

APPENDIX TWO

Proposed Changes:

Contents – Updated and added/removed sections (covered in more detail below)

Section 1.1 – Heading added for Policy Objectives. Reference to ‘district’ rather than ‘area’, this is continued throughout the policy.

Section 1.4 – Remove section for street trading administration charge where fees are not payable. All new and renewal street trading consent applications to be charged standard fees. Section 1.5 renumbered as 1.4.

Section 2 – Re-wording of terminology where required.

Section 3 – Re-wording of terminology where required. Clarity that copies of maps are subject to copyright and the applicant must ensure compliance with this before submitting to the Licensing Service. Amendment of requirement to submit three photographs to one photograph of a trading unit. Licensing Service contact details amended.

Section 4 – Re-wording of terminology where required.

Section 5 - Re-wording of terminology where required.

Section 6 - Re-wording of terminology where required.

Section 7 – Include additional legislation that a trading unit must adhere to.

Section 8 - Re-wording of terminology where required.

Section 9 - Re-wording of terminology where required.

Section 10 - Re-wording of terminology where required.

Section 11 – Clarity that all new and renewal applications require the appropriate fee to be paid at time of submission. Remove reference to previous quarterly payments. Re-wording of terminology where required. Updated service contact details and clarity of office opening hours.

Section 12 – Re-wording of terminology where required. Clarification of the appeal process for a revocation made by an Officer under delegation. Contact details given for Legal and Democratic Services.

Section 13 – Clarification that fee refunds are only issued following refusal of an application by the Licensing Sub-Committee.

Section 14 - Re-wording of terminology where required.

Section 15 – Re-wording of terminology where required. Principles of enforcement summarised as good practice for other licensing functions. Data protection principles reflect 2018 Act.

Appendix List – Created new appendices in order with policy layout

Appendix One – Re-wording of terminology where required. Clarity that fees must be paid on submission of application, and reference to the website. Service contact details updated. Clarity of transfer application process. Clarity of how to vary the hours of trading. Clarification of refunds. Appendix A - proof of eligibility to work in the UK amended to reflect Immigration Act 2016 requirements.

Appendix Two - Re-wording of terminology where required. Clarity that fees must be paid on submission of application, and reference to the website. Service contact details updated. Clarity of requirements for community based events, car boot sales and farmers markets. Clarification of refunds. Appendix A - proof of eligibility to work in the UK amended to reflect Immigration Act 2016 requirements.

Appendix Three – Re-wording of terminology where required on application forms.

Appendix Four – Re-wording of terminology where required.

Appendix Five – Revised Street Trading Consent conditions.

Appendix Six – Current fees and charges for Street Trading Consents stated on licensing webpage. Clarity of aim to be cost-neutral service.

Appendix Seven – List of consultees updated where required.