LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 Schedule 4

TOWN CENTRE STREET TRADING POLICY

1. Duration and scope

(1) This policy applies to The Parade, Watford between its junctions with Rickmansworth Road and Bentine Lane.

(2) It applies from 1st January 2026 to 31st December 2029 unless the council's Licensing Committee resolves to revoke, vary or extend it before that time.

(3) No more than ten street trading consents will be granted at any one time to coincide with events and activities associated with the Big Events programme (or similar events approved by the Director of Partnerships • Community and Customer Services or delegated officer)

(4) In general consents will not be issued for more than one day at a time. However a flexible approach will be adopted depending on the duration and the nature of the event. Consents may be time-limited to coincide with the operating times of the events or activities in The Parade.

(5) This policy does not apply to events held under the Market Charter.

2. Locations

(1) Applicants should liaise with event organisers and the council's Licensing Officers to agree a provisionally suitable location, prior to submitting an application. A maximum of ten locations that are suitable for street trading will be approved on an event-by-event basis by Licensing Officers in consultation with event organisers, the council's Events Team and where necessary the Watford and Three Rivers Safety Advisory Group.

3. Application process

(1) Applications must be submitted no later than 10 working days before the date of the event.

(2) Applications will be considered in the strict date order in which they are received. If more than one application is received on the same day the one which most closely meets the criteria in this policy will be considered first.

(3) Applications must be accompanied by:

(a) passport-style photograph of the applicant(s);
(b) copies of food registration and food hygiene training where appropriate;

(c) copies of public liability insurance showing at least £5 million cover;
(d) colour photographs showing different elevations of the stall, barrow or vehicle;
(e) the fee for each day to be traded.

(4) For council run events, applications will be determined by the council's Licensing Officers in consultation with the Events Team. For non-council events, applications will be determined by the council's Licensing Officers in consultation with the event organisers. This will be done to ensure the proposed goods to be sold complement the event in question.

(5) A successful applicant may re-apply for a consent, subject to the first come-first served criteria above.

(6) Unsuccessful applicants will be given reasons as to why their application has not been accepted and may submit applications for future dates.

4. Selection criteria

(1) The council wishes to enhance the quality of goods and stalls that are available in The Parade. Accordingly goods that are offered for sale must complement the event, be age and audience appropriate, and have approval of the council's Events Team (for council events) or the council's Licensing Officers (for non-council events). Consents will be issued to allow particular types of goods to be sold exclusively from one stall at a time, and not for stalls to compete against each other

(2) Preference will be given to:

(a) applicants that promote healthy eating
(b) applicants that will have a low environmental impact, e.g. low-running generators, little or no waste generation, use of recyclable packages/cartons, low emission engines and efficient waste management policies
(c) stalls that are of good quality, e.g. well-maintained, no obvious damage or repairs, clean and presentable and in keeping with the amenity of The Parade
(d) food business with a Food Hygiene Rating of 5, then of 4, then of 3. Consents will not be issued to food businesses with a Food Hygiene Rating of 2 or less

(3) Preference will be given to goods which complement the event or activity that will be taking place in The Parade for the duration of the street trading consent and to:

(a) arts/crafts
(b) seasonal items
(c) jewellery
(d) candles
(e) paintings (include portraits/face painting)
(f) balloons
(g) confectionary/Nuts/Doughnuts
(h) ice cream
(i) hot potato vendors
(j) crepes/waffles
(k) popcorn
(l) fruit juice, smoothies, soft drinks

NB: This is list is not exhaustive and may be modified from time to time by the council's Licensing Officers

(4) Consents will not be granted for:

(a) age-restricted products (excluding alcohol – however, sales of alcohol must also be authorised under the Licensing Act 2003)
(b) gas and electrical appliances
(c) general household goods
(d) pets and livestock
(e) explosive, corrosive or flammable products
(f) goods that do not carry where appropriate the relevant CE safety marking
(g) motor vehicles
(i) other goods deemed as unsuitable by council's Licensing Officers

(5) The Provision of Service Regulations 2009 (SI 2009 No 2999) has been taken into account in drafting this policy to ensure the requirements are not discriminatory and that it is proportionate, clear and unambiguous, objective, publicly available, transparent and accessible.

(6) Consents cannot be issued to a person under the age of 17 years. An application may be refused if the applicant is unsuitable to hold the consent by reason of providing unsatisfactory references if requested, having been convicted of a criminal offence or for any other reason.

5. Conditions to be attached to each consent

1. This consent allows the consent-holder to trade at the location shown in the plan attached to the consent, with the proviso that authorised officers of the council may require the location to be changed for operational reasons relating to events or activities in The Parade.

2. The consent-holder is not permitted to place any stall, barrow or vehicle at the location more than 60 minutes before the time specified in the consent, nor remain on site for more than 60 minutes after the time stated in the consent, unless agreed otherwise with authorised officers of the council.

3. The consent-holder may employ agents if required, providing the consent-holder exercises proper control over the stall, barrow or vehicle at all times and the names of those agents are notified to the council in writing.

4. The consent-holder must ensure that they, their staff and agents are familiar with:

(a) the event plan for the event coinciding with the duration of this street trading consent ;
(b) the identity of the relevant event manager, event safety officer and/or person in charge;
(c) the emergency arrangements for the event in question, including means of communication and action to be taken should the event need to be cancelled.

5. The consent-holder must ensure that this consent is displayed on the stall, barrow or vehicle at all times.

6. The consent holder(s) shall not cause any nuisance or annoyance to any other user of the highway or the occupier(s) of nearby premises.

7. No recorded or amplified music or radio shall be played by the consent holder(s) or any agent at the stall.

8. The consent-holder or their agent must ensure that they implement a Litter Management Strategy.

9. (1) No water, rubbish or waste material shall be discharged or deposited on the highway or any adjacent property or into any surface water inspection chamber or gulley;
(2) At the end of the period for trading the consent-holder must ensure a radius of 50 metres from the stall, barrow or vehicle is swept clear of litter;
(3) No waste must be placed in litter bins located on The Parade, The High Street or the surrounding area and waste must be treated as trade waste by the consent-holder.

10. No leaflets, flyers or printed matter may be distributed on The Parade, High Street or the surrounding area unless the consent-holder has obtained the appropriate consent from the council.

11. The following are not permitted to be sold:

(a) age-restricted products (excluding alcohol – however, sales of alcohol must also be authorised under the Licensing Act 2003)
(b) gas and electrical appliances
(c) general household goods
(d) pets and livestock
(e) explosive, corrosive or flammable products
(f) goods that do not carry where appropriate the relevant CE safety marking
(g) motor vehicles
(i) other goods deemed as unsuitable by council officers.

12. If this consent is granted for street trading from a trailer:

(1) the towing vehicle may not be parked on any footway or part of a footway;
(2) this consent does not give permission for the holder to park any towing vehicle where waiting is normally prohibited;
(3) towing vehicles must be immediately removed from the designated trading location once the trailer is in position;
(4) any trailer must be secured against unexpected movement, for example by use of wheel-chocks;
(5) tow-bars and other apparatus must be secured against slips, trips or falls;
(6) access to The Parade is prohibited unless a consent-holder obtains a dispensation from the Parking Service on 01923 278890 for the towing vehicle

13. Any damage to the highway at the location for trading must be notified to the council's Transport and Infrastructure Section by calling 01923 226400 or by email to TID@watford.gov.uk, together with photographic evidence. Unreported damage to the highway that is subsequently found may result in a claim against the consent-holder for making good the damage.