

# Prescribed Standard Conditions for Street Trading Licences



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## **1. INTRODUCTION**

- 1.1 These Regulations have been made by the London Borough of Hammersmith and Fulham, under Part III, Section 27(3) of the [London Local Authorities Act 1990](#) (as amended). They prescribe the standard conditions which apply to street trading activities within the borough.

## **2. GENERAL**

- 2.1 These Standard Conditions may be modified by the Council in any individual case by means of a licence variation.
- 2.2 The subletting of an allocated pitch is strictly forbidden. No trader shall assign, transfer, sublet or otherwise dispose of their interest in any trading position on the Council's markets. Any breach of this regulation will result in non-renewal of their licence and or recommendation to revoke the licence.
- 2.3 Where in these Standard Conditions there is reference to the consent, permission, or agreement of the Council such consent, permission or agreement will be given in writing and is subject to withdrawal or restrictions, where circumstances change or where there are licence breaches.
- 2.4 All street trading sites have site specific conditions in addition to the standard conditions which are detailed in [Appendices 1- 5](#).

## **3. LICENCES**

- 3.1 The granting of a street trading licence does not give any approval or consent which may be needed under any Byelaw, enactment or regulation other than Part III of the London Local Authorities Act 1990 (as amended). Any street trading activities must have the appropriate planning permissions in place.
- 3.2 If a trader wishes any of the terms of their licence to be varied, a request must be made in writing to the Council – See Section 5.
- 3.3 Permanent traders must renew their licence every 12 months. Temporary street trading licence holders must renew their licence every 6 months or where otherwise directed.
- 3.4 At the time of application for a street trading licence the applicant agrees to pay such weekly or annual charges as the Council may from time to time agree to recover the reasonable costs incurred under Section 32 of the London Local Authorities Act 1990 (as amended). This includes the collection, removal and disposal of refuse, the cleansing of streets. These charges may be recovered and payable separately.
- 3.5 Permanent and temporary street trading licences will not be renewed and will be prohibited from street trading if their account is in arrears or has appeared on the monthly arrears report 3 or more times during the last 12 months. All fees and charges must be fully paid before the licence expires or is due for renewal.
- 3.6 Temporary licence holders will not be considered for a permanent street trading licence until they have held their temporary licence for a minimum period of six months.
- 3.7 Traders shall notify the Council in writing of any change of contact details or change of address; and details must be provided within 7 days of that change.

3.8 All traders must give notice in writing to the Council of their intention to surrender their street trading licence. A street trading licence will be invalid once it is surrendered. The Council will provide a written confirmation for the surrendered licence. All fees and charges must be paid up to the date that notice is given to the Council in writing.

## **4. DISPLAY OF LICENCE PLATES**

7.1 Traders shall always display the licence plate supplied by the Council indicating the licensed pitch number of the stall. This plate shall be kept prominently and permanently exhibited on the stall together with the trader's name or business name and photograph.

## **5. MAKING CHANGES TO LICENCE CONDITIONS**

5.1 In addition to paragraph 2.1 above, traders can submit a written request the Markets and Street Trading team at [Street.Trading@lbhf.gov.uk](mailto:Street.Trading@lbhf.gov.uk), to make the following changes:

- a) To vary or change commodities.
- b) To request a change of pitch allocation.
- c) To transfer from a temporary to a permanent street trading licence.
- d) To amend, add or remove [registered assistants](#).
- e) To make a request for [succession](#) of a permanent licence to a specified individual.

## **6. LICENCE FEES, PITCH FEES AND OTHER CHARGES**

6.1 A licence fee is payable to the Council on the grant or renewal of a street trading licence. The fees can be found at <https://www.lbhf.gov.uk/business/markets/street-and-market-trading-fees>. Licence fees must be paid at the time of application.

6.2 All Traders will be invoiced for 26 or 52 weeks, as appropriate, in line with the licence type issued.

6.3 Pitch fees shall be payable in advance, in instalments by Direct Debit or otherwise agreed payment plan. Unless otherwise agreed by the Council in writing, the trader shall pay the Fees in full either within 30 days of the date of the invoice or by Direct Debit. For the avoidance of doubt, street trading activities should not take place until advance notification of payment of the fees has been received.

6.4 Failure to pay fees and charges on time may result in a referral of your licence being made to the Licencing Sub Committee for the revocation or variation of your licence.

## **7. REGISTERED ASSISTANTS AND HELPERS**

7.1 Only registered assistants whose details have been registered with the Council are permitted to trade.

7.2 Traders shall notify the Council in writing of the name, address, and national insurance number of any registered assistants (paid or unpaid) in advance of when they employ them on the stall.

7.3 If new assistants are employed in between licence renewals, traders must notify the Council in writing and provide all relevant information and documentation seven days before the assistant commences working on the pitch.

- 7.4 A helper may help on the stall but should not be left alone without the Licenced holder or registered assistant or deal with any payments.

## **8. PITCH POSITION AND PITCH SIZE**

- 8.1 The trading area (i.e. the total area occupied by the stall and the stallholder during trading) shall not exceed the dimensions specified on the licence and any pitch limits marked on the ground during trading hours (except during restocking). All goods, containers or other articles shall be contained within the licensed pitch area and height, and any pitch limits marked on the ground, and shall not project beyond unless otherwise directed by the Council. **No Overpitching is allowed.**
- 8.2 The public highway or other pedestrian access must not be blocked with any stock, wheelbarrows, trolleys, rubbish, persons, A-Board etc. Ensuring that access for pedestrians and traffic is not obstructed.

## **9. STRUCTURES**

- 9.1 All structures: stalls, gazebos, awnings, tables, receptacles must be within agreed pitch limits; and must be stable and suitable for the load placed upon them so as not to cause structural collapse, this includes shelves and rails.
- 9.2 All walkways, entrances, exits, to buildings/ structures and public areas must be kept free of obstructions and trailing cables.
- 9.3 Materials for any roof and wall coverings to stalls should be flame retardant.

## **10. HEADROOM**

- 10.1 The distance above ground level of any part of any roof, awning or support of the stall or any goods suspended from the stall should be at least 2.6m (8'6"), unless written permission is given from the council. The roof awning or any other projection must be contained within the pitch area.

## **11. REMOVAL OF STALLS OR RECEPTACLES**

- 11.1 Unless fixed or provided by the council, stalls shall be easily and immediately removable.
- 11.2 From time to time works on the Market/street trading locations may take place outside of the control of the Council.
- 11.3 Traders and their assistants must remove their stall and goods in the event of an emergency or if requested to do so by a police officer or a duly authorised officer of the Council. This may be at short notice if urgent works need to be carried out.
- 11.4 Whenever possible, traders will be given prior notice of maintenance and other works which could affect their trading activities, with steps being taken to minimise any impact as appropriate.
- 11.5 If a trader is asked to move pitch or cease trade in the event of temporary or emergency works being carried out, the Council will not be responsible for any loss of income to the trader arising because of the move or cessation of trading. The council will not be responsible for providing electricity or other amenities in the event of the trader having

to move pitches or cease trade.

- 11.6 Where any stall/receptacle used by a licence holder is not removed to a place of storage on the cessation of trading on any day it may be removed to a place of storage and the costs incurred by the Council in removing and storing the stall/receptacle may be recovered from the licence holder before the return of the stall/receptable.

## **12. TRADERS VEHICLES AND TRAILERS**

- 12.1 Traders must abide by any parking restrictions imposed in the area in which they trade. Traders' vehicles may only be parked in the approved parking spaces for the purpose of loading and unloading goods. Such loading and unloading must be carried out as quickly as possible and the vehicle removed immediately on completion to a Permitted Market Trading Parking Bay, metered parking bay or car park.
- 12.2 Vehicles used by the stall holders must not mount the footway at any time; and the parking of vehicles in vacant pitch bays constitutes a breach of licence conditions.
- 12.3 Unless fixed and provided by the council, stalls and goods shall be removed from all trading pitches and placed in storage at the end of the trading day. The council reserve the right to give permission for trailers to stay on site where it is safe to do so. This permission may be withdrawn, should circumstances change or if there has been a breach of a licence condition. The Council will take not be responsible for any damage caused whilst on site.
- 12.4 Where Licensed Street trading activities are carried out within a vehicle or trailer, section 12.1 will not apply to those specific traders in designated pitches/areas.

## **13. DAMAGE AND INSURANCE**

- 13.1 Traders must not permit stalls or accessories to cause damage to the carriageway, footway, or highway furniture. Any damage caused must be reported to the Council at the time when any such damage occurs. The trader may be liable for any costs to repair the damage.
- 13.2 Traders shall ensure that they have insurance with a minimum cover of at least £10 million for public liability and £5 million for employer's liability.

## **14. COMMODITIES**

- 14.1 Only those commodities specified on the licence may be sold from the licensed street trading pitch.
- 14.2 Any requests to the council to change the commodity specified on the licence may be made at the time of renewal. If a trader wishes to change a commodity in between the licence renewal period, there will be an administration charge. The council has the right to refuse a change of commodity.
- 14.3 No trader shall store, display, or sell any item which is offensive to public taste or morals.
- 14.4 No trader shall store, display, or sell any explosive materials, fireworks, hazardous liquids, bulk gases, or any substance which might be a source of danger to anyone attending the market.

- 14.5 Items that cannot be sold on market stalls:
- a) Second hand electrical items
  - b) Knives – unless sheathed or covered.
  - c) Indecent materials and inappropriate goods
  - d) Drugs paraphernalia
  - e) Children’s toys that are not labelled with the name and address of the manufacturer / importer, the UKCA / CE (Child Exploitation) mark, and warnings and instructions.
  - f) Fake or counterfeit products
  - g) Miscellaneous goods not quoted on the list of commodities.
  - h) Live animals, fish, birds, and other fowl.
  - i) Special treatments services such as acupuncture, ear, and body piercing, tattooing or electrolysis.
- 14.6 A trader is licensed to sell up to three compatible or complimentary commodities within a category on their street trading licence.

## 15. DAYS AND TIMES OF TRADING

- 15.1 Traders must commence trading within the specified trading times per site, see [Appendices 1 to 5](#) for specific site details. **Trading shall not take place before or outside the specified trading hours per site.**
- 15.2 The Licensed Street trader or registered assistant(s) must be on site during the specified trading hours.
- 15.3 Traders must set up and dismantle stalls within an hour of start and finish times (with the exceptions of Football Match Day traders who have two hours) before kick-off and two hours after the final whistle.
- 15.4 Pitches must be vacated promptly at the end of the trading day and the pitch left clear of all rubbish associated with the trading activities.
- 15.5 Traders and their assistants shall remove the stall and goods under the direction of an Authorised officer in the event of an emergency. No refunds for loss of income will be given in these circumstances.
- 15.6 All traders must advise the council if for any reason they may be absent from the stall on any day that they would normally be required to trade e.g. due to illness, holidays, etc. Only registered assistants are permitted to manage the stall in these circumstances.
- 15.7 If a trader is unable to trade for whatever reason they must **notify** the Council immediately by 9.00am at the latest. The council may re-let any pitch that has not been occupied by 9.00am to a temporary licence holder.
- 15.8 No refunds or credit will be given to traders if they fail to trade regardless of the weather condition or other issues.
- 15.9 The council has the right to call off the day’s trading at short notice in the event of [adverse weather conditions](#) or where the council feels that there is a health and safety risk to the traders or members of the public.

## **16. SICKNESS, HOLIDAYS, BEREAVEMENT OR OTHER ABSENCE**

- 16.1 A doctor's certificate must be presented to the council if sickness prevents a licence holder from trading for more than one week.
- 16.2 Where a trader is unable to trade because of illness and a medical certificate has been provided, the council may credit a maximum of two weeks of market pitch fees in any 12-month licensed period. This credit will be added to the trader's account and applied to the next invoice.
- 16.3 Where there is long term absence of more than 4 weeks due to illness, where a doctor's certificate is provided, the Council will consider how the pitch will be managed on a case-by-case basis.
- 16.4 All traders will be expected to use their registered assistants when they are away on holiday or any other absence, such as a bereavement.

## **17. CANCELLATION POLICY**

- 17.1 Temporary and casual traders are required to give 48 hours' written notice to the Council if they wish to cancel their pitch booking.

## **18. STORAGE**

- 18.1 The Council do not provide storage facilities. Traders shall notify the Council in writing of the address(s) or any changes of addresses(s) at which the stall and perishable goods are stored. Such notice shall be given within seven days of any change.

## **19. RADIOS/MUSIC**

- 19.1 Traders should not use a radio, amplifier, or other apparatus to produce music or other sound except within a closed vehicle and at a reasonable volume that does not cause nuisance or annoyance to others.

## **20. CONDUCT OF TRADERS**

- 20.1 The Council has a zero-tolerance policy against harassment, bullying and discrimination and any allegations are taken seriously and handled confidentially and sympathetically. Any incident in which a trader is abusive, threatening or assaults someone in circumstances relating to their work is unacceptable and will not be tolerated. This includes the serious or persistent use of verbal abuse, aggressive tone and/or language and swearing/foul language.
- 20.2 In reinforcing our zero-tolerance approach in the management of street trading activities we have set out the expected conduct and standards of all traders, assistants & helpers (paid or unpaid), in this section.
- 20.3 Licensed traders and registered assistants /helpers (paid or unpaid) should ensure that the public are treated fairly and with courtesy.
- 20.4 Traders should not commit any acts of harassment (whether racial, sexual, homophobic or otherwise) against an Authorised Officer, other traders or members of the public; or discriminate against any person.



- 20.5 Traders should not contravene any statute, regulations or byelaws relating to the market which may be in force from time to time.
- 20.6 No traders shall engage in “Calling out” (e.g. calling out their wares or demonstrating their goods, outside of their pitch area.)
- 20.7 A Licensed Street Trader and/or Assistant shall not use rude or offensive language or behave in an aggressive manner when dealing with Authorised Officers, other Council Officers, or their agents, other traders, or members of the public.
- 20.8 A Licensed Street Trader and/or Assistant shall not make offers to bribe/induce an officer or act fraudulently in connection with street trading activities.

## **21. TRANSFER OF STALLS AND SUCCESSION**

- 21.1 Traders who have held a permanent licence for over 12 months with the Council may register and apply for Council permission to nominate a successor (relative) to whom they wish their licence to be granted to in the event of the following:
- a) Death; or
  - b) Retirement having reached the normal age of retirement; or
  - c) Ill health, where they are unable to continue in street trading permitted by the licence.
- 21.2 The Council may apply a registration/transfer fee, for such requests.

## **22. WASTE MANAGEMENT & CLEANSING**

- 22.1 Refuse must not be allowed to accumulate within or around the pitch area. Traders are responsible for the control, collection and disposal of refuse arising from the business and should ensure that it is disposed of in suitable bags/bins provided by the Council. No loose wastes are to be left on the floor or next to the bins.
- 22.2 Traders shall ensure that no goods, boxes, crates or like articles shall be left or deposited in any gangway, open area, public highway.
- 22.3 Traders shall ensure that the pitch and immediate area around the pitch should be left in a clean condition and clear of waste/litter during and at the end of the trading day. This includes sweeping and rinsing /washing down the pitch in the event of heavy soiling or spillages to prevent slips, falls and any other hazards.
- 22.4 Where directed, some sites may require the use of matting to protect the floor and to minimise the risk of trips and falls for the traders and members of the public. Any such matting or floor covering is to be provided at the trader’s cost.
- 22.5 Traders are required to comply with the waste management arrangements with regards to segregation of recyclable wastes, containment, presentation, and disposal of waste materials.: i.e., flat packing cardboard, stacking up pallets, placing food refuse in the food waste bins where facilities are provided.
- 22.6 Any trader using oil or fat during the trading day should ensure that the leftover oil or fat is taken away by the trader and disposed of in a responsible manner i.e., registered with a waste carrier. Oil or fat should not be poured into the drains under any circumstances. Any spillages should be cleaned up immediately.

- 22.7 Any trader cooking, selling, preparing, or selling fish, meat, offal, or any other waste covered under any Animal by Product laws are required to dispose of this via a commercial waste agreement with a registered waste carrier at the trader's cost.
- 22.8 No fish, meat or offal or animal by products are to be placed into the Council's general waste bins or bags.
- 22.9 Traders that produce any oil must provide a valid waste carrier transfer note, confirming their waste carrier, on request from an Authorised Officer.
- 22.10 No animal by products shall be allowed to drain onto the street or into the public drainage system.
- 22.11 The Council reserve the right to charge a Licensed Street Trader the additional cost of removing refuse and disposing of it from the Licensed Street Pitch where the trader is considered to have over generated waste or grossly abused the Waste Management Arrangements.
- 22.12 All traders are expected to minimise the use of single-use plastics and charge for the use of single-use carrier bags.

### **23. HEALTH AND SAFETY**

- 23.1 All licensed traders must ensure that they comply with the requirements of the Health and Safety at Work Etc. Act 1974. As well as having civil duty of care to the public. health and safety law require traders to do two things:
- a) Look after the health, safety and welfare of persons employed by them; and
  - b) Look after the health, safety and welfare of others who are not in employment but who are likely to be affected by their work activity (e.g. members of the public). This includes the provision of safe equipment and articles used in connection with their trading activities.
- 23.2 All traders are required to conduct a risk assessment of their pitch, stall, and equipment on an annual basis when trading for the first time and provide a copy of the risk assessment document, as appropriate, to the Council.

### **24. ELECTRICITY AND GENERATORS**

- 24.1 The only connection between stalls on the footway and other stalls or premises shall be for the purposes of electric lighting or other agreed services; and any such electrical or other connections shall be readily detachable, and the detailed arrangements agreed with the Council.
- 24.2 Electrical power shall only be used for the purposes of lighting and the operation of electrical scales and tills, electrical appliances required for the business operation and the testing of electrical goods.
- 24.3 An annual Potable Appliance Testing (PAT) certificate is required for any electrical appliances and or vehicles used in storing, cooking, and lighting.
- 24.4 All electrical equipment, including cables, extension leads and sockets used must be maintained in good condition and must be suitable for outdoor use. Outdoor electrical connections may require protection by a Residual Current Device (RCD).

- 24.5 Licence holders shall not use electrical generators, diesel generators or gas bottles unless the council has given written approval; battery power supply is preferred.
- 24.6 Any generators used should not cause any noise nuisance or fumes; and must be positioned so that they do not present a fire risk or similar hazard to the stall/goods or a danger to the passing public.

## **25. GAS APPLIANCES AND LIQUID PETROLEUM GAS (LPG)**

- 25.1 Licence holders shall not use gas appliances unless the council has given written approval; and any gas appliance used must be suitable for use with LPG (LIQUID PETROLEUM GAS).
- 25.2 All gas appliances used must have been serviced by a competent gas safe registered engineer within the last 12 months; be in good condition; and an annual gas safety certificate is required for any appliances used.
- 25.3 All gas appliances must be secured on a stable, heat proof table; and must be located away from materials that could easily catch on fire.
- 25.4 All cylinders must be turned off when not in use; sited in a well-ventilated area; stored upright and away from any ignition sources or flames; and fitted with an automatic cut off valve.

## **26. BARBEQUES & HOT EQUIPMENT**

- 26.1 All Barbeques (BBQs), and other hot equipment must be stable and secure; placed in a suitable location and be adequately guarded so that they do not cause a hazard to the public or persons on the stall (e.g. not blocking fire exits and protection from hot surfaces); to avoid causing a nuisance or injury to others.
- 26.2 There should be adequate ventilation and where possible large open flame BBQs (e.g. oil drums) should not be sited within the stall.
- 26.3 Any hot coals must be damped down and cooled sufficiently prior to disposal and spare bags of coals should be stored away from ignition sources e.g. Not beneath the BBQ.
- 26.4 Traders should not use petrol or paraffin to accelerate the BBQ. Only use firelighters and a small amount of suitable starter fuel.

## **27. FIRE SAFETY**

- 27.1 Traders must contact the Emergency Services, should a serious fire occur whilst conducting street trading activities.
- 27.2 Traders must not store flammable or combustible materials near sources of ignition (e.g. next to BBQs) whilst conducting street trading activities.
- 27.3 Licensed Street traders/registered assistants must not block fire exits of other stalls or properties, or access for emergency services whilst conducting street trading activities.
- 27.4 Licensed Street traders/registered assistants shall not smoke near to flammable or combustible materials whilst conducting street trading activities.

- 27.5 Traders should have adequate/suitable firefighting equipment for the operations of their business. (e.g. bucket of water or sand, fire blanket or a suitable fire extinguisher) Unless new, all fire extinguishers used shall have been serviced within the last 12 months.

## **28. ADVERSE WEATHER CONDITIONS**

- 28.1 Wherever possible the Council will notify and provide advice regarding any adverse weather conditions: High winds, excessive heat, flooding, snow, and ice.
- 28.2 Licence holders must ensure that they assess the individual risks associated with trading in adverse weather conditions and make an independent decision whether to trade or not.
- 28.3 All licence holders must ensure that their public liability insurance cover includes trading in adverse weather conditions and conduct a risk assessment prior to trading as the Council will take no responsibility in the event of an incident or accident.
- 28.4 Matters for consideration are the health and safety of shoppers and traders, closure of public transport, closure of roads, distance of travel by traders amongst other considerations.
- 28.5 The street trading team reserve the right to cancel all markets and street trading and whenever possible will give notification of any such cancellations within 24 hours. Any such cancellations will be credited to the street trading licence holder's account.

## **29. ADVERTISEMENTS AND SOCIAL MEDIA**

- 29.1 No advertisements shall be displayed on a pitch other than offers related to commodities or services for that pitch.
- 29.2 Traders should notify the council if they use social media or other media or online digital platforms to advertise their operations or to promote any online campaigns.

## **30. ENFORCEMENT OF THESE REGULATIONS**

- 30.1 Authorised Officers have the authority to request any documentation relating to licensed trading and the running of the business. A Licensed Street Trader or Assistant shall give assistance to Authorised Officers when requested to do so.
- 30.2 Any person who without reasonable excuse contravenes any of the conditions of a street trading licence, makes a false statement; or resists or intentionally obstructs any authorised officer, will be subject to an investigation.
- 30.3 Where it is identified that there has been a breach of these Prescribed Standard Conditions for Street Trading Licences, the Council may take enforcement action, in accordance with our Enforcement Policy.
- 30.4 Enforcement action to ensure compliance with these requirements can include advice, warnings, fixed penalty notices, seizing any goods, receptacles, articles or goods being offered or used to offer, sell, or exposed items for sale, licence suspension/variation/ revocation, or prosecution.

- 30.5 In the event of a serious breach of the regulations or a serious criminal offence the Licensed trader's licence will be recommended for suspension or revocation immediately.
- 30.6 Traders are expected to stay within the law to reduce the risk of legal action. Market and street trading information can be found at <https://www.lbhf.gov.uk/business/markets>. Should you require other business advice you can contact our Environmental Health ([Health & Safety](#) and [Food Safety](#)) or [Trading Standards](#), as appropriate. Additional business advice is also available at <https://www.businesscompanion.info/>.
- 30.7 Any contravention of these standard licence conditions by a registered assistant or helper, paid or unpaid shall be deemed to be a contravention by the Licensed Street trader whether the trader was present at the time of the contravention or not.

## 31. DEFINITIONS AND GLOSSARY OF TERMS

The following expressions in **bold** have the meanings given next to them:

<b>Act</b>	The London Local Authorities Act 1990 (LLAA) Part III as amended by any further London Local Authorities Acts (“the Act”).
<b>Advertisement</b>	Any work, letter, model, sign, placard, board, notice, whether illuminated or not, in the nature, and used wholly or partly for the purpose of, advertisement, announcement or direction and includes any hoarding or similar structure or any balloon used or adapted for use for the display of advertisements and references to the display of advertisement.
<b>Authorised Officer</b>	An officer of the Council who has delegated authority to regulate and enforce street trading, under the London Local Authorities Act 1990.
<b>Awning</b>	A sheet of canvas or other materials, used as a protection against the weather, which projects as an extension of the roof or beyond the structure of the stall, gazebo, parasol, or umbrella.
<b>Calling Out</b>	Any shouting or attempts to attract passing persons to the pitch or goods on display.
<b>Carriageway</b>	The part of the road which is used by vehicles.
<b>Casual Trader</b>	Any person who holds a temporary licence, but trades infrequently or as and when based on pitch availability. Casual traders must contact the Market Office at least one day in advance of the day they wish to trade and pay for the pitch.
<b>Commodities</b>	Any goods, wares, or merchandise for sale or on display at a Licensed Street Trader Pitch.
<b>Consent</b>	Permission.
<b>Council</b>	In the context of these regulations, this means the Markets and Street Trading Team who can be contacted by email at <a href="mailto:Street.Trading@lbhf.gov.uk">Street.Trading@lbhf.gov.uk</a>
<b>Fees</b>	The charge/amount due in advance to pay for street trading.
<b>Fixed Penalty Notice (FPN)</b>	A legal notice with a financial penalty, which provides an opportunity to discharge of any liability to conviction for that offence.
<b>Helper</b>	Someone who helps on the stall but does not handle money or other forms of payment and should not be left alone (without the licensed trader or registered assistant).
<b>Highway</b>	A route or area which all persons can use to pass and repass along as often and whenever they wish without hindrance and without charge; this includes carriageway, footway, and any part of that area where the public have access, and which may be in public or private ownership.
<b>Isolated Pitches</b>	A licensed street trader within the borough whose licensed pitch is not on Lyric Square, North End Road, Wood Lane, or Football Match Day trading.
<b>Licensing Sub Committee</b>	The Committee that will determine recommendations for revocation of Street trading licences due to misconduct, non-payment of fees or other licence breaches.
<b>Licensed Street Trading Pitch</b>	A pitch in any street authorised as a place at which street trading may be engaged in by a street trader and includes any temporary alternative place approved by the Council or a duly authorised officer of the Council.
<b>Loading</b>	Putting stock on the allocated pitch or stall within the agreed timescales.
<b>Markets and Street Trading Team</b>	Team responsible for the administration of Market & Street trading activities,
<b>Overpitching</b>	This is when a trader trades outside the boundaries of their pitch or agreed site.
<b>Permanent Licence</b>	A licence granted under the Act which is valid for the period specified, which is not less than six months or more than one year.
<b>Permanent Trader</b>	Any person who holds a permanent licence who trades from a designated pitch.

<b>Pitch Limits</b>	The authorised ground markings or other agreed pitch sizes defining the area within which a street trading stall is to be contained. Pitch limits include all awnings and do not allow for overhanging of goods.
<b>Premises</b>	Any shop, house, or block of flats immediately behind the licensed pitch.
<b>Receptacle</b>	A vehicle or stall, any basket, bag, box, vessel, stand, easel, board, tray, or item used (whether constructed or adapted for such use) as a container for; or for displaying any item or equipment used to provide any service.
<b>Refuse</b>	Rubbish or waste which has been generated during a Licensed Street Trader's business activity including fruit and vegetable waste, cardboard, paper, small plastic items, and other non-perishable waste. This does not include the disposal of cooking oils or animal products, which has separate waste disposal requirements.
<b>Registered Assistant</b>	A person employed by and acting under the directions of a licensed street trader to assist them with the business of the stall and whose name and address has been registered with the Council as part of the licence conditions.
<b>Regulations</b>	Refers to the contents of this document. These Prescribed Standard Conditions are often referred to as Street Trading Regulations.
<b>Restocking</b>	Replacing stock that has been sold, with new stock.
<b>Stall</b>	Any structure, box, table, stand, or thing used by a trader for the display of goods, or in connection with their business, which occupies a licensed street trading pitch; and includes all goods offered or to be offered for sale and any additional structure or equipment used as part of the stall or business. This includes all refuse created by the trader from the use of the stall or in connection with his or her business.
<b>Street</b>	Shall have the meaning described in section 21(1) of the Act.
<b>Street Trading</b>	Shall have the meaning described in section 21(1) of the Act.
<b>Street Trading Licence</b>	A Permanent or Temporary street-trading licence issued by the council.
<b>Table or Stall Covering</b>	A cover which covers the full length of your pitch to floor (not showing receptacles or items stored underneath).
<b>Temporary Licence</b>	A licence granted under the Act valid for a single day or for a period not exceeding 6 months.
<b>Temporary Trader</b>	Any person who holds a temporary licence who trades regularly from a designated pitch.
<b>The Council</b>	Means Hammersmith and Fulham Council.
<b>The Footpath</b>	The pedestrian walkway.
<b>Trader(s)</b>	Any person who is licensed for street trading under Part III of the Act.
<b>Unloading</b>	Unloading or removing stock from the allocated pitch or stall or from a vehicle within the agreed timelines.
<b>We/Us</b>	Hammersmith and Fulham Council.
<b>You</b>	The individual who is the holder of a street-trading licence that we have issued or a registered assistant acting on your behalf.
<b>Zero Tolerance policy</b>	A policy is which imposes a punishment for every infringement of a stated rule.

## 32. APPENDICES

Appendix 1	North End Road
Days (inclusive of Bank Holidays)	Monday to Saturday
Trading Times	8:00am to 6:00pm
Parking	Permitted Market Trading Bays
Loading & unloading	Unloading must be completed between the hours of 6:00am to 9:00am. Loading must be between the hours of 4:00pm to 7:00pm.
Market type	Mixed Market
Type of Stall	Mixed
Refuse	On site bins
Water and/or Electricity	Access to standpipes. Access to power via Sure charge.

Appendix 2	Wood Lane
Days (inclusive of Bank Holidays)	Monday to Friday
Trading Times	8:00am to 3:00pm
Parking	Westfield Shopping Centre or on street Parking
Loading & unloading	Unloading must be completed between the hours of 6:00am to 8:00am. Loading must between the hours of 3:00pm to 4:00pm.
Market type	Food
Type of Stall	Mixed-Removal
Refuse	Commercial waste Bags
Water and/or Electricity	None

Appendix 3	Lyric Square
Days (inclusive of Bank Holidays)	Thursday & Friday
Trading Times	8:00am to 5:00pm
Parking	Vehicles are prohibited on Lyric Square. There is a loading/unloading bay located on Beadon Road. NCP Parking and on street parking is available.
Loading & unloading	Unloading must be completed between the hours of 6:00am to 8:00am. Loading must between the hours of 4:00pm to 6:00pm.
Market type	Food
Type of Stall	Gazebo 3m x 3m - Removable
Refuse	Commercial waste bags provided at cost and matting required
Water and/or Electricity	None

Appendix 4	Isolated Pitches
Days (inclusive of Bank Holidays)	Thursday & Friday
Trading Times	8:00am to 5:00pm
Parking	On street parking
Loading & unloading	Unloading must be completed between the hours of 6:00am to 8:00am. Loading must between the hours of 4:00pm to 7:00pm. Or specific to individual site planning permissions.
Market type	Site Specific- Removal
Type of Stall	Mixed - Depending on Planning Permission
Refuse	None.
Water and/or Electricity	None

Appendix 5	Football Match Day Trading
Days (inclusive of Bank Holidays)	Football Match Days
Trading Times	Football Match Days
Parking	On street parking
Loading & unloading	Unloading must be completed within 2 hours before kick-off. Loading must be completed within 2 hours of the final whistle.
Market type	Food and Merchandise
Type of Stall	Mixed- Removal
Refuse	None.
Water and/or Electricity	None