cooper Steve (DEL); City Centre Management Team; Gill David; dgill@syfire.org.uk; Eyre Richard  
**Subject:** RE: Send data from MFP-07052602 16/05/2014 14:24

Hi Andy

The City Centre Management & Major Events service would like to object to this consent for the reasons listed in my email of 9/5/14 sent at 8:57. I have copied it below for ease.

I have a few reservations about Tudor Square:

- It already has an area which is a city centre consent/promotional space so all of the top end of the square is unavailable (the bottom end is required for turning/manoeuvring space for artics delivering stage sets to Lyceum and Crucible)
- They would not be able to trade there for the whole period that snooker is building, in session and de-rigging as they have rights to the square during those periods and it is totally booked out for them each year.
- The footfall isn't really suitable for the type of food they are thinking of. The main footfall in Tudor Square is at rush hours so early morning and late afternoon, the footfall late morning, lunchtime and early afternoon is low.
- There are four bars/cafes in the immediate vicinity (Graduate, Monk, Crucible Corner, Crucible) selling similar items that would be in conflict with this trader.
- In addition more and more areas used for events are being given over which makes more issues for events as we wouldn't be able to keep finding all of them alternate sites, they also reduce the income potential for traders and markets we bring in for events. We already have large amounts of street furniture to work around so these are more obstacles to work around and extra work to communicate with them and yourselves for all the events, markets, etc... (this last one is probably more one for our two services to discuss than for the trader but still an important consideration).

In addition to this there have been environmental concerns raised about this type of consent where there are issues with staining and grease making its way on to the pavement. There are issues with existing consents (although very hard to prove) where spillages and washing down makes the paving extremely slippery and we have had to pay for jetwashing for many of the events. This is a safety concern at any time but particularly when there are higher concentrations of people. The paving in Tudor Sq is granite which is non-porous so particularly susceptible to becoming slippery. It is also of a high quality and expensive to maintain and clean. The granite is particularly susceptible to staining.

Please let me know if you need further information from us at this stage.

Best wishes  
Natasha

*Natasha Wagstaff  
Events Manager  
Sheffield City Council*

**City Centre Management and Major Events Team**

T: +44 (0)114 273 6620 M: +44 (0)7764 659179

E: [Natasha.Wagstaff@sheffield.gov.uk](mailto:Natasha.Wagstaff@sheffield.gov.uk)



Take a step back in time and come along to **Weston Park May Fayre** on Sunday 18 May, for a wonderful nostalgic day out with all the family! Enjoy live traditional & contemporary music from the restored Victorian bandstand. The event runs from 11am to 5pm and entry is free!

Also come and see the incomparable Insect Circus present the only Oriental Dancing Snail of the Occident, from Friday 16<sup>th</sup> May until Sunday 18<sup>th</sup>. Visit [www.insectcircus.co.uk](http://www.insectcircus.co.uk) for more information.



[www.facebook.com/sheffevents](http://www.facebook.com/sheffevents)



@SheffEvents

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**From:** Ruston Andy (CEX)

**Sent:** 16 May 2014 15:05

**To:** [planningadmin@sheffield.gov.uk](mailto:planningadmin@sheffield.gov.uk); Bond Lucy; [Lucy.Adams@southyorks.pnn.police.uk](mailto:Lucy.Adams@southyorks.pnn.police.uk); 'Sheffield.Liquor-Licensing@southyorks.pnn.police.uk'; [highways@sheffield.gov.uk](mailto:highways@sheffield.gov.uk); Turner Paul (DEL-H/Way Regs); Cooper Steve (DEL); City Centre Management Team; Wagstaff Natasha; Gill David; [dgill@syfire.org.uk](mailto:dgill@syfire.org.uk)

**Subject:** FW: Send data from MFP-07052602 16/05/2014 14:24

Dear all,

Please find attached an application for a street trading consent at Tudor Square. The applicant has previously applied for a site at Sheaf Street, but that site was deemed unsuitable. Tudor Square has been offered as an alternative site to Sheaf Street and I would be grateful if you could consider the application for Tudor Square and provide comment by no later than 27.5.14. Should objection be received to the application then the application will be placed before the Licensing Sub Committee for consideration.

Regards

Andy Ruston

Sports Grounds & Events Enforcement / Technical Officer

Business Strategy and Regulation Place Portfolio Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9. Telephone: 0114 2734264 Fax: 0114 20 37750 Email: [Andy.Ruston@sheffield.gov.uk](mailto:Andy.Ruston@sheffield.gov.uk)

[www.sheffield.gov.uk](http://www.sheffield.gov.uk)

**PLEASE NOTE OUR NEW DETAILS BELOW**

**Opening Times: Monday to Friday, 10am till 4pm**

**Email address: [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)**

**Telephone: 0114 273 4264**

## Ruston Andy (CEX)

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**From:** Turner Paul (DEL-H/Way Regs)  
**Sent:** 27 May 2014 08:29  
**To:** Ruston Andy (CEX); [planningadmin@sheffield.gov.uk](mailto:planningadmin@sheffield.gov.uk); Bond Lucy; [Lucy.Adams@southyorks.pnn.police.uk](mailto:Lucy.Adams@southyorks.pnn.police.uk); 'Sheffield.Liquor-Licensing@southyorks.pnn.police.uk'; [highways@sheffield.gov.uk](mailto:highways@sheffield.gov.uk); Cooper Steve (DEL); City Centre Management Team; Wagstaff Natasha; Gill David; [dgill@syfire.org.uk](mailto:dgill@syfire.org.uk)  
**Subject:** RE: Send data from MFP-07052602 16/05/2014 14:24

Andy

Apologies for the delay in replying, I have just returned from leave.

In view of the comments supplied by City Centre Management (Natasha Wagstaff) there are clearly more issues than simply being able to operate from an area 'tucked away' at the top end of the square.

Taking into account the points raised by CCM we agree that Tudor Square is not suitable for this type of activity.

Regards

Paul Turner  
Highway Licences  
2-10 Carbrook Hall Road  
Sheffield  
S9 2DB

[paul.turner@sheffield.gov.uk](mailto:paul.turner@sheffield.gov.uk)

Tel 0114 2736137

Fax 0114 2736210

---

**From:** Ruston Andy (CEX)  
**Sent:** 16 May 2014 15:05  
**To:** [planningadmin@sheffield.gov.uk](mailto:planningadmin@sheffield.gov.uk); Bond Lucy; [Lucy.Adams@southyorks.pnn.police.uk](mailto:Lucy.Adams@southyorks.pnn.police.uk); 'Sheffield.Liquor-Licensing@southyorks.pnn.police.uk'; [highways@sheffield.gov.uk](mailto:highways@sheffield.gov.uk); Turner Paul (DEL-H/Way Regs); Cooper Steve (DEL); City Centre Management Team; Wagstaff Natasha; Gill David; [dgill@syfire.org.uk](mailto:dgill@syfire.org.uk)  
**Subject:** FW: Send data from MFP-07052602 16/05/2014 14:24

Dear all,

Please find attached an application for a street trading consent at Tudor Square. The applicant has previously applied for a site at Sheaf Street, but that site was deemed unsuitable. Tudor Square has been offered as an alternative site to Sheaf Street and I would be grateful if you could consider the application for Tudor Square and provide comment by no later than 27.5.14. Should objection be received to the application then the application will be placed before the Licensing Sub Committee for consideration.

Regards  
Andy Ruston  
Sports Grounds & Events Enforcement / Technical Officer



# APPENDIX 'G'

# STREET TRADING CONSENT APPLICATION

## SUB-COMMITTEE HEARING PROCEDURE

This procedure has been drawn up to assist those parties attending Street Trading Consent Committee hearings.

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1. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
  2. The Chair will ask the applicants and interested parties to formally introduce themselves.
  3. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
  4. Hearing Procedure:-
    - (a) The Licensing Officer will introduce the report.
    - (b) Questions concerning the report can be asked both by Members and the applicant.
    - (c) The applicant/consent holder (or his/her nominated representative) will then be asked to:-
      - (i) detail the application;
      - (ii) provide clarification on the application and respond to the representations made.
    - (d) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the applicant and/or his/her representative.
    - (e) Consultees / interested parties will be invited to present their representations or elect a spokesperson (which may be a Councillor) to speak on their behalf. New representations must not be raised.
    - (f) The Chair of the Licensing Committee will invite Members of the Sub-Committee and all other parties present to put any relevant questions to the consultees / interested parties.
    - (g) The consultees / interested parties will be invited to sum up. A maximum of 5 minutes will be allowed.
    - (h) The applicant will be invited to sum up. A maximum of 5 minutes will be allowed.
    - (i) The Licensing Officer will then detail the options.
    - (j) There will then be a private session for Members to take legal advice and consider the application.
    - (k) Once a decision has been reached, all parties will be invited to return. The Sub-Committee's decision and reasons will be announced by the Chair.
    - (l) The Sub-Committee's decision will be confirmed in writing to the applicant and those parties who made representations.
- NB:
- 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.
  - 2) The Committee Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

**There is no right of appeal against the Council's decision to refuse to grant or revoke a Street Trading Consent.**

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