

Agenda

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Licensing and Registration Sub Committee

Date: **Tuesday 31 January 2017**

Time: **5.00pm**

Place: **The Old Library, Town Hall**

For any further information please contact:

Catherine Phythian, Committee and Member Services Officer

Telephone: 01865 252402

Email: cphythian@oxford.gov.uk

If you would like help to understand this document please call Catherine Phythian, Committee and Member Services Officer in advance of the meeting.

Licensing and Registration Sub Committee

Membership

Councillor Van Coulter
Councillor Mary Clarkson
Councillor Rae Humberstone
Councillor Elizabeth Wade

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 **APOLOGIES FOR ABSENCE**

2 **ELECTION OF CHAIR**

3 **DECLARATIONS OF INTEREST**

4 **PROCEDURE TO BE FOLLOWED**

7 - 10

Guidance on the procedure to be followed is attached.

5 **APPLICATIONS FOR VACANT APPROVED SITES**

11 - 54

The Head of Planning & Regulatory Services has submitted a report which details four applications received in competition for a Street Trading Consent to fill two vacant approved Street Trading sites.

Recommendation:

Licensing and Registration Sub Committee is recommended to determine from the applications received, which applicants they wish to grant Street Trading Consent, in order to fill the following vacant approved sites taking into account the details in this report and any representations made at this Sub Committee meeting:

- Street Trading Site 7 near County Hall Car Park, New Road
- Street Trading Site 10 outside 22 High Street (North Side)

6 **MATTERS EXEMPT FROM PUBLICATION**

If the Sub Committee wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding agenda items it will be necessary for the Sub Committee to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

At the end of the submissions, the Chair will announce that the hearing is adjourned while the Sub-Committee deliberate in private. The Sub-Committee will be accompanied by the Committee Clerk and Legal Advisor during their deliberations.

The Chair will then close the hearing and confirm that once a decision has been made a written determination setting out the reasons for the decision will be sent to the parties within five working days of the hearing.

7 MINUTES

55 - 58

Minutes from 22 August 2016

Recommendation:

That the minutes of the meeting held on 22 August 2016 be APPROVED as a true and accurate record.

8 DATES OF FUTURE MEETINGS

The Sub-Committee is scheduled to meet, if required, on the following dates:

2017

21 February

13 March

3 April

25 April

22 May

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

1.

2.

a)

b)

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OXFORD CITY COUNCIL

LICENSING and REGISTRATION SUB-COMMITTEE

HEARING PROCEDURES:

The Meeting

1. The Licensing Casework Sub-Committee will usually consist of four members of the Council (councillors) who are also members of the Council's General Purposes Licensing Committee. With the consent of the Applicant, or person who is subject of the hearing, the Sub-Committee may consist of fewer than four but no fewer than two councillors. At the start of each Sub-Committee meeting a Chair shall be elected from among the members. The Sub-Committee is responsible for reaching a decision upon the application having heard representations and considering all relevant material presented.

The Paperwork

2. Officers of the licensing authority (the City Council) will prepare the paperwork for the application that is to be heard by the Sub-Committee. The paperwork will include:-
 - A summary of the application or matter for determination, the representations received and of any other relevant material
 - A copy of the application and any other supporting material supplied by the applicant
 - Any observations on the application or matter made by the Police or other technical advisor to the Sub-Committee
 - Any representations of objection to the application

Introductions

3. The Chairman will commence the hearing by introducing her or himself and the other Sub-Committee members. The Chair will then ask all of the other parties present to introduce themselves and explain in what capacity they are attending.

Conduct of Proceedings

4. The role of the Chair is to control the proceedings. All questions must be put through the Chair.
5. The Chair will indicate that the members of the Sub-Committee have read and familiarised themselves with the papers and issues. The Chair will stress that the Sub-Committee does not therefore require points to be made or repeated at length.
6. The hearing shall take the form of a discussion. Formal cross-examination shall not be permitted unless the Chairman considers that cross-examination in a particular circumstance would assist. In exercising this discretion to permit cross-examination, the Chairman must have regard to the rules of natural justice and the right to a fair hearing.
7. Members of the Sub-Committee may ask questions to any party to elicit further information. The representative of the licensing authority may also ask questions of any party in order to clarify the evidence and any issues in the case.
8. In considering the application/matter or any representation made by a party the Sub-Committee may take into account documentary or other information relied on by a party in support of their application or representation - provided that copies of the information have been supplied to the Licensing Authority at least seven working days before the hearing or, with the consent of all the other parties, after that time.
9. Where a person attending the hearing is acting in a manner that the Chair considers is disruptive, the Chair may require that the person leave the hearing and may:
 - (a) refuse to permit that person to return; or
 - (b) permit him / her to return only on such conditions as the Sub-Committee may specify.
10. Before the end of the hearing any person who was required to leave the hearing under paragraph 9 may submit in writing any information which they would have been entitled to give orally had they not been required to leave.

Order of Proceedings

11. Any party may be assisted or represented by any person whether or not that person is legally qualified.

The Licensing Authority

12. The representative of the licensing authority shall present the paperwork relating to the application or matter to be heard by the Sub-Committee. The representative shall say who the applicant is, what the application is for and explain the paperwork before the Sub-Committee.

Applicant's case

13. The Applicant will outline their application and present their case and may call witnesses if desired.
14. The Sub-Committee may ask questions of the Applicant.
15. Other parties may ask factual questions of the Applicant. Cross-examination will only be permitted with the consent of the Chair.

Observations of Police and/or Technical advisors

16. Where appropriate the police or technical advisers to the Sub Committee may make their observations.
17. The Sub-Committee may ask questions of the Police and/or technical advisors.
18. Other parties may ask factual questions of the Police and/or technical advisors. Cross-examination will only be permitted with the consent of the Chair.

Objector's case

19. Where written representations of objection have been received the Sub-Committee will have regard to those representations. Any Objectors attending the hearing may make oral representations in support of their objection and call witnesses if they wish. However, the Sub Committee will not require repetition of points already made in written representations.
20. Where a number of objectors have made representations which are similar in nature the Sub-Committee will expect a spokesperson to be appointed to represent the group.
21. The Sub-Committee may ask questions of any objector.

22. Other parties may ask factual questions of any objector. Cross-examination will only be permitted with the consent of the Chair.

Closing submissions

23. All parties will then be given the opportunity to summarise briefly their key points. The order shall be:-
- Objectors
 - Police and/or technical advisors
 - Applicant

Determinations

24. At the end of the submissions, the Chair will announce that the hearing is adjourned while the Sub-Committee deliberate in private. The Sub-Committee will be accompanied by the Committee Clerk and Legal Advisor during their deliberations.
25. If it is necessary to recall any party for clarification of any point, then all parties should be recalled.
26. The Chair will either:
- Announce the decision of the Sub-Committee and confirm that a written determination with reasons will be sent to the parties by a given date.
- or
- Close the hearing and confirm that once a decision has been made a written determination with reasons will be sent to the parties by a given date.
27. In any event a written determination setting out the reasons for the decision will be sent to the parties within five working days of the hearing.

Closed hearing

28. The hearing shall normally take place in public. However, the Sub-Committee may exclude the press and the public from all or part of a hearing where exempt information (*section 100A(4) Local Government Act 1972*) is concerned and the Sub Committee considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

To: Licensing & Registration Sub Committee

Date: 31 January 2017

Item No:

Report of: Head of Planning & Regulatory Services

Title of Report: Applications for vacant approved sites

Summary and Recommendations

Purpose of report: To seek determination of applications received in competition for a Street Trading Consent to fill two vacant approved Street Trading sites.

Report Approved by:

Finance: Jonathan Marks

Legal: Daniel Smith

Policy Framework: Street Trading Policy
A vibrant and sustainable economy

Recommendation(s):

Licensing and Registration Sub Committee is recommended to determine from the applications received, which applicants they wish to grant Street Trading Consent, in order to fill the following vacant approved sites taking into account the details in this report and any representations made at this Sub Committee meeting:

- Street Trading Site 7 near County Hall Car Park, New Road
- Street Trading Site 10 outside 22 High Street (North Side)

Appendices

Appendix A – Applications for the vacant sites

Appendix B – List of applicants and site(s) applied for

Appendix C – Advert for Vacant Sites

Appendix D – General Conditions of Street Trading Consent

The Applications

1. The Business Regulation Team have received four applications for the vacant approved Street Trading sites. The applicants are:
 - Mr Huseyin Cacan
 - Mr Hassan Khalil
 - Mr Mustafa Durdu
 - Mr Matthew Jeffery
2. Full copies of each application can be found at Appendix A of this report. Each applicant has detailed in their application how they intend to fulfil Oxford City Council's Street Trading criteria.
3. A complete list of the site(s) each applicant has applied for can be found at Appendix B of this report. This has been attached to assist Councillors with regard to the applicants' preference of Street Trading site.
4. A copy of the advert for the vacant sites can be found at Appendix C of this report. This has been attached to assist Councillors with regard to the criteria set for applications.

Legislative Background/Legal Framework

5. In 1986 the Council resolved that Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 should apply to its area. Under Schedule 4 the Council can manage street trading by designating streets as "consent streets", "licence streets" or "prohibited streets". All streets within Oxford are currently designated "consent streets" and any trading requires the grant of a street trading consent. Street trading consent may be granted as the Council "thinks fit". When exercising the power to grant and enforce consents the Sub Committee should only take into account relevant considerations, must give each applicant or consent holder a fair hearing and should give reasons for their decision.
6. Street trading consent is granted subject to the Council's standard conditions. The Sub Committee may amend or attach any additional conditions to a Consent that it considers to be "reasonably necessary".

Policy Considerations

7. The Street Trading Policy was adopted by Council in April 2015 and came into force on 14th April 2015 for existing traders. Paragraph 5.2(c) of the Policy states that applications may be referred to the Licensing and Registration Sub Committee where there is competition for a vacant site.

8. Paragraph 5.8 of the Street Trading Policy states:

“5.8 In considering applications for the grant or renewal of a Street Trading Consent the following factors will be considered:

(a) Public Safety

Whether the Street Trading activity represents, or is likely to represent, a substantial risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site.

(b) Public Order

Whether the Street Trading activity represents, or is likely to represent, a substantial risk to public order.

(c) The Avoidance of Public Nuisance

Whether the Street Trading activity represents, or is likely to represent, a substantial risk of nuisance to the public from noise or misbehaviour, particularly in residential areas.

(d) Appearance of the stall or vehicle

The stall or vehicle must be of smart appearance and meet criteria, including size, laid down in the standard Consent conditions. Photographs or sketches, including dimensions, must be provided with all new applications and requests for approval of changes to or replacement of a stall or vehicle.

(e) Needs of the Area

The demand for the articles for sale, and the geographical location of the proposed site.

(f) Environmental Credentials

The impact of the proposed operation on the local environment including street surfaces and materials, power supply, carbon footprint, supply chain, packaging, waste minimisation, waste disposal and waste created by customers. Mitigating measures to minimise the environmental impact of the proposed operation.

(g) Food Traders

Applicants to trade in hot or cold food must hold a current Level 2 Food Hygiene Certificate accredited by The Chartered Institute of Environmental Health, or The Royal Society of Health, or The Royal Institute of Public Health and Hygiene.

(h) Highway

The location and operating times will be such that the highway can be maintained in accordance with the Oxfordshire County Council's requirements and that there are no dangers to those who have a right to use the highway and no obstruction for emergency access.”

Reason for Referral to Licensing & Registration Sub Committee

9. This matter has been referred to Licensing & Registration Sub Committee to determine the applications in accordance with paragraph 5.18 of Oxford City Council's Street Trading Policy as four applications have been received for the vacant sites advertised.

Financial Implications

10. The Council collects fees in order to cover the costs of carrying out the Street Trading function. Predicted income from licence fees are included in the Council's budget.

Legal Implications

11. The Sub Committee may grant a Street Trading Consent if it 'thinks fit', (see paragraph 5 above). Any decision to refuse an application or terminate street trading consents may be subject to judicial review and if held to be unlawful compensation may result.

Human Rights Act Considerations

13. Article 6 of the European Convention on Human Rights provides that every person is entitled to a fair hearing in determination of a civil right or obligation. Applicants must be given a fair opportunity to present their case and respond to any representation against them.

Name and contact details of author: Samantha Howell
Tel: 01865 252558
Email: sjhowell@oxford.gov.uk

Version number: 4

**Application for a Street Trading Consent
Local Government (Miscellaneous Provisions) Act 1982**

All data contained in this form will be handled in accordance with the Data Protection Act 1998. Information about how Oxford City Council will handle this data can be found at www.ico.gov.uk and also on www.oxford.gov.uk.

www.oxford.gov.uk



Note: Please refer to the checklist attached before you send in your application form.

Full Name	MR MUSTAFA DURDU
Trading Name (if any)	ALI BABA KEBABS (HIGH ST) JASONS KEBABS- NEW ROAD
Home Address	
Postcode	
Telephone Numbers	Home: Mobile:
Email address	
Date of Birth	
Country of Birth	
National Insurance number	
Description of articles to be sold	KEBABS, BURGERS, CHICKEN, CHIPS, HOT DOGS, HOT & COLD DRINKS
If you intend to sell food & drink what is the address where the vehicle/trailer will be stored when not in use	

Which vacant site are you applying for? <i>Please tick</i>	High Street <input type="checkbox"/> New Road <input type="checkbox"/> Both <input checked="" type="checkbox"/>
If you are applying for both sites please specify your first and second choice	First Choice <u>HIGH STREET</u> Second Choice <u>NEW ROAD</u>
Proposed days and times of trading	Days: 18:30 - 03:00 SUNDAY-THURSDAY Times: 18:30 - 04:00 FRIDAY-SATURDAY
Vehicle registration number, make and model	
Please read page 4, paragraphs 5.4 and 5.5 of the Street Trading Policy and describe how you are going to meet the following factors in boxes (a)-(h) below	
Public Safety	(a) WILL NOT OBSTRUCT PUBLIC HIGHWAY. KEEP THE VAN HYGIENIC & CLEANED REGULARY. KEEP FIRE SAFETY EQUIPMENT.
Public Order	(b) WILL ACT IN A PROFESSIONAL MANNER.
The avoidance of public nuisance	(c) KEEP NOISE/ODOUR TO A MINIMUM BY USING A SILENT GENERATOR & RECYCLABLE HOOD.
Appearance of the stall or vehicle	(d) VAN WILL BE KEPT CLEAN & WELL MAINTAINED.

Needs of the area	(e) ARTICLES FOR SALE ARE IN DEMAND FOR THIS AREA.
Environmental Credentials	(f) WASTE BIN WILL BE PROVIDED AND AREA CLEANED ON A DAILY BASIS
Food Traders	(g) FOOD SAFETY & HYGIENE CERTIFICATE PROVIDED.
Highway	(h) NO OBSTRUCTION AND USED IN A MANNER TO COMPLY WITH LICENSING
Do you agree to comply with the Street Trading policy?	Yes or No YES

Declaration

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.oxford.gov.uk/websitetools/privacy.cfm>.

The data you provide will assist in preventing crime and ensuring public safety. When you sign this application you are consenting to the sharing of this data with other Government Agencies in their efforts to combat crime.

I am aware that if any person knowingly or recklessly makes a false statement or omits any material, particular in giving information on this form, that person shall be guilty of an offence.

This means that if you as the applicant or anyone else gives false information or leaves out any information to help you get a Street Trading Consent, you and/or they can be prosecuted in court.

Applicants Name:	MR MUSTAFA DURDU
Date:	22/12/2016
Applicants Signature:	

Any additional information to add to this application form - please write here.

Mr Durdu would like to serve chicken, burgers, hotdogs and kebabs with both hot and cold drinks only. He will also supply vegetarian options and salads to include tomatoes, cucumber, onions, lettuce, peppers and potentially rice and hot potatoes.

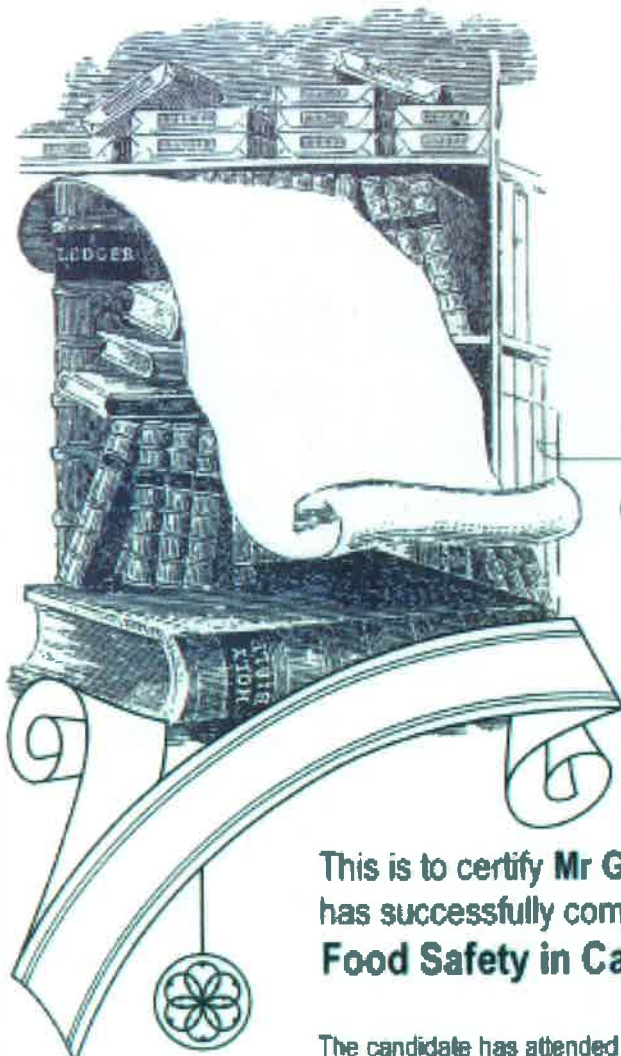
They will be served in either wraps or pita bread.....wrapped up to take away. He is very passionate about food and both hygiene and presentation are very high in his working priorities. He will source his products locally and sell from his purpose built trailer which will meet very high standards of presentation and working conditions.

We have attached photographs of the type of unit he is intending to sell his product from. The unit will be kept clean and tidy throughout the working day, and he will also make sure that the immediate area around his pitch will be kept clean, tidy and free from litter.



Saint Peter's College

MCMXII



Certificate

This is to certify **Mr Guner Durdu**
has successfully completed
Food Safety in Catering Level 2 training course

The candidate has attended the course in respect of the following elements that comprise the course:

Introduction to Food Safety	Food Hazards & Contamination
Bacteria & Biological Hazards	Temperature Controls.
Personal Hygiene	Pest Control
Cleaning and Disinfection	Food Safety Management

Signature of Director

Certificate Number: F52111 Issued on: 08/05/2014

www.saintpeterscollege.co.uk

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**Application for a Street Trading Consent
Local Government (Miscellaneous Provisions) Act 1982**

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www.oxford.gov.uk



Note: Please refer to the checklist attached before you send in your application form.

Full Name	Huseyin Cacan
Trading Name (if any)	International Grilled Food (proposed)
Home Address	
Postcode	
Telephone Numbers	Home: Mobile:
Email address	
Date of Birth	
Country of Birth	
National Insurance number	
Description of articles to be sold	East Asian Noodles South Eastern Europe Salads Western Asia Grilled Meat Dishes Mediterranean Wrap Specials International Burgers and Hot Dogs British Jacket Potatoes Italian Pasta Dishes
If you intend to sell food & drink what is the address where the vehicle/trailer will be stored when not in use	

Which vacant site are you applying for? Please tick	High Street <input type="checkbox"/> New Road <input type="checkbox"/> Both <input checked="" type="checkbox"/>
If you are applying for both sites please specify your first and second choice	First Choice <u>High Street</u> Second Choice <u>New Road</u>
Proposed days and times of trading	Days: <u>Monday through to Sunday</u> Times: <u>18:30 hrs to 03:00 hrs or 04:00 hrs</u>
Vehicle registration number, make and model	
Please read page 4, paragraphs 5.4 and 5.5 of the Street Trading Policy and describe how you are going to meet the following factors in boxes (a)-(h) below	
Public Safety	(a) <ul style="list-style-type: none"> - Fire blanket & extinguisher - Gas equipment safety certified - Fuel for generator stored safely - Full h+s risk assessment
Public Order	(b) <ul style="list-style-type: none"> - Being polite to customers - 'Be considerate' sign - Quick service avoid long wait times - CCTV with recording
The avoidance of public nuisance	(c) <ul style="list-style-type: none"> - Power from quiet generator - Quiet vehicle extraction - Be considerate sign - Quick service
Appearance of the stall or vehicle	(d) <ul style="list-style-type: none"> - Ruby red purpose built trailer - Traditional signage 'International Grilled Food' - Well maintained

Needs of the area	(e) A variety of hot and cold food, quickly provided to local employees working late, students & locals visiting the city centre and international visitors wanting something different
Environmental Credentials	(f) - Biodegradable or recyclable packaging - External bin provided - Trade waste contract with O.C.C.
Food Traders	(g) - Level 2 Food safety trained people - Documented Food Management System - Menu allergy assessed - Rated 'very good' by O.C.C. for food safety
Highway	(h) - Location and operating times followed - Vehicle maintained & road worthy
Do you agree to comply with the Street Trading policy?	<input checked="" type="radio"/> Yes or No

Declaration

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.oxford.gov.uk/websitertools/privacy.cfm>.

The data you provide will assist in preventing crime and ensuring public safety. When you sign this application you are consenting to the sharing of this data with other Government Agencies in their efforts to combat crime.

I am aware that if any person knowingly or recklessly makes a false statement or omits any material, particular in giving information on this form, that person shall be guilty of an offence.

This means that if you as the applicant or anyone else gives false information or leaves out any information to help you get a Street Trading Consent, you and/or they can be prosecuted in court.

Applicants Name: HUSEYIN CACAN	
Date: 30/12/16	Applicants Signature: 

Any additional information to add to this application form - please write here.

Enclosed with application:

- Written proposal (2 pages)
- Food menu (2 pages)
- Risk assessment (1 page)

International Grilled Food

This written proposal briefly outlines the plans and includes the type of operation, menu summary, and photos of the type of vehicle to show style and design, alongside plan of vehicle with descriptions, fixtures and fittings.

The applicant Mr Cacan, currently trades from opposite 42 High Street, Oxford. Due to business financial challenges, Mr Cacan wishes to trade closer to the City Centre.

Oxford is the seventh most visited city in the U.K. by international visitors, attracting 7 million visitors each year (*Oxford City Council economy statistics, 2016*).

The menu currently being provided has been updated to reflect the diversity of overseas visitors to Oxford including those from China, Japan, Australia, America, and those from Mediterranean countries including Italy and Turkey. Also on offer is the Jacket potato, popular in the UK since the mid 9th Century. It is also popular in North America, France, Russia and Brazil. (*Wikipedia, 2016*)

Oxford city has varied and multiple food choices however a significant number of food outlets close by 6pm, leaving some Fast Food establishments, East and West Asian restaurants, and a variety of others.

Those visiting Oxford city includes local late workers, late commuters, students, those frequenting the social night-life, and international visitors. Whilst they have a good choice of places from where to obtain food, International Grilled Food will provide a menu which will offer something different to other mobile traders thereby filling a gap in the type of food offered.

The size of the vehicle does limit to some degree, the variety and extent of food that can be provided, however International Grilled Food will provide international varied options including healthy choices.

The proposed menu includes:

- East Asian Noodles
- South Eastern European Salads
- Mediterranean Wraps
- West Asia Grilled Meat Dishes
- Italian Pasta
- International Burgers (and Hot dogs)
- UK Jacket Potatoes
- Hot and cold drinks

Currently the plan is for the proprietor to solely operate the vehicle. However, a new location may result in an increased number of customers thereby requiring extra people to assist. Each person's credentials would be checked to ensure they had the legal right to work in the U.K. and have had Food Hygiene training level 2.

Food controls include a documented Food Safety Management System and allergy assessment with customer information.

Photographs of current vehicle



Build

A purpose built hot food van, dark ruby red with proposed professional sign-writing "International Grilled Food". It has fire resistant internal aluminum professionally installed on walls and ceilings. Dimensions are L172", W88", H100". External locked area for LPG with safety signs attached.

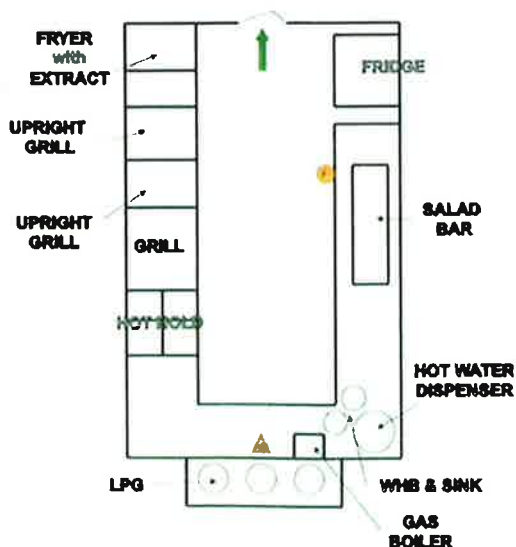
Internal fixtures, fittings and equipment

- Double sink with hot & cold water, drainage - for washing hands and equipment/cleaning
- Worktops 25" wide, back and sides for food preparation
- 1 flat Grill (for boiling water, grilling)
- Double fryer with extraction
- Double upright grill
- Jacket potato oven
- Gas boiler (GasSafe certified)
- Hot holding unit
- Large fridge freezer with separate areas for raw and RTE food
- Small fridge for canned drinks, and extra small fridge
- Boiling water dispenser
- Potable water supply
- Wall mounted fire blanket and mounted, and multi-purpose foam fire extinguisher

External equipment

Modern generator, locked to van, encased by purpose built noise muffling box

Current Vehicle Plan



Different Appearance

It is appreciated that the mobile food vehicle appearance is important, and should fit in with the visual amenity of the neighbourhood. The applicant is currently considering purchasing a replacement food vehicle, the same external style writing but a different colour. White and cream are currently under consideration

Options for difference appearance

White trailer option



The above trailer is based on the current design of the food trailer in use, just a white colour.

White and aluminium van option



This option is provided if the Council prefers a driven vehicle (not a trailer)



Mission Statement

To sell authentic, fresh and delicious food and include healthy options. To provide varied food based on both local and international taste. To ensure each portion provides value for money. To provide high standards of customer service.

International Grilled Food, providing a variety of succulent dishes direct to you

Mobile unit and food operation checked and approved by a food consultant, registered with the Environmental Health Officers Registration Board. Please contact us if you would like more information



**High Street Grilled Food
Oxford**

Tel: 07450 259765

International Grilled Food

**Mobile Food Trader
Oxford**



*Providing U.K. and
International food direct to you*



East Asian Noodles

Cooked on our grill in light olive oil, our variety of egg noodles are tasty, light, nutritious and low in cholesterol

Grilled mixed vegetable stir fry	£4.50
Spicy beef and mixed vegetable	£5.00
Garlic prawns, peppers, onion	£5.50
Chilli chicken, onions, tomato	£5.00
Lamb, onion, mushroom	£5.00
High Street Special Grill	£6.00

British Jacket Potatoes

Perfect crispy skin and fluffy middle and cooked in our special jacket potato oven. All our jackets come with real butter and served with one or more of our filling suggestions

Cheese	£2.90
Baked beans	£2.90
Cheese & salad	£3.60
Cheese & onion	£3.30
Cheese & sweetcorn	£3.60
Tuna mayonnaise	£3.50
Cheese & tuna mayonnaise	£4.20
Chicken curry	£3.80
Chicken curry & cheese	£4.50
Chilli con carne	£3.80
Chilli con carne & cheese	£4.50
Grilled chicken	£4.80
Grilled chicken, cheese	£5.50

Chips	Medium	Large
	£1.30	£1.80

Available with toppings including cheese, baked beans, gravy, curry sauce and hummus. Just add £0.70

South Eastern Europe Salads

All our salads are locally sourced and come with lettuce, tomato and cucumber as standard. We have a variety of sauces & Mediterranean olive oil

Falafel, hummus, salad	£2.50
Falafel, hummus, cheese, salad	£3.30
Vegetarian Cobb salad	£3.30
Bean salad with vinaigrette	£3.30
Grilled mixed vegetable salad	£3.50
Tuna mayonnaise salad	£3.50
Cheese salad	£2.20

Mediterranean Wrap Specials

Tortilla wrap with a generous portion of meat or non meat product, salad, topped with either low fat mayonnaise, garlic mayonnaise, sweet chilli sauce, salad cream, or other sauce

Falafal	£2.00
Grilled mixed vegetable	£2.50
Kofte (seasoned minced lamb)	£3.50
Grilled lamb pieces	£3.50
Grilled chicken, avocado	£3.50
Mixture of any 2 above	£4.00

Western Asia Grilled Meat Dishes

Sourced from reputable suppliers. All served in brown or white pitta bread (or tortilla wrap) with salad, & sauce of your choice.

Chicken	Medium	Large
	£4.00	£5.00
Kofte	£4.00	£5.00
Lamb pieces	£4.00	£5.00
Doner	£4.00	£5.00
Mixture of any 2 above		£6.00
Mixture of all 3 above		£6.50

International Burgers & Hot Dogs

All grilled, served in sesame seed brown or white bun, with salad of your choice

Quarter pounder	£2.20
Chicken fillet burger	£2.60
Vegetarian	£2.50
Egg burger	£2.20
Fish burger	£2.50
Hot dog	£2.20

Add an international flavour including Australian Style Beetroot, New Zealand Style Pineapple, English cheese, Mediterranean Avocado, Turkish Hummus or American Chilli.

Italian Pasta Dishes	
Grilled Vegetable	£3.00
Prawns	£4.50
Chilli con carne	£4.00
Grilled chicken	£4.00
Cheese	£2.50

All pasta is cooked fresh daily, and mixed with one or two of the choices above. Wholesome and tasty

Drinks

Mineral water	£1.00
Apple or Orange juice	£1.00
Iced Tea	£1.50
Smoothie	£1.50
Ayran (Yoghurt drink)	£1.00
Red Bull	£1.50
Can	£0.80
Tea	£1.00
Coffee	£1.30

Students get a discount with valid identification

RISK ASSESSMENT

International Grilled Food

Potential issues

- Fire/explosion
- Gas leak
- Crime & disorder
- Food poisoning
- Noise nuisance
- Litter
- General safety

Persons at risk

- Food business operator
- Employees
- Customers/Passing pedestrians
- Passing vehicles
- Others in vicinity

Control measures

- Vehicle in good repair and condition
- Internal lined with aluminium – fire proof
- Multi-purpose fire extinguisher
- Fire blanket
- No smoking
- Electrical equipment visually inspected for faults daily
- Oil in fryer below ignition temperature & changed regularly
- Carbon build-up removed regularly
- Fryer extractor serviced and maintained regularly
- Vehicle and LPG Gas Safe certified annually
- LPG stored securely from access and movement in locked unit
- Generator petrol stored securely in locked unit, small amount
- CCTV in vehicle
- Mobile phone in vehicle
- Area not a crime hot spot

Control measures continued

- Level 2 Food hygiene training
- Food safety management booklet completed
- Opening and closing checks
- Temperature monitoring of food and fridges
- Allergy assessment and signage
- Food Hygiene Rated by OCC as a 5 (very good)
- Modern quiet operation generator enclosed in noise muffling unit
- Option of further noise reduction via 20mm marine plywood unit insulated with 50mm rockwool
- Customers served quickly avoiding queue
- Subjective noise monitoring carried out to ensure nuisance not caused
- Small bin provided immediately next to vehicle
- Customer signage regarding bin use for litter
- Area checked regularly for litter
- Any litter on street picked up at end of shift
- Commercial waste contract with OCC
- Vehicle operated in a responsible manner
- Safety signs in place (i.e. LPG)
- Public, Employee & Products Liability insurance no less than £5,000,000
- Full adherence to street consent and licence conditions
- Relevant legislation complied with including food safety, health and safety, highways
- Full co-operation with Oxford City Council and other public body regulation departments

Date of assessment: 19th December 2016



Chartered
Institute of
Environmental
Health

Level 2 Award in Food Safety in Catering

1 credit

Huseyin Cacan

has successfully completed a programme of training
and an assessment which concluded the course



Course Director

Examination Date: 15 November 2015


CIEH recommends you refresh your training by 15 November 2018

Centre number: 50510

Certificate number: 9881756

Original Issue Date: 20 November 2015

Issue number: 1



Graham Jukes

Chief Executive
Chartered Institute of Environmental Health

Qualification accreditation number - 500/5476/4
Accredited only for England, Wales and Northern Ireland

**Application for a Street Trading Consent
Local Government (Miscellaneous Provisions) Act 1982**

All data contained in this form will be handled in accordance with the Data Protection Act 1998. Information about how Oxford City Council will handle this data can be found at www.ico.gov.uk and also on www.oxford.gov.uk.

www.oxford.gov.uk



Note: Please refer to the checklist attached before you send in your application form.

Full Name	Matthew Keith Jeffery
Trading Name (if any)	Gourdans Steak Frites
Home Address	
Postcode	
Telephone Numbers	Home: Mobile:
Email address	
Date of Birth	
Country of Birth	UK
National Insurance number	
Description of articles to be sold	Premium 21 Day Matured Sirloin Steak served on a bed of shoestring frites, also served with a choice of sauces and accompaniments
If you intend to sell food & drink what is the address where the vehicle/trailer will be stored when not in use	

Which vacant site are you applying for? <i>Please tick</i>	High Street <input type="checkbox"/> New Road <input type="checkbox"/> Both <input checked="" type="checkbox"/>
If you are applying for both sites please specify your first and second choice	First Choice <u>High Street</u> Second Choice <u>New Road</u>
Proposed days and times of trading	Days: Monday-Sunday Times: 6.30-11.30
Vehicle registration number, make and model	
Please read page 4, paragraphs 5.4 and 5.5 of the Street Trading Policy and describe how you are going to meet the following factors in boxes (a)-(h) below	
Public Safety	(a) For all events and sites we attend a thorough risk assessment and pre-trade checks are completed in accordance to the site with regular reviews for amendments considered. Public and Products Liability insurances, Food Hygiene certification and gas safety certifications all up to date. High standards to maintain cleanliness are implemented.
Public Order	(b) Health and safety management of the site adhered to, with high level of standards maintained through updated processes. Gourdans pride in conducting in a highly professional manner.
The avoidance of public nuisance	(c) Specified boundaries, times for trading, control of noise and waste will all be strictly adhered to. Any odours from cooking will be limited or extracted to reduce any potential offence. Our mobile unit is self-contained with limited noise.
Appearance of the stall or vehicle	(d) It is highly important to us that our vehicle is well maintained both mechanically and aesthetically. To reflect our hygiene, ethics and brand standards. As a small vintage catering unit we do not require a large amount of space or impose an obstruction to the area.

Needs of the area	(e) Based locally, trading in Oxford we are familiar and fond of the city. Needs of the area is our priority, we currently bring a service that has been keenly sought by a cross section of the demographic, whose feedback strongly suggests that we are providing value befitting the city.
Environmental Credentials	(f) Gourdans ethics on environmental factors from our trade is high on the agenda. Our van is fitted with solar panels that operate lighting and water pumps. No generators are used that cause noise pollution. All packaging and majority of waste is compostable.
Food Traders	(g) All staff hold minimum Level 2 Food Safety certificate and our current hygiene scoring is 5 with the local Environmental Health authority. We are also members of NCASS, who we share our due diligence systems with.
Highway	(h) Gourdans hold a high competency in the understanding to uphold highway management for both pedestrian and traffic use. Thorough consideration and implementation will be made to manage the area.
Do you agree to comply with the Street Trading policy?	Yes or No Yes


Declaration

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.oxford.gov.uk/websitetools/privacy.cfm>.

The data you provide will assist in preventing crime and ensuring public safety. When you sign this application you are consenting to the sharing of this data with other Government Agencies in their efforts to combat crime.

I am aware that if any person knowingly or recklessly makes a false statement or omits any material, particular in giving information on this form, that person shall be guilty of an offence.

This means that if you as the applicant or anyone else gives false information or leaves out any information to help you get a Street Trading Consent, you and/or they can be prosecuted in court.

Applicants Name: Matthew Keith Jeffery	
Date: 19th December 2016	Applicants Signature: 

Supporting Information to Trade on Permanent Oxford City Sites 10 and 7

Gourdans Steak Frites is a local mobile hot food caterers based in North Oxford, who have been trading since September 2015 predominantly in the Oxfordshire area. From our initial beginning in Gloucester Green market on both Thursday and Saturday's we have established a small following of largely returning customers who live and work in the Oxford area, also a number of students and transient visitors from a broad cross section of the demographic in Oxford. From our weekly Gloucester Green market, we also established regular pitches in North Parade market, Summertown Sunday markets and Headington Saturday market.

Largely we have found that our food attracts a number of groups from local businesses who enjoy a weekly treat with their colleagues, this has given us a strong base business both in Oxford. Also our own privately agreed pitches to attend monthly lunch services on to the property of Oxfordshire businesses, in Witney, Milton Park and Harwell; these pitches have been highly successful and ongoing.

Due to the seasonal nature of our trade, the spectrum of work increases from March onwards, in our first year we have found helping to increase facilities for food in local villages and campsites has been very welcomed, both to support the businesses by collaborating with the campsite and public houses who are unable to provide food, as well as provide a quality hot food alternative to residents.

In our first year trade we have catered at private and corporate events, including weddings. Also festivals such as Common People, Beacon, Bunkfest, Cowley Road Carnival and various other small events for charity, with donations given to their respective causes. In our portfolio we have also catered at larger out of town events such as Twickenham Rugby 7's.

Our ethos is to provide a simple menu of high quality produce sourced locally where possible, we believe in building relationships with local traders and our fresh produce is bought from local wholesalers such as Roots and Bonners in Covered market; who also attempt to use local growers and producers. As an example we use Chiltern Cold Pressed Rapeseed oil to complement the seasoning on our steaks. We are very conscientious on the possible environmental impact from our trade, we attempt to recycle the majority of our waste, with recycled and compostable packaging to serve our food and to have little if no noise pollution, we only require a very small silent generator during late night trade to support the solar panels fitted on the roof of our van for lighting and water pump.

In our second year trading our application for a permanent central Oxford pitch is an exciting opportunity to establish us further in Oxford, we believe the food we serve is a quality addition to the diverse foods types in the area. However, its simplicity has proved to be popular with most cultures and tastes, including non-beef eaters who enjoy our accompaniments and sides, with a choice of freshly made sauces to enhance flavours. The street food nature of our trade allows our customers to source high quality nutritious food to take away and continue their daily schedule with ease and convenience. Our little classic van is discreet and charming that will fit well visually, offering a delicious food option in the areas proposed.



The frontage including the back doors extended for sauces is 5 meters in total



The width is 2 meters included when front hatch is open.



CERTIFICATE OF ACHIEVEMENT

High Speed Training certifies that

Matthew Jeffery

has completed

Level 2 Award in Food Safety for Catering

A certified and interactive online training course meeting the UK / EU standards for Food Hygiene & Safety

www.highspeedtraining.co.uk

Issued On: 22/06/2015
Recommended Renewal Date: 21/06/2018
Certificate Number: T-589452-603434
To verify please visit: www.highspeedtraining.co.uk/verify



A handwritten signature in blue ink, appearing to read "Gary Fowler".

Gary Fowler on behalf of High Speed Training

**Application for a Street Trading Consent
Local Government (Miscellaneous Provisions) Act 1982**

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www.oxford.gov.uk



Note: Please refer to the checklist attached before you send in your application form.

Full Name	Hassan Khalil
Trading Name (if any)	Open Door Kebabs
Home Address	
Postcode	
Telephone Numbers	Home: Mobile:
Email address	
Date of Birth	
Country of Birth	
National Insurance number	
Description of articles to be sold	Hot food and drinks See menu, attached
If you intend to sell food & drink what is the address where the vehicle/trailer will be stored when not in use	

Which vacant site are you applying for? <i>Please tick</i>	High Street <input type="checkbox"/> New Road <input checked="" type="checkbox"/> Both <input type="checkbox"/>
If you are applying for both sites please specify your first and second choice	First Choice _____ Second Choice _____
Proposed days and times of trading	Days: Monday to Sunday Times: 18.30 - 03.00
Vehicle registration number, make and model	
Please read page 4, paragraphs 5.4 and 5.5 of the Street Trading Policy and describe how you are going to meet the following factors in boxes (a)-(h) below	
Public Safety	(a) See below for routine cleaning procedures. Suitable fire extinguishers, fire blanket, mobile phone and first aid is carried. Clean work clothes and hair covering is worn. Small CCTV camera is operating in the trailer. One key way to reduce the impact of the van on pedestrians is to ensure quick service, so that queues do not build up. Good relationships made with Street Pastors
Public Order	(b) Three years' experience in Bonn Square with no trouble. We have found that quick service is important. Good relations with Police and PCSOs have been made. Extra staff have been helpful in preventing fights.
The avoidance of public nuisance	(c) We aim to keep queues as short as possible to cut down noise and to maintain a good relationship with customers. We have a quiet generator – Honda EU26i Silenced
Appearance of the stall or vehicle	(d) The gold coloured, classic Citroen Van is distinctive and looks good. A photograph is attached. The van is fitted with new stainless steel equipment, and has a fridge and two sinks

Needs of the area	(e) We have been trading successfully in Bonn Square since 2013 and the demand for hot food in that area is clear. The site that we are applying for in New Road is the nearest site to our existing pitch. We expect there to be demand there.
Environmental Credentials	(f) We already address environmental concerns by: - using a quiet generator – Honda EU26i Silenced - by a rigorous cleaning regime at the site, including the adjacent pavement - by avoiding spills of petrol or cooking oil - by using biodegradable boxes for the food - by removing all waste and disposing of it correctly
Food Traders	(g) The applicant and all staff have Level 2 Food Safety Certificates (copies attached)
Highway	(h) Once in the new site, in consultation with the City Council, we will be careful to position the van so as to avoid obstruction and keep access clear at all times for emergency vehicles.
Do you agree to comply with the Street Trading policy?	Yes or No Yes


Declaration

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.oxford.gov.uk/websitetools/privacy.cfm>.

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Applicants Name:	Hassan Khalil	
Date:	30th December 2016	Applicants Signature: 

Any additional information to add to this application form - please write here.

The applicant, Hassan Khalil has successfully run Open Door Kebabs in Bonn Square since 2013. His use of bio-degradable food boxes was publicised by the City Council on TV. He always tries to work well with City Council staff. He has good working links with other city centre kebab vans.

In addition, Hassan has been a volunteer chef for at least seven years at the refugee charity Open Door (see attached letter). Since getting his kebab van license, he has managed to keep up his cooking at Open Door each Thursday.

He provides information about refugee charities on the van.

Before working on the kebab van Hassan had experience as a chef for over 10 years in a number of settings – cafes, fish and chip shops, hospital, colleges and work canteens. Both the workers have experience of kebab vans.





BURGER MENU

CHEESE BURGER	£2.50
BEEF BURGER	£2.50
CHICKEN BURGER	£2.50
BEEF BURGER MEAL	£3.50
CHICKEN BURGER MEAL	£3.50
CHICKEN FILLET BURGER	£3.50
VEGGIE BURGER	£2.50
MEXICANA BURGER	£3.00
SPECIAL BURGER	£3.00

WRAPS & MISC

FALAFEL WRAP	£3.00
FALAFEL IN PITTA	£3.00
HOUMOUS IN PITTA, SALAD	£2.50
8 CHICKEN NUGGETS	£2.50
6 SPICY WINGS	£3.00
6 MOZZARELLA STICKS	£3.50
10 ONION RINGS	£2.50
10 SAMBURI	£
6 CHICKEN STRIPS	£3.00
HOT DOG	£2.50
HOT DOG WITH CHEESE	£3.00

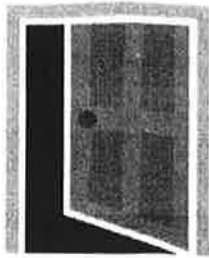
CHIPS

	SMALL	LARGE
CHIPS	£1.50	£2.00
CHIPS WITH CHEESE	£2.00	£2.50
CHIPS WITH CHEESE & BEANS	£2.50	£3.00
CHIPS WITH CHEESE/GRILL CONCARNE	£	£
CHIPS WITH CHEESE/ CURRY SAUCE	£3.00	£3.50
6 CHICKEN STRIPS & CHIPS	£4.00	---
SAUSAGE & CHIPS	£3.00	---
CHIPS WITH GRAVY	£2.50	---

BIRYANI AVAILABLE FRIDAY AND SATURDAY

COLD DRINKS AVAIL

Charity Number: 1150626



OPEN DOOR

East Oxford Community Centre, 44b Princes Street, Oxford, OX4 1DD

22/12/2016

To whom it may concern:

Hassan Khalil has been the volunteer head chef at Open Door for over eight years. He has cooked for us nearly every single week in that time, making a hot meal for between 35-60 refugees each week. This is a very substantial commitment of time and energy to our small charity. He is an extremely dedicated and reliable person; hard working and helpful at all times. He always looks for the most economical ways to provide a good meal using the produce that we receive from the Oxford Food Bank, recognizing the importance of a healthy, varied diet.

Hassan leads the cooking each week and is now experienced at running a small team of volunteers, finding ways to involve our other refugee users where he can. He took the Level 2 food safety course with us and has been active in finding other refugees who also wish to take the food safety courses that we have organised. He understands the importance of careful food preparation and service to minimize risk to all concerned. He is a key person in our project, and has longstanding involvement in our management committee.

Hassan is an extremely hard working, reliable and friendly person and I highly recommend him for the pitch. Please do not hesitate in contacting me if I can be of further assistance.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Melanie Griffiths', written in a cursive style.

Melanie Griffiths

Chair, Open Door

griffithsmelanie@hotmail.com

MP's CHATS

Marc Parfitt's Catering Hygiene Audits & Training Services
Tel: 07876 234182 E.Mail: marcparfitt@freenetname.co.uk
Chartered Institute of Environmental Health Registered Centre No. 54685

ATTENDANCE CERTIFICATE

This is to certify that

Hassan Khalil

**completed 90 minutes
food hygiene training on
28 August 2013**

at The Union (for Open Door), Oxford



Marc Parfitt

C.I.E.H. Registered Trainer

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Each applicant was asked to specify which vacant site they were applying for. Where the applicant wishes to be considered for either site, you will note there is a 1st and 2nd preference.

Street Trading Site 7 near County Hall Car Park, New Road

Street Trading Site 10 outside 22 High Street (North Side)

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Applicant	Site(s) applied for	1 st Preference	2 nd Preference	Relevant Matters
Mr Mustafa Durdu	Site 7 & 10	Site 10	Site 7	Intends to sell burgers, chips, chicken, kebabs, hot dogs and salads, hot and cold drinks.
Mr Huseyin Cacan	Site 7 & 10	Site 10	Site 7	Intends to sell noodles, salads, grilled meat dishes, wraps, burgers, hot dogs, jacket potatoes and pasta dishes. Mr Cacan currently holds Street Trading Consent for High Street Grilled Foods, High Street Oxford and has traded in that location for two years.
Mr Matthew Jeffery	Site 7 & 10	Site 10	Site 7	Intends to sell steak, shoestring fries and accompaniments, hot and cold drinks. Mr Jeffery started trading at markets and events around Oxfordshire in 2015.
Mr Hassan Khalil	Site 7			Intends to sell kebabs, burgers, chips, sausages, fresh falafel, jacket potatoes and cold drinks. Mr Khalil currently holds Street Trading Consent for Open Door Kebabs, Queen Street Oxford and has traded in that location for three years. Due to the redevelopment of the Westgate Shopping Centre Mr Khalil's current Consent cannot be renewed for 2017/2018.

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Vacant Street Trading Sites

Oxford City Council is inviting applications for two vacant street trading sites, both in prime City Centre locations. The consent period for each pitch will be for 12 months.

We welcome new and innovative businesses and will consider street trading vehicles that have a smart appearance and will fit in with the surrounding area.

The maximum consented trading hours for the sites are listed below:

- Site 7, New Road: 18:30 – 03:00 Monday to Sunday
- Site 10, High St: 18:30 – 03:00 Sunday to Thursday and 18:30 – 04:00 Friday to Saturday (subject to obtaining a premises licence under the Licensing Act 2003).

Applicants must provide the following as part of their application:

- A written proposal that briefly outlines their plans and includes the type of operation, menus and pictures of the type of vehicle to show style and design. This should not normally be longer than 2 sides of A4 paper.
- Evidence of holding a food hygiene qualification (minimum Level 2 in Food Safety in Catering).

Applications that meet the criteria outlined in the Street Trading Policy will be referred to the Council's Licensing and Registration Sub Committee (which consists of a panel of Councillors and Council Officers) for determination. Applicants may be expected to give a short presentation about their business proposal to the Committee¹ (which should not normally be longer than 5 minutes).

The current vacant sites are:

Street Trading Site 7 near County Hall Car Park, New Road



Street Trading Site 10 outside 22 High St (North Side), Oxford



If you are interested in applying for either of the vacant street trading sites, please complete, in full, the Street Trading Consent application form and return it to us with all supporting documents by email to street_trading@oxford.gov.uk or by post addressed to the Business Regulation Team, 109-113 St Aldate's Chambers, St Aldate's, Oxford OX1 1DS.

Closing date for receipt of applications is: 31st December 2016

It is essential that applicants read Oxford City Council's Street Trading Policy and Conditions of Street Trading Consent before submitting an application. Links to both documents can be found below.

Please note that any incomplete applications received will be returned to the applicant unprocessed and no fee will be incurred. The application fee is non-refundable; refunds will not be provided to unsuccessful applicants.

[Link to Application Form](#)
[Link to Policy and Conditions](#)
[Link to Fees & Charges](#)

Business Regulation Team
Telephone: 01865 252561
Email: street_trading@oxford.gov.uk

¹ Please note that applications will be included in a publicly available agenda (contact details will be removed).

General Conditions for Annual and Weekly Street Trading Consents

1. No trading shall take place except between the dates specified on the Certificate of Street Trading Consent.
2. Street trading shall only be carried out during operational hours specified on the Certificate of Street Trading Consent.
3. The Street Trading Consent relates only to the area/site vehicle or stall specified on the Certificate of Street Trading Consent.
4. The Street Trading Consent relates only to the vehicle or stall specified on the Certificate of Street Trading Consent.
5. Street trading can only be carried out from the stall or vehicle authorised under the Certificate of Street Trading Consent. Any significant changes to or replacement of the stall or vehicle must be approved by the Head of Planning and Regulatory Services.
6. The Consent Holder's vehicle/stall shall be kept in a clean, safe and well maintained condition and be of a presentable appearance. The Street Trading Consent bearing the name of the consent holder shall be displayed conspicuously on the stall/vehicle so that members of the public can clearly see it during hours of business.
7. The Consent Holder's vehicle shall be maintained in a roadworthy condition, taxed, insured and with a current MOT Certificate. Vehicle movements must be carried out legally and must not present a risk to people and structures. The Consent Holder shall not drive or park a vehicle on any part of a footway.
8. The Consent Holder shall ensure that the stall/vehicle is positioned only in the allocated space (which may be marked on the ground) in the Consent Street for which the Street Trading Consent is issued. All goods shall be displayed on the stall and no freestanding racks or displays are permitted. If a Consent Holder or operator/assistant is requested to move the vehicle/stall by an authorized Council Officer or Police Officer they shall immediately comply with that request.
9. For Weekly Street Traders on Cornmarket Street, the Consent Holder's stall shall not exceed 2.3 metres in height nor occupy an area greater than 2.3 metres x 1.4 metres.
10. The Consent Holder shall comply with all statutes, statutory instruments and byelaws currently in force. Consent Holders must pay particular attention to the requirements of the Health & Safety at Work etc. Act, 1974 and the Food Safety and Hygiene (England) Regulations 2013. Advice on these requirements is available from the Business Regulation Team.
11. The Consent Holder shall conduct their business in a professional manner and in a way that minimises risks to employees and others.

Street Trading Consent:

12. The Consent Holder must take reasonable precautions to prevent the risk of fire at the stall or vehicle. All hot food vans/trailers are required to comply with current legislation on fire safety. A serviceable fire blanket and a suitable fire extinguisher shall be provided in all vehicles selling hot food.
13. Reasonable steps must be taken to ensure gas safety where gas appliances are used on a stall or vehicle. Gas appliances must be maintained and serviced as per manufacturer's instructions. Gas appliances and systems must be checked for safety by a competent Gas Safe engineer at least annually. Any faults or concerns in relation to gas safety must be appropriately investigated and made safe by a competent Gas Safe engineer as soon as possible.
14. All hot food vans/trailers are required to carry a basic first aid kit and have the means to contact the emergency services if necessary.
15. All food businesses must be registered as a food business with the local authority where the van/stall is kept overnight. All food businesses registered outside of the Oxford City Council area must be able to demonstrate food business registration, e.g. by written confirmation from the relevant local authority or by providing a copy of the latest inspection letter or report. Any changes in registration details must be notified to the relevant local authority.
16. All food handlers must hold a current Level 2 Award in Food Safety in Catering accredited by The Chartered Institute of Environmental Health or The Royal Institute for Public Health.
17. All food businesses must achieve and maintain a minimum Food Hygiene Rating of '3 – Generally Satisfactory'. The Hygiene Rating must be displayed prominently on the stall or vehicle.
18. The Consent Holder shall not be the cause of any nuisance or annoyance to any other user of the highway, the occupier of any land or building or the Oxford City Council. Consent Holders shall have special regard to and must take action to prevent excessive noise.
19. The Environmental Protection Act 1990 places a duty of care on businesses to dispose of their trade waste in an appropriate manner. Trade waste must be stored appropriately and be disposed of by a licensed waste carrier. No water or waste material shall be discharged on to the highway or any adjacent property. The Consent holder shall take reasonable steps to ensure that litter arising from their own trade is minimised as far as possible, for example by making a bin available for customers to use.
20. A Street Trading Consent cannot be transferred or sold to another person except that the Consent may be transferred to a member of the Consent Holder's immediate family in the event of the Consent Holder's death or incapacity on payment of a fee. The subletting of a pitch is prohibited.
21. The Consent Holder must be the principal operator and have day to day control of the stall/vehicle. The Consent Holder may employ any other person to assist in operating the stall/vehicle and shall notify the Head of Planning and Regulatory Services of the name and address of that person. An administration fee will be payable.

Street Trading Consent:

22. Anyone who operates a stall/vehicle other than the Consent Holder must be authorised by the Head of Planning and Regulatory Services.
23. A Consent Holder may terminate a Street Trading Consent by written notice to the Head of Planning and Regulatory Services. A refund of the portion of the fee equal to the remaining full months will be payable, less £50 which the Council will retain to cover administrative costs.
24. Consent holders shall ensure that disabled people and wheelchair users can be adequately served. This may involve serving persons from outside the vehicle.
25. A copy of the Consent shall be displayed by the operator when trading and must be produced on demand to a Council Officer or Police Officer.
26. Consent Holders shall have and maintain a proper insurance policy against public liability and third party risks. The minimum insurance cover shall be £5,000,000 and shall cover the operator's vehicle, or stall and any additional equipment under their control. If food is sold the insurance shall specifically include cover against food poisoning to the same amount. Proof of cover must be produced to an officer of Oxford City Council on application and as required.
27. These general conditions, which apply to all Street Trading in Oxford, may be varied, having regard to a particular location. They are termed Special Conditions and listed on the Consent Certificate. These Special Conditions must also be complied with.
28. For Annual Street Trading Consents fee instalments are required quarterly, in advance. The first instalment must be paid in advance of the issue of Consent. The remaining fee can be paid in instalments on the following dates 1st July, 1st October and 2nd January. Annual fees may be paid in advance.
29. For Weekly Street Trading Consents fees must be paid two weeks in advance before trading commences. This is to allow sufficient time to process the application and receive the consent. It must be in your possession before you can trade.
30. The sale of food and/or drink is not permitted by Weekly Street Traders. The items to be sold must be agreed before a Weekly Consent can be issued.
31. For food traders all packaging and utensils for use by customers shall be made of biodegradable or recyclable materials.

Failure to comply with these conditions

If a Consent Holder fails to comply with any of the conditions attached to a Street Trading Consent, the Consent may be suspended for an indefinite period or revoked. The Consent Holder may also be prosecuted.

Street Trading Consent:

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Minutes of a meeting of the Licensing and Registration Sub Committee on Monday 22 August 2016



Committee members:

Councillor Coulter

Councillor Clarkson

Councillor Wade

Officers:

Jeremy Franklin, Lawyer

Lesley Rennie, Business Regulation Team Manager

Samantha Howell, Licensing Officer

Lucy Longford, Licensing Officer

Catherine Phythian, Committee Services Officer

1. Apologies for Absence

No apologies for absence were received.

2. Election of Chair for the meeting

The Sub Committee resolved to elect Councillor Coulter as Chair for this meeting.

3. Declarations of Interest

There were no declarations of interest.

4. Procedure to be followed

The Sub Committee resolved to NOTE the procedure.

5. Application for 12 months Street Trading Consent – Mr John Irvin

The Head of Planning & Regulatory Services submitted a report concerning an application from Mr John Irvin for a Street Trading Consent to trade from a new site outside Carphone Warehouse, Market Street, Oxford.

The Licensing Officer presented the report. She explained that Mr Irvin had been trading in the city since 1982 and that his original site had been near Bonn Square. Mr Irvin had moved to the site outside Carphone Warehouse for a trial period due to the redevelopment of the Westgate Shopping Centre. The three month trial in the new location has been a success for the applicant and the Council and Mr Irvin has now applied for a twelve month Street Trading Consent.

Mr Irvin (the applicant) addressed the Sub-Committee and answered their questions on some points of detail regarding his business.

The Sub-Committee then moved to private session. The Licensing Officer then presented the exempt information to the Sub-Committee.

At this point the applicant and Licensing Officers withdrew to allow the Sub-Committee, supported by its Legal Advisor, to deliberate and make its decision in private.

Having taken into account all submissions, the Sub-Committee then announced its decision.

The Sub Committee resolved to GRANT the street trading consent for a period of 12 months from 22 August 2016, subject to the standard conditions applicable to street trading consents.

The Sub Committee resolved to GRANT the employment authorisation for employee two.

The Sub Committee resolved to GRANT the employment authorisation for employee one subject to attendance at an anger management course.

The Sub-Committee resolved to delegate to Licensing Officers the authority to immediately revoke the employment authorisation for employee one if there was a further complaint about that employee.

The Chair reminded Mr John Irvin (the applicant) of the expectation placed upon him as the Street Trading license holder to ensure the satisfactory behaviour of all his employees.

A letter confirming the Sub-Committee's decision will be sent to the applicant.

6. Matters exempt from publication

The Sub-Committee resolved that under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the remaining items of

business on the grounds that their presence would involve the likely disclosure of exempt information as described in Part 1 of Schedule 12A of the Act.

7. Appendix B - Confidential

The Sub-Committee considered the employee application for employee one in private.

8. Minutes

The Sub-Committee resolved to APPROVE the minutes of the meeting held on 26 April 2016 as a true and accurate record.

9. Dates of future meetings

The Sub-Committee NOTED the dates of future meetings if required.

The meeting started at 5.00 pm and ended at 5.30 pm

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