

BOROUGH OF BARROW-IN-FURNESS
LICENSING REGULATORY COMMITTEE

Meeting, Thursday 9th March, 2017
at 2.00 p.m. (Drawing Room)

A G E N D A

PART ONE

1. To note any items which the Chairman considers to be of an urgent nature.
2. To receive notice from Members who may wish to move any delegated matter non-delegated and which will be decided by a majority of Members present and voting at the meeting.

3. **Admission of Public and Press**

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

4. **Declarations of Interest.**

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

5. Apologies for Absence/Attendance of Substitute Members.
6. To confirm the Minutes of the meeting held on 2nd February, 2017 (copy attached).

FOR DECISION

- (D) 7. Licence Fee Setting.
- (D) 8. Application for removal of a Condition on a Street Trading Consent.

PART TWO

- (D) 9. Application for renewal of a Private Hire Driver's Licence.

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 2 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006

- (D) 10. Application for renewal of a Private Hire Driver's Licence.

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 2 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006

- (D) 11. Disclosure of a Relevant Conviction.

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 2 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006

NOTE (D) - Delegated
(R) - For Referral to Council

Membership of Committee

Councillors Callister (Chairman)
Seward (Vice-Chairman)
Biggins
Cassells
Derbyshire
Gill
Heath
W. McClure
Maddox
Proffitt
L. Roberts
Wall

For queries regarding this agenda, please contact:

Keely Fisher
Democratic Services Officer
Tel: 01229 876313
Email: ksfisher@barrowbc.gov.uk

Published: 1st March, 2017

BOROUGH OF BARROW-IN-FURNESS
LICENSING REGULATORY COMMITTEE

Meeting: Thursday 2nd February, 2017
at 2.00 p.m. (Drawing Room)

PRESENT:- Councillors Seward (Vice-Chairman), Biggins, Derbyshire, Gill, W. McClure, L. Roberts, Sweeney, C. Thomson and Wall.

Officers Present:- Graham Barker (Principal Environmental Protection and Licensing Officer), Jennifer Curtis (Senior Licensing Officer), Jane Holden (Acting Principal Legal Officer), Keely Fisher (Democratic Services Officer) and Katie Pepper (Democratic and Electoral Services Apprentice).

Legal Representative: - Paul O'Donnell (Local Authority Retained Solicitor).

73 – The Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985 and Access to Information (Variation) Order 2006

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act 1972 the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 2 (Minute No. 76) of Part One of Schedule 12A of the said Act.

74 – Apologies for Absence/Attendance of Substitutes

Apologies for absence were received from Councillors Callister (Chairman), Cassells, Heath, Maddox and Proffitt.

Councillors C. Thomson and Sweeney had replaced Councillors Cassells and Maddox respectively for this meeting only.

75 – Minutes

The Minutes of the meeting held on 15th December, 2016 were taken as read and confirmed.

76 – Application for Renewal of a Private Hire Drivers Licence

The Senior Licensing Officer reported on an application which had been received to renew a Private Hire Drivers Licence.

She set out details concerning the application and the Committee's policy regarding such matters.

The applicant and his representative attended the meeting and addressed the Committee.

RESOLVED:- That the application for the renewal of a Private Hire Drivers Licence be granted due to exceptional circumstances.

The meeting at 3.03 p.m.

LICENSING REGULATORY COMMITTEE		(D) Agenda Item 7
Date of Meeting:	9th March, 2017	
Reporting Officer:	Principal Environmental Protection & Licensing Officer	
<p>Title: Licensing Fee Setting</p> <p>Report Summary:</p> <p>The report sets out the proposed fees for those licensing regimes where the Council has the power to set its own fees. The fees are based on full cost recovery following a comprehensive review and public consultation.</p> <p>The proposed fees will enable the Council to recover its reasonable costs in processing and determining licence applications and also to achieve compliance with the appropriate legislation. The purpose of this Report is to set the Licensing Fees for 2017/18, effective from 1st April 2017.</p>		

1. Background

The majority of the locally set licensing fees have undergone an extensive review in the latter half of 2016, with the exception those locally set fees under the Gambling Act 2005.

The Licensing Regulatory Committee has delegated authority to set the Council's licensing fees. The proposed fees are based on the out-turn budget for the previous year (2015/16) and full cost recovery.

The total cost of delivering the licensing functions in 2015/16 was £320,888.87.

From this figure we have deducted the cost of the licensing functions whose fees are prescribed by statute, for example the Licensing Act 2003. This leaves the a base figure of £192,872.76 to be recovered through the licence fees for Hackney Carriage & Private Hire, Street Trading, Sex Establishments, Pleasure Boats & Boatmen, Animal Licensing, Scrap Metal Dealers and Skin Treatments.

It should be noted that the income for same period was £123,547.96, leaving a deficit of £69,324.80 for the year. It is proposed that the deficit against individual licence types will be recovered in one year, with the exception of Pet Shops/Riding Establishments/Pleasure Boats/Boatmen (recovered over 2 years) and Dog Breeders (recovered over 3 years), to ease the burden on the small number of licence holders. Furthermore, of the total deficit; £65,927.03 is directly attributable to Zoo licensing.

The projected income from the licensing fees detailed below for 2017/18 is £220,749.67.

2. Proposed Fees effective from 1st April 2017

Local Government (Miscellaneous Provisions) Act 1976, Sections 53(2) & 70(3)	
- Taxi & Private Hire Licensing	£
Hackney Carriage / Private Hire Driver (1 Yr)	121
Hackney Carriage / Private Hire Driver (3 Yr)	194
Hackney Carriage / Private Hire Driver - Renewal (1 Yr)	102
Hackney Carriage / Private Hire Driver - Renewal (3 Yr)	175
Driver Dual Badge - Renewal Only (1 Yr)	139
Driver Dual Badge - Renewal Only (3 Yr)	277
Hackney Carriage Vehicle	114
Private Hire Vehicle	86
Private Hire Operator (New & Renewal) (1 Yr)	218
Private Hire Operator (New & Renewal) (5 Yr)	356
Local Government (Miscellaneous Provisions) Act 1982, Schedule 4 Section 9	
- Street Trading	
Street Trading Consents (New & Renewal) ANNUAL	381
Street Trading Consents (New & Renewal) ANNUAL (Trading up to 4 days a week)	332
Street Trading Consents (New & Renewal) 3 Month	267
Street Trading Consents (New & Renewal) Peripatetic	228
Street Trading Consents (Town Centre Promotional)	176
Street Trading Consents (Events)	215
Street Trading Consents (Markets)	1,600
Local Government (Miscellaneous Provisions) Act 1982, Schedule 3	
- Sex Shops / Sex Establishments	
Sex establishments (New)	245
Sex establishments (Renewal)	228
Local Government (Miscellaneous Provisions) Act 1982, Sections 14 & 15.	
Acupuncture, Tattooing, semi-permanent skin colouring, cosmetic piercing or electrolysis	
Skin (Personal Registration)	158
Skin (Premises Registration)	185
Public Health Acts (Amendment Act) 1907. Section 94(1) – Pleasure Boats And Boatmen	
Pleasure boats	200
Boatmen	175
The following animal welfare licences may be subject to an additional Vets fee *	
Pet Animals Act 1951, Section 1(2) – Pet Shops	
Pet Shops	* 231
Riding Establishments Act 1964, Section 1(2)	
Riding Establishments	* 274
Breeding of Dogs Act 1973, Section 3 and 1991 Act.	
Dog Breeding	* 260
Dangerous Wild Animals Act 1976, Section 1(2)	
Dangerous Wild Animals	* 215
Animal Boarding Establishments Act 1963, Section 1(2)	
Animal boarding establishments	* 207
Home boarding establishments	* 181
Scrap Metal Dealers Act 2013, Sched 1 para 6 (1)	
Scrap Metal dealers (Premises)	270
Scrap Metal dealers (Collectors)	217
Scrap Metal dealers (Variation)	184
Zoo Licensing Act 1981 (As Amended), Section 15.	
An additional Defra appointed Inspectors fee is payable *	
Zoo (New)	* 7,900
Zoo (Renewal)	* 7,900
Zoo (Transfer)	* 7,900
Zoo (Maintenance)	111,000

3. Significant Variations from Current fees.

- Driver Dual Badge. This is a new licence type requested by the trade. The introduction will reduce the number of overall licences issued and therefore will be a saving to the Council on the associated administration costs.
- Hackney Vehicles. The previous year (2016/17) included the cost of the Unmet Demand Survey.
- Private Hire Operators. Increase due to increased compliance monitoring by Officers, Legal recharges and recovery of the 2015/16 deficit.
- Pleasure Boats and Boatmen. Increase mainly due to recovery of the 2015/16 deficit.
- Scrap Metal. Increase due to recovery of the 2015/16 deficit.
- Skin Treatment. Increase due to recovery of the 2015/16 deficit.
- Animal Licences. Pet Shop increase due to increased compliance monitoring. An additional fee may be payable for a Vet's inspection.
- Zoo Licensing. More accurate time recording of the application process & compliance / monitoring of the existing licence and the internal & external legal recharges has resulted in the largest increases.

4. Introduction of a Dual Driver Badge

The Licensing team have received requests from licensed drivers to consider introducing a dual Hackney Carriage/Private Hire Driver's Licence. This would allow a dual licence holder to drive both a Hackney Carriage and Private Hire Vehicle, licensed by Barrow Borough Council.

Drivers are not prohibited from holding both licences, but are required to go through both application processes. Several drivers do hold both licences.

Offering a dual licence would provide the following benefits:

- Provide more flexibility by allowing the dual licence holder to drive both a Hackney Carriage and Private Hire Vehicle, licensed by Barrow Borough Council.
- A driver would only incur the time and cost of one application.
- A reduction in Officer and administration time.

To enable the efficient transfer to dual badges, for those wishing to be licensed to drive both Hackney Carriage and Private Hire Vehicles, it is proposed that this licence type will only be available upon renewal, reducing the administrative burden of additional applications mid-term. Licensing fees are slightly higher than those for single licences, due to the additional set-up cost and software changes required.

A Policy on the introduction of Dual Driver Badges will be consulted upon and Officers will report back to Members with recommendations. The addition of this proposed fee, within this report, will reduce the costs of advertising it at a later date.

A minor amendment to the Fitness of Applicants for Hackney Carriage and Private Hire Driver's Licences Policy will be required to include the same criteria for Dual Badge Driver Licences.

5. Fee Setting Methodology

The methodology used to calculate the fees is summarised below and is based on actual time spent by Officers and associated costs of administering and operating the Licensing regime at full cost recovery. The fees take account of:

- Administration costs associated with the initial application and fee handling;
- Officer costs;
- Direct costs such as the cost of identification badges, plates and DVLA checks;
- Support Services costs including Overheads, IT maintenance, External legal advice and Advertising;
- Compliance and monitoring costs; and
- Adjustments to take into account any surplus or deficit from the 2015/16 out-turn budget.

The full detailed fee setting methodology is attached at **Appendix 1** and includes:

- an example of the time Activity Logs produced for each application process at **Appendix 2**;
- details of any additional costs at **Appendix 3**; and
- the Fee Setting Summary that combines all costs apportioned to locally set fees, at **Appendix 4**.

6. Public Consultation

The proposed fees were advertised in the North West Evening Mail on the 4th February 2017, giving members of the public 28 days to make representations. This consultation period is a specific requirement of Taxi and Private Hire Licensing regime.

A public notice has also been on display at the Town Hall. Furthermore, a copy of the notice was sent direct to the representative of the Furness Taxi Trade

Association and Private Hire Operators, in relation to Taxi and Private Hire licensing, the current Animal Welfare Licence holders regarding the additional Vet's fee and the Zoo operator regarding their annual maintenance fee.

Responses

At the time of writing this report no representations have been received.

7. Options

- a) Approve the consultation to introduce a Dual Drivers Badge.
- b) Approve the fees detailed in this report to achieve full cost recovery with effect from 1st April 2017.
- b) Amend the fees detailed in this report to achieve partial cost recovery (which may require a further public consultation exercise) with effect from 1st April 2017.

8. Recommendation

- a) Approve the consultation to introduce a Dual Drivers Badge; and
- b) Approve the fees detailed in this report to achieve full cost recovery with effect from 1st April 2017.

9. Reason for Recommendation

- a) Licensed drivers have requested the introduction of a Dual Drivers Badge. This will reduce the administrative costs to the Council and increase flexibility for licensed drivers.
- b) For those licences which allow fees to be set locally, the Licensing Authority is allowed to recover its reasonable costs in processing and determining licence applications and also achieve compliance with the appropriate legislation.
- c) The administration and operation of the Licensing regime is able to operate at full cost recovery.
- d) The fees are reviewed annually and should a surplus or deficit occur as part of the final outturn position for the financial year, this will be taken into account when setting the fees in the next financial year.

9. Considerations

(i) Legal Implications

The fee setting method has been reviewed by the Council's Legal Services Department, external legal advisor and the Internal Auditors.

The Licensing Authority can set its own fees for the licensing regimes listed in this report. The fee must be reasonable and cover the Council's costs in the administration and the processing of those application types and further costs to ensure compliance.

All of the above regimes are covered by the European Union Services Directive. Regulation 18 of the Provision of Services Regulations 2009 which implements the EU Services Directive into UK law requires that fees charged in relating to authorisations must be proportionate to the effective cost of the process. The proposed fees must recover the Council's costs in relation to the licensing process and cannot be used as an economic deterrent or to raise funds.

The fees as proposed should enable to Council to recover its reasonable costs.

The various fee setting powers are detailed below:

Private Hire and Hackney Carriage Drivers:

Local Government (Miscellaneous Provisions) Act 1976, Section 53

"may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so."

Private Hire and Hackney Carriage Vehicles and Private Hire Operators:

Local Government (Miscellaneous Provisions) Act 1976, Section 70

Specified fee of £25 unless the procedure contained in section 70 (3) is followed. "a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

(a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed;

(b) the reasonable cost of providing hackney carriage stands; and

(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles."

Street Trading:

Local Government (Miscellaneous Provisions) Act 1982, Schedule 4, Section 9

"(1) A district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.

(2) A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this subparagraph, may determine fees differing according—

(a) to the duration of the licence or consent;

(b) to the street in which it authorises trading; and

(c) to the descriptions of articles in which the holder is authorised to trade."

Sex Shops and Establishments:

Local Government (Miscellaneous Provisions) Act 1982, Schedule 3, Para 19

"An applicant for the grant, variation, renewal or transfer of a licence under this schedule shall pay a reasonable fee determined by the appropriate authority."

Pleasure Boats and Boatmen:

Public Health Acts Amendment Act 1907, Section 94(1).

"(1) The local authority may grant upon such terms and conditions as they may think fit licences for pleasure boats and pleasure vessels to be let for hire or to be used for carrying passengers for hire, and to the persons in charge of or navigating such boats and vessels, and may charge for each type of licence such annual fee as appears to them to be appropriate."

Pet Shops:

Pet Animals Act 1951, Section 1(2)

". . . on payment of such fee as may be determined by the local authority . . ."

Riding Establishments:

Riding Establishments Act 1964, Section 1(2)

"Every local authority may . . . grant on payment of such fee as may be determined by the local authority . . ."

Dog Breeding:

Breeding of Dogs Act 1973, Sections 2 & 3

"(2) A local authority may charge fees—

(a) in respect of applications for the grant of licences under this Act; and

(b) in respect of inspections of premises under section 1(2A) of this Act.

(3) A local authority may set the level of fees to be charged by virtue of subsection (2) of this section—

*(a) with a view to recovering the reasonable costs incurred by them in connection with the administration and enforcement of this Act and the Breeding of Dogs Act 1991; and
(b) so that different fees are payable in different circumstances.”*

Animal and Home Boarding:

Animal Boarding Establishments Act 1963, Section 1(2)

“. . . [a] local authority may . . . on payment of such fee as may be determined by the local authority, grant a licence . . .”

Dangerous Wild Animals:

Dangerous Wild Animals Act 1976, Section 1(2)(e)

“[The application] is accompanied by such fee as the authority may stipulate (being a fee which is in the authority’s opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application)”

Zoo Licencing:

Zoo Licensing Act 1981 (As amended), Section 15

(1) Subject to this section, the local authority may charge such reasonable fees as they may determine in respect of—

(a) applications for the grant, renewal or transfer of licences;

(b) the grant, renewal, alteration or transfer of licences;

(5) The local authority shall secure that the amount of all the fees and other sums charged by them under this section in a year is sufficient to cover the reasonable expenditure incurred by the authority in the year by virtue of this Act.

Skin Treatments:

Local Government (Miscellaneous Provisions) Act 1982, Sections 14(6) & 15(6)

“A local authority may charge such reasonable fees as they may determine for registration under this section”

Scrap Metal Dealers (Premises and Collectors):

Scrap Metal Dealers Act 2013 Sched 1 para 6

“(1) An application must be accompanied by a fee set by the authority. (2) In setting a fee under this paragraph, the authority must have regard to any guidance issued from time to time by the Secretary of State with the approval of the Treasury.”

(ii) Risk Assessment

Not applicable.

(iii) Financial Implications

If the proposed fee structure results in a surplus or loss for the financial year there will be an appropriate reduction or increase in fees as the case may be for the following financial year.

If licensing fees are set without having regard to the core principles of the European Union Services Directive: non-discriminatory; justified; proportionate; clear; objective; made public in advance; and transparent and accessible, they can be challenged and the Council could be ordered to refund fees and any legal costs.

(iv) Key Priorities or Corporate Aims

Service Delivery – the Council strives to provide good quality, efficient and effective services while reducing overall expenditure.

(v) Equality and Diversity

There are no equality and diversity implications.

(vi) Other Human Rights

Any action undertaken by the Council, that could have an effect upon another person's human rights, must be taken having regard to the principle of proportionality - the need to balance the rights of the individual with the rights of the community as a whole.

Any action taken by the Council which affect another's' rights must be no more onerous than is necessary in a democratic society.

The matter set out in this report must be considered in light of those obligations.

(vii) Health and Well-being Implications

Many of the Licensing regimes can affect the health and wellbeing of the service user in some way.

Background Papers

LGA guidance on locally set fees.

http://www.local.gov.uk/documents/10180/6869714/L15-496+OpenForBusiness_02+FINAL.pdf

Scrap Metal Dealer Act 2013: guidance on licence fee charges:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/229459/SMDA_2013_Fees_Guidance.pdf

Barrow Borough Council - Policy on setting the Zoo Licensing Fees: Minute 66.4 Full Council 19th January 2016

Barrow Borough Council Fee Setting Method

Activity logs are produced for each type of licence – this log follows the application process and allots Officer time for each step. Hourly pay rates are then used to create a baseline cost for processing an application. Officers carried out a time monitoring exercise over a number of weeks to produce accurate timings for each step.

The Fee Setting Summary Sheet sets out the activity log costs for each licence type in Column 2.

NB It is necessary to calculate Officer's hourly rates to get a cost for the application process detailed in the activity logs. The method used is as follows:-

Hourly rate calculation: Annual Salary + oncosts + lump sum allowance (where applicable)
Productive Hours(1183)*

*52 week x 37 hours(7.4 hours per day x 5 days a week)	1924
Less bank holiday entitlement 11 days	-81
Less annual leave entitlement 27 days	- 200
Less average annual sickness absence 3 days	<u>-22</u>
	1621

Assumed two hour per day is a reasonable amount of time to record as 'non productive', therefore annual productive hours = 1621 x 73%(productive time)= 1183
Eg Annual Salary plus oncosts is £30,000 therefore hourly rate = £25.36 per hour

Additional costs are then calculated (see Sheet ADDITIONAL COSTS) and added to the base licence cost on the Fee Setting Summary Sheet. These have been split into three headings as follows:-

Support Services costs are shown in Sheet ADDITIONAL COSTS and added to Columns 3 - 6 on the Fee Setting Summary Sheet. These included actual Officer time for a number of tasks, e.g. mailshots, etc., Advertising Costs and Subscriptions are also be included here.

Direct Costs are shown in Sheet ADDITIONAL COSTS and added to Columns 7 - 13 on the Fee Setting Summary Sheet.

These consist of actuals of Officer time (minutes per year) spent on Policies, Contracts , Training, Meetings, Working Groups, Compliance and Monitoring, and also an estimation of time spent on pre-application and general enquiries.

Direct Expenditure is shown in Columns 14 - 17 on the Fee Setting Summary Sheet and includes the direct costs related to Taxi & Private Hire Licensing, for plates, badges and equipment.
Columns 18 - 22 shows the additional administration costs.
Column 23 shows the costs of any unique equipment purchases.

Recharges (columns 24 - 25 on the fee setting summary sheet). These are recharges from other departments within the Council and are calculated as follows for licensing:-

Finance – no of transactions/activity	}	
IT- no of computers/laptops	}	Total costs for licensing department for each element are divided by total number of applications received to give a cost per licence for internal charges.
HR- Headcount per department	}	
Office accommodation – Floor area	}	
Office support- Headcount + activity	}	
Customer Services – no of customers	}	
Town Hall Stewards -- activity	}	

Legal Recharges are split between licence type and are based on actual time monitoring and charges for external legal services.

Adjustments (Column 26 on the Fee Setting Summary Sheet)

Surplus / Deficit

The outturn from the 2015/16 Budget (the actual cost to the Council of the Licensing function) has produced a deficit across a small number of licence types. The Council is able to operate at full cost recovery, therefore this deficit is added to each effected licence.

Additional calculation to ensure there is no cross subsidizing of licences:

Each licence has a separate income code in the Licensing cost centre 059.
All invoices although coded to 059 will have an additional code included in the narrative to show which licence it relates to.
A spread sheet will be produced for each licence type which will pull together all the costs and income for each separate licence.

Private Hire & Hackney Carriage Drivers
 Local Government (Miscellaneous Provisions) Act 1976
 demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so." Section 53
 "may"

NEW APPLICATION	Admin Officer	Licensing Officer	Principal Officer	Manager		
Received application form and Check application form and associated documents and deal with any issues	8.00				£ 3.04	
Fee handling. Send invoice and/or receipt.	2.25				£ 0.85	
Photo taken, downloaded, Record created. Record created on computer system	8.13				£ 3.09	
DBS completed, verified and sent enter on Excel database	7.20				£ 2.73	
DVLA Mandate sent	1.03				£ 0.39	
File created and file stored in processing folder appl scanned in	1.00				£ 0.38	
Receipt of DVLA Mandate	1.85				£ 0.63	
Receipt of DBS	2.05				£ 0.78	
Knowledge Test	20.00	10.00			£ 12.19	
Verify application criteria met - record updated on system	4.74				£ 1.80	
Post Committee / Delegated Decision						
Update database and produce licence	1.63				£ 0.62	
Licence authorised and signed				1.50	£ 1.14	
ID Badge Created	1.93				£ 0.73	
Licence posted or collected	1.50				£ 0.57	
File created and filed/stored	3.60				£ 1.37	
Total Time	76.21					
1 Yr Licence					TOTAL	£ 30.31

Additional charge for 3 year license made up from:	1 Yr Licence	3 Yr Licence
Renewal cost year 2 - DBS Checks, etc...		£ 10.63
Renewal cost year 3 - (DBS Checks, etc..)		£ 10.63
TOTAL		£ 51.58

1	Officer Time	(Time in decimal hours and minutes)								
2	Task	01 EHM	02 PO	03 SLO	04 PO	05 EO	06 TEHO	07 ADM	TOTAL	
3	Committee Costs now Included in Time Monitoring									
4		Sub-Total							£	-
5	Mailshots	Medicals - Mailshot					No. Sent	392	£	211.68
6	Software FLARE								£	1,977.35
7	Advertising Fees - Officer time	Time in Mins							£	-
8	James Button Subscription								£	625.00
	IOL Membership								£	284.80
	RIAMS Subscription	25% of EHAdministration Module + Licensing Module (Year 2 of a 3 year contract)							£	605.00
		Sub-Total							£	3,703.83
	Policy, procedural and licensing conditions updates	01 EHM	02 PO	03 SLO	04 PO	05 EO	06 TEHO	07 ADM		
	Hackney Carriage Unmet Demand Survey (Once every 3 years)	Next Survey 2018							£	-
9	Dual Badge Software Redesign / Development and Administration. Officer Time plus Direct Cost CIVICA: £648.00		60	2400	180			360	£	2,378.85
10	Taxi and Private Hire Licensing Policy (Apply to Drivers / Operators / Vehicles)		327	3889	393				£	2,805.17
11	FEE SETTING Project 2016/17 (Apply across all re-chargeable Licenses)			4648				110	£	2,880.13
12	Street Trading Policy (Apply to All Street Trading Consents)		60	1343	240			60	£	999.11
	Charitable Collections Policy (Apply to Street Collections)			673					£	410.98
	Typical annual staff training costs for Licensing competences (TIME)			3960	670				£	2,726.55
13	Addition Costs inc' transport (Column 01 - ALL, 02 - TAXI, 03 - ANIMAL, 04 - SKIN, 05 - Mobile Homes)	£ 172.00	£ 243.40	£ 340.00	£ 340.00	£ 51.30			£	1,146.70
14	Departmental staff meetings Full 1 in 2015/16 (Total 30 mins @ 25% Licensing)								£	-
	Departmental Management Team Meetings		260	260		105		120	£	467.17
	Liaison Groups			935					£	570.97
	Institute of Licensing Meetings (Time)			1085	650				£	961.68
	Administration, Compliance and Monitoring including project work and complaints. Configured from Time Monitoring exercise.	01 EHM	02 PO	03 SLO	04 PO	05 EO	06 TEHO	07 ADM		
	All Licensing Areas (to be apportioned)	468	4827	6153			5920	1476	£	8,195.11
	Pre-app enquiries / General enquiries. (per applic' type - RGT&GEB 1 mins, SCY&JCS 5 mins, LAC 1.5min & ADM 10 mins)		1426	7132	31	153	2186	14570	£	10,324.28
	Time Monitoring (12 months) [1st Nov 15 - 31st Oct 16]									
	ALL TAXI Licensing	102	1871	2882			120	15	£	2,582.64
	Hackney Carriage and Private Hire DRIVERS	957	5179	2466			300	1809	£	5,790.06
	Hackney Carriage DRIVERS	187	885	2371				228	£	1,860.69
	Private Hire DRIVERS	162	200	2754				226	£	1,598.80
	Hackney Carriage and Private Hire VEHICLES	132	639	1459			495	1147	£	1,722.99
	Hackney Carriage VEHICLE	116	2269	1118				329	£	2,113.44
	Private Hire VEHICLE	24	284	781				298	£	664.24
15	Private Hire OPERATOR	40	519	792				136	£	763.52
	Street Trading Consents and Licences	298	858	1231				248	£	1,411.88
	Sex establishments	0	15	15				58	£	38.08
	Skin	90		15				50	£	94.54
	Pleasure boats	15	20	15				5	£	32.46
	Boatmen	15	40	15				15	£	48.47
	Animal boarding establishments			10				6	£	6.88
	Dangerous Wild Animals							6	£	2.28
	Dog Breeding							6	£	2.28
	Pet Shops	567		17	302			95	£	661.94
	Riding Establishments							6	£	2.28
	Scrap Metal Collectors		130	180					£	162.22
	Scrap Metal Site Licences		150	275				21	£	226.12
	Zoos	18438	1443	130	9824				£	21,041.35
	Zoos New/Renewal/Transfer Additional outside of activity log	1848			1092				£	2,080.57
	Caravan Sites			125					£	57.52
	Gambling Act - Premises Licence	24	190	215				178	£	300.84
	Gambling Act - Temporary use Notices								£	-
		22302	14803	21413	13014	203	3071		Sub-Total	£ 77,132.77
									TOTAL	£ 80,836.60



Type of Licence	1 Est. yearly average no. of applications received last 3 years (2013/14 to 2015/16) Total No of recharge Apps: 847	2 Activity Log base price per licence	3 Additional costs Mailshots	4 Advertising Costs				5 IT Software	6 Subscriptions	7 Direct Costs (Drivers Software Development (Dual Badge) Dual Badge Applications Only No of individual drivers: 274	8 Direct Costs (All Taxi Licenses) TAXI LICENSING POLICY No of Lic Apps: 758	9 Direct Costs Fee Setting Project Total No of recharge Apps: 847	10 Direct Costs (All Street Trading Consents) STREET TRADING POLICY No of Lic Apps: 38	11 Direct Staff costs per licence application Training - All Lic specific Tax / Animal/Skin / Mobile Home		
				All Drivers											PH Operators	All Animal
				All re-chargeable	All Drivers	No of Lic Apps	No of Lic Apps									
No sent:	No of Licence	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps	No of Lic Apps			
Hackney Carriage Driver (1 Yr)	23	£ 30.31	£ 0.54	£ 0.83	£ 1.40			£ 1.36	£ 1.04		£ 3.70	£ 5.08		£ 2.62		
Hackney Carriage Driver (3 Yr)	0	£ 51.58	£ 0.54	£ 0.83	£ 1.40			£ 4.07	£ 3.12		£ 3.70	£ 5.08		£ 6.60		
Hackney Carriage Driver - Renewal (1 Yr)	133	£ 10.63	£ 0.54	£ 0.83	£ 1.40			£ 1.36	£ 1.04		£ 3.70	£ 5.08		£ 2.62		
Hackney Carriage Driver - Renewal (3 Yr)	0	£ 31.90	£ 0.54	£ 0.83	£ 1.40			£ 4.07	£ 3.12		£ 3.70	£ 5.08		£ 6.60		
Private Hire Driver (1 Yr)	43	£ 30.31	£ 0.54	£ 0.83	£ 1.40			£ 1.36	£ 1.04		£ 3.70	£ 5.08		£ 2.62		
Private Hire Driver (3 Yr)	0	£ 51.58	£ 0.54	£ 0.83	£ 1.40			£ 4.07	£ 3.12		£ 3.70	£ 5.08		£ 6.60		
Private Hire Driver - Renewal (1 Yr)	187	£ 10.63	£ 0.54	£ 0.83	£ 1.40			£ 1.36	£ 1.04		£ 3.70	£ 5.08		£ 2.62		
Private Hire Driver - Renewal (3 Yr)	0	£ 31.90	£ 0.54	£ 0.83	£ 1.40			£ 4.07	£ 3.12		£ 3.70	£ 5.08		£ 6.60		
Driver Dual Badge - Renewal Only (1 Yr)	0	£ 20.25	£ 0.54	£ 0.83	£ 1.40			£ 4.07	£ 3.12	£ 3.14	£ 3.70	£ 5.08		£ 2.88		
Driver Dual Badge - Renewal Only (3 Yr)	0	£ 60.75	£ 0.54	£ 0.83	£ 1.40			£ 4.07	£ 3.12	£ 9.41	£ 3.70	£ 5.08		£ 6.85		
Hackney Carriage Vehicle (New)	0	£ 9.79		£ 0.83				£ 1.36	£ 1.04		£ 3.70	£ 5.08		£ 2.62		
Hackney Carriage Vehicle (Renewal)	140	£ 9.24		£ 0.83				£ 1.36	£ 1.04		£ 3.70	£ 5.08		£ 2.62		
Private Hire Vehicle (New)	67	£ 9.79		£ 0.83				£ 1.36	£ 1.04		£ 3.70	£ 5.08		£ 2.62		
Private Hire Vehicle (Renewal)	146	£ 9.24		£ 0.83				£ 1.36	£ 1.04		£ 3.70	£ 5.08		£ 2.62		
Private Hire Operator NEW (1 Yr)	0	£ 20.62		£ 0.83		£ 27.86		£ 1.36	£ 19.79		£ 3.70	£ 5.08		£ 2.62		
Private Hire Operator RENEWAL (1 Yr)	19	£ 16.73		£ 0.83		£ 27.86		£ 1.36	£ 19.79		£ 3.70	£ 5.08		£ 2.62		
Private Hire Operator NEW (5 Yr)	0	£ 20.62		£ 0.83		£ 27.86		£ 6.79	£ 23.95		£ 3.70	£ 5.08		£ 10.58		
Private Hire Operator RENEWAL (5 Yr)	0	£ 16.73		£ 0.83		£ 27.86		£ 6.79	£ 23.95		£ 3.70	£ 5.08		£ 10.58		
Street Trading Consents (New & Renewal) ANNUAL	2	£ 251.40		£ 0.83				£ 1.36	£ 1.04			£ 5.08	£ 10.82	£ 1.99		
Street Trading Consents (New & Renewal) ANNUAL (Trading up to 4 days a week)	0	£ 202.40		£ 0.83				£ 1.36	£ 1.04			£ 5.08	£ 10.82	£ 1.99		
Street Trading Consents (New & Renewal) 3 Month	8	£ 137.40		£ 0.83				£ 1.36	£ 1.04			£ 5.08	£ 10.82	£ 1.99		
Street Trading Consents (New & Renewal) Peripartite	2	£ 98.40		£ 0.83				£ 1.36	£ 1.04			£ 5.08	£ 10.82	£ 1.99		
Street Trading Consents (Town Centre Exclusion only)	28	£ 46.68		£ 0.83				£ 1.36	£ 1.04			£ 5.08	£ 10.82	£ 1.99		
Street Trading Consents (Event)	1	£ 85.79		£ 0.83				£ 1.36	£ 1.04			£ 5.08	£ 10.82	£ 1.99		
Street Trading Consents (Market)	0	£ 1,470.79		£ 0.83				£ 1.36	£ 1.04			£ 5.08	£ 10.82	£ 1.99		
Street Trading Consents (New)		£ 98.40		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 1.99		
Street Trading Consents (Renewal)	1	£ 60.80		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 1.99		
Pleasure boats	3	£ 76.20		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 1.99		
Boatmen	6	£ 55.53		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 1.99		
Animal Boarding establishments (an additional VET fee may be payable)	3	£ 90.35		£ 0.83			£ 18.89	£ 1.36	£ 1.04			£ 5.08		£ 20.20		
Equine boarding establishments (an additional VET fee may be payable)	3	£ 63.41		£ 0.83			£ 18.89	£ 1.36	£ 1.04			£ 5.08		£ 20.20		
Unlicensed VET Practices (an additional VET fee may be payable)	0	£ 121.78		£ 0.83			£ 18.89	£ 1.36	£ 1.04			£ 5.08		£ 20.20		
Dog boarding (an additional VET fee may be payable)	1	£ 76.88		£ 0.83			£ 18.89	£ 1.36	£ 1.04			£ 5.08		£ 20.20		
Fat shows (an additional VET fee may be payable)	8	£ 79.12		£ 0.83			£ 18.89	£ 1.36	£ 1.04			£ 5.08		£ 20.20		
Working Petal Displays (an additional VET fee may be payable)	1	£ 90.35		£ 0.83			£ 18.89	£ 1.36	£ 1.04			£ 5.08		£ 20.20		
Display Metal dealers (Premises)	4	£ 83.69		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 1.99		
Display Metal dealers (Collations)	6	£ 41.35		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 1.99		
Display Metal dealers (Variation)	0	£ 16.97		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 1.99		
Skin (Person)	7	£ 45.45		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 31.13		
Skin (Premises)	5	£ 72.39		£ 0.83				£ 1.36	£ 1.04			£ 5.08		£ 31.13		
Zoo (New) (an additional Defra Inspectors Fee is payable)	0	£ 515.76		£ 2.33	£ 1.40		£ 371.51	£ 1.36	£ 1.04			£ 5.08		£ 1.87		
Zoo (Renewal) (an additional Defra Inspectors Fee is payable)	1	£ 513.29		£ 2.33	£ 1.40		£ 371.51	£ 1.36	£ 1.04			£ 5.08		£ 1.87		
Zoo (Transfer) (an additional Defra Inspectors Fee may be payable)	0	£ 513.29		£ 2.33	£ 1.40		£ 371.51	£ 1.36	£ 1.04			£ 5.08		£ 1.87		
Zoo (Maintenance Fee)	1	£ 62.02		£ 2.33	£ 1.40		£ 371.51	£ 1.36	£ 1.04			£ 5.08		£ 1.87		

LICENSING REGULATORY COMMITTEE		<u>Part One</u> (D) Agenda Item 8
Date of Meeting:	9th March, 2017	
Reporting Officer:	Senior Licensing Officer	
<p>Title: Application for removal of a Condition on a Street Trading Consent</p> <p>Summary:</p> <p>The Licensing Authority has received an application for a Street Trading Consent for a stationary mobile catering unit, to be sited on Scarth Road, Barrow-in-Furness.</p> <p>If Members decide to grant this application they will have to remove a condition on the consent which restricts the time in which Street Traders can remain in a particular area.</p>		

1. Purpose of Report

The Licensing Authority has received an application for a Street Trading Consent from Mr Iain West.

Mr West's application is for a stationary catering van to be sited on Scarth Road. It is his intention to sell fast food. Such stationary trading contravenes Condition 12 which is attached to Street Trading Consents:-

"The Trader must operate his/her business on a mobile basis and can therefore stop for only 10 minutes in any section of a street and thereafter must move into a different street and must not then return to the same section of that street that day."

Removal of this condition is required if Members decide to grant the consent.

A copy of the application and map showing the area in which Mr West has applied to trade is attached at **Appendix 5**.

2. Background

Barrow Borough Council operates a consent scheme for street trading. Trading within the Borough is prohibited without obtaining the consent of the Council.

Consents are issued subject to a set of standard conditions and can be granted for a period not exceeding 12 months. Mr West has applied for a 12 month Street Trading Consent.

Consents are renewable on the expiry of the licence period, unless a Trader ceases to exist trading.

Upon application in writing to the Council, as required by Paragraph 7 of Schedule 4 of The Local Government (Miscellaneous Provisions) Act 1982, the Council may grant consent if they think fit, and may attach such conditions to it as they consider reasonably necessary. These conditions are attached to this report at **Appendix 6**.

3. Representations

As part of the application procedure the Licensing Authority is required to consult with the Local Planning Authority, Trading Standards, Cumbria Constabulary and Cumbria Highways.

At the time of writing the report no representations have been received from consultees.

Mr West has been invited to attend the Licensing Regulatory Committee to make a representation in support of his application.

4. Options

Options available to Members today are:

- a) Grant the Street Trading Consent and approve the removal of condition 12; or
- b) Reject the application for a Street Trading Consent.

5. Recommendation

It is the Officer's recommendation that Members **GRANT** the Street Trading Consent for a period of 12 months and approve the removal of condition number 12.

6. Reasons for Recommendation

- a) Paragraph 7 of Schedule 4 of the Local Government Miscellaneous Provisions) Act 1982 allows the Council to grant consent if it sees fit to do so. The Council may impose conditions upon the consent.
- b) Paragraph 7(10) allows the Council to grant a consent for a period not exceeding 12 months
- c) Mr West has applied for Street Trading Consent in a street that is not prohibited.
- d) The consent would not be subject to any planning restrictions, as long as the catering unit was removed from the site at the end of each day.
- e) A Street Trading Consent has previously been granted for this location.

7. Considerations

(i) Legal Implications

The street in question has been designated by the Council as a consent street for street trading purposes under Part III and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

Paragraph 7 of Schedule 4 of the Local Government Miscellaneous Provisions Act 1982 allows the Council to grant consent if it sees fit to do so.

Paragraph 7(4) allows the Council to attached such conditions as they consider reasonably necessary.

Paragraph 7(10) allows the Council to grant a consent for a period not exceeding 12 months.

This application has met the requirements set out in Schedule 4, Local Government (Miscellaneous Provisions) Act 1982.

Other than Judicial Review there is no statutory right of appeal against the Council's decision.

(ii) Risk Assessment

Not applicable

(iii) Financial Implications

Not applicable

(iv) Key Priorities or Corporate Aims

None identified

(v) Equality and Diversity

The Licensing Authority has consistently brought businesses of this nature before the Licensing Regulatory Committee for decision for the removal of condition number 12 on Street Trading Consents.

(vi) Other Human Rights

All applicants for a licence/consent have a right to a fair and public hearing.

(vii) Health and Well-being Implications

None identified

Background Papers

Nil.



APPLICATION FOR STATIC STREET TRADING CONSENT



NEW

RENEWAL

Licence number

Applicant Name IAIN WEST

Trading as THE SHACK

Address [REDACTED] DALTON - IN - FURNESS, CUMBRIA, [REDACTED]

Email Address [REDACTED]

Tel. No. [REDACTED] Date of Birth [REDACTED]

Vehicle/Trailer Registration No

Type of Goods Traded FOOD

Area of Trading SCARTH ROAD - BARROW - IN - FURNESS

Please attach a plan and highlight where you wish to trade along with a photograph of your vehicle

Licence duration requested: 3 months 12 months

Offences: If you have been convicted of any driving or criminal offences please give full details, with dates, below. If answer is none, please indicate. Please include details of any cautions received.

.....
.....

Are there any prosecutions pending against you? YES/NO (please delete accordingly)

If YES, please provide details

Signed: [REDACTED] Date: 25/1/17

One consent is issued in respect of one vehicle only.

Checklist of documents to submit:-

- Site Plan of trading area
- Photo of Vehicle and/or trailer
- Vehicle insurance
- Minimum £5 million Public Liability Insurance



A FEE IS PAYABLE UPON GRANT OF APPLICATION

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

Where required by Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Insured employs persons covered by the policy. In addition, in accordance with Regulation 4 of the Regulations the Insured must, on expiry, keep this certificate, or a copy thereof, for a period of 40 years from the commencement date of this certificate.(ii)

Policy No:



Name of Insured (i):

Mr I West T/As The Shack

Date of Commencement of Insurance:

23/01/2017

Date of Expiry of Insurance:

22/01/2018

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland or to offshore installations in any waters outside the United Kingdom to which Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies.
2. the minimum amount of cover provided by this certificate is no less than £5,000,000

Signed on behalf of St Julians Insurance Company Limited
Authorised Insurers, registered in Malta (C-50869)

Signature
Gary Humphreys, Underwriting Director

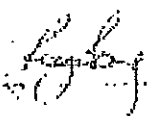
- (i) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only named subsidiaries
- (ii) Although Regulation 4(4) has now been repealed, businesses should, as a matter of best practice, continue to retain certificates for 40 years after the commencement of cover.

St Julians Insurance Company Limited is authorised and regulated by the Malta Financial Conduct Authority to carry on General Business (Class 13 – General Liability) in terms of the Insurance Business Act 1998 and subject to a limited regulation by the Financial Conduct Authority in respect of underwriting insurance business in the UK.

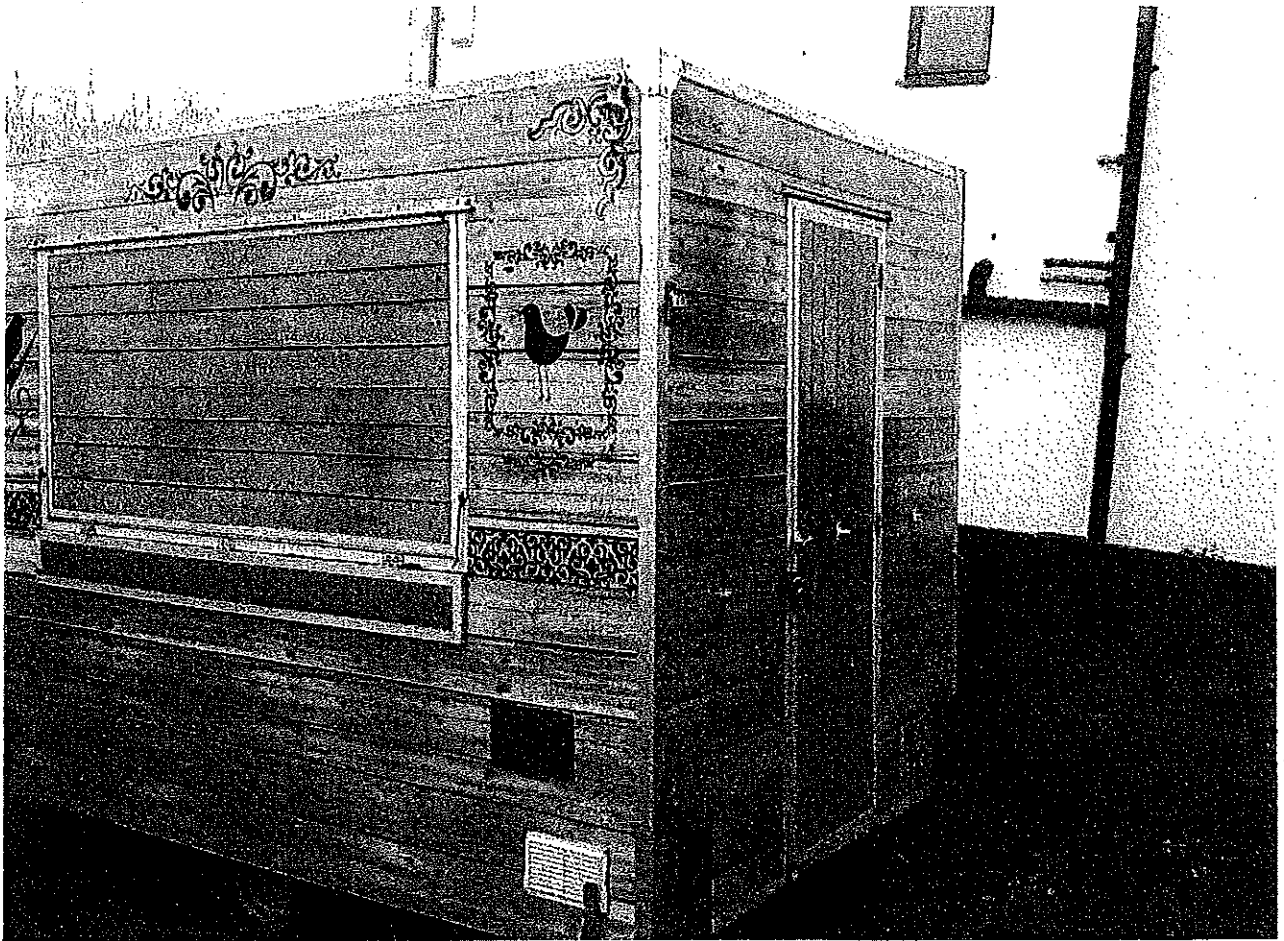
CATERERS TRAILER INSURANCE SCHEDULE

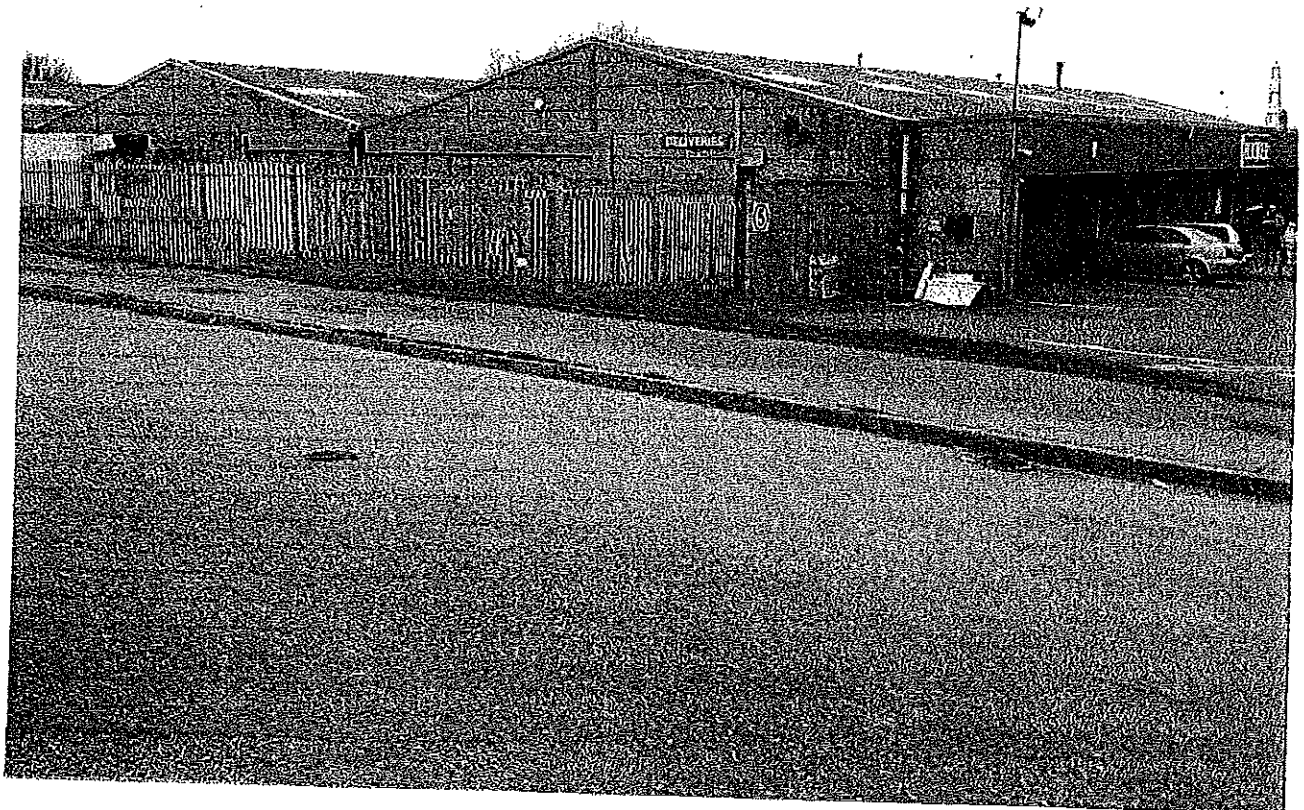
POLICY NUMBER: [REDACTED]
CONTRACT NUMBER [REDACTED]
THE ASSURED: Mr I West T/A The Shack
POSTAL ADDRESS: [REDACTED]
Dalton-in-Furness
[REDACTED]
BUSINESS DESCRIPTION: Mobile Trailer
CATERING ACTIVITIES: Mobile Trailer
PERIOD OF INSURANCE: From 16/01/2017 To 15/01/2018 Inclusive.
PREMIUM: £244.25 'inclusive of IPT at the current rate' and £30.00 Policy Fee and £25.00 Insurer Fee.
BROKER: MOBILERS INSURANCE SERVICES
JOHN GARTH HOUSE
ENGINE LANE
STOURBRIDGE
WEST MIDLANDS
DY9 7DF

This insurance is effected by Advance Underwriting Ltd on behalf of ERGO Versicherung AG UK Branch



24/01/2017





**BARROW-IN-FURNESS BOROUGH COUNCIL
ENVIRONMENTAL HEALTH DEPARTMENT
TOWN HALL
DUKE STREET
BARROW-IN-FURNESS
CUMBRIA LA14 2LD**

STANDARD CONDITIONS ATTACHED TO THE ISSUE OF A STREET TRADING CONSENT

LICENCE NO: «refno»

1. This consent operates from the dates as shown on the attached Consent.
2. It is personal to (the Trader) and cannot be assigned or sublet.
3. The registration number(s) of the Trader's vehicle(s) is/are as the attached Consent. If the Trader changes any vehicle, or his address, the new registration number or new address shall be endorsed hereon.
4. The Trader's name and address shall be stated clearly on the nearside of the vehicle at the front and the vehicle shall not be used unless this name and address is the correct one for the Trader for the time being.
5. The Trader(s) vehicle(s) shall at all times be available for inspection, and in the case of food businesses the Trader shall at all times comply with the relevant food hygiene legislation currently the Food Safety (General Food Hygiene) Regulations, 1995 and in any event with any legislation affecting the same.
6. If the Trader's vehicle is to be under the control of a person other than the Trader personally, the name and address of such person shall be given to the Council, together with details of the relationship.
7. No Trader or his vehicle shall cause any nuisance and in particular shall not trade in any prohibited street, currently:

All those streets in the Town Centre of Barrow-in-Furness bounded by and including Ramsden Street, The Strand, Hindpool Road, Abbey Road, Duke Street, Hawke Street, Collingwood Street, Dryden Street, Station Approach and the main railway line, together with Thorney Nook Lane, Biggar Bank Road, Beach Crescent, Ocean Road between its junction with Biggar Bank Road and its junction with Carr Lane, Sandy Gap Lane, West Shore Road between Earnse Point and its junction with Cows Tarn Lane, the Coast Road from Rampside Road roundabout to the Borough boundary and Manor Road between its junction with Abbey Approach and its junction with Parkhouse Road.

Also, all the streets on Barrow Island, Rating Lane (from the junction with Abbey Road to the junction with Flass Lane), Manor Road (from the junction with Rating Lane to the junction with Abbey Approach), Croft Park Grove, Croslands Park (from the junction with Rating Lane to the roundabout in Croslands Park, Meadowlands Avenue, Highlands Avenue, Lesh Lane, Rising Side.

The pedestrianised areas of Dalton Road and Portland Walk are designated as 'Consent Streets' and to trade in these areas it is necessary to obtain a special consent which is granted by the Licensing Committee.

8. The Trader shall have the responsibility for the collection and removal of litter arising from his activities.
 9. The Council may amend the terms of this consent by seven days' notice in writing to the Trader at the above address. If the Trader wishes, he can terminate this consent at the expiry of such seven days' notice and claim a refund of the unexpired fee.
 10. This consent may be terminated immediately for breach of any of the conditions, and upon any termination (save as in Clause 9) no refund shall be made.
 11. The vehicle(s) shall at all times be in a roadworthy condition.
 12. The Trader must operate his/her business on a mobile basis and can therefore stop for only 10 minutes in any section of a street and thereafter must move into a different street and must not then return to the same section of that street that day.
 13. The trader must not operate his/her business after 8.00 pm each day.
-