

Jo Millard

Subject: RE: Faversham Hop Festival - Street Trading

From:

Sent: 19 July 2022 14:17

To: Chris Hills <ChrisHills@Swale.gov.uk>

Cc: Lyn Newton <LynNewton@Swale.gov.uk>; Stephanie Curtis <StephanieCurtis@swale.gov.uk>

Subject: RE: Faversham Hop Festival - Street Trading

Good Afternoon Chris,

I did see you were on leave. Back to work in a heatwave!

Thank you for your clarification of the new Street Trading Policy which I have now forwarded to the Hop Festival Directors for their information. I must admit to still being a bit confused as the Application Form is still worded in such a way as to suggest an Event Organiser can apply for the consent.

Kind Regards,

Bill.

From: Chris Hills <ChrisHills@Swale.gov.uk>

Sent: 19 July 2022 11:29

To: 'Bill Fowler' <>

Cc: Lyn Newton <LynNewton@Swale.gov.uk>; Stephanie Curtis <StephanieCurtis@swale.gov.uk>

Subject: RE: Faversham Hop Festival - Street Trading

Good morning Bill

Thank you for your email. Apologies for the delay in a response but you would have gathered from my out of office message that I was on leave for 2 weeks.

I can confirm that since the last time that the Hop Festival was staged a new Street Trading Policy was adopted which I attach for your information.

The new policy was developed taking into account advice given by the council lawyers and the main change as far as you are concerned is that event organisers no longer apply for a 'blanket' consent and that it is now down to individual traders to apply for their own consent. By way of an explanation the change was made to ensure that in the event that enforcement action needed to be taken it was targeted at the individual(s) responsible for any transgression rather than the event organisers.

There is no 'risk assessment' as to who should or should not submit a DBS check and all individual traders are required to provide a basic DBS check which costs £23. The reasons for requiring this check are to ensure that no trader has a history in trading in stolen or counterfeit goods, has never been prosecuted for food and drink related violations but does also take into account safeguarding reasons.

Details of how to apply for a DBS are contained in the attached application that individual traders must submit. If a trader already has a DBS check which is less than 9 months old then this is acceptable for our purposes. It is a

straightforward process and we have not encountered any problems with traders who have already gone through this process.

Established town businesses are specifically exempt in legislation from having to apply for a Street Trading Consent as per the extract from the policy below:

3.5.6 Trading which is carried out at a premises used as a shop or in a street adjoining premises so used and as part of the business of the shop

The fee for a Street Trading Consent for up to 4 days permission is £10 which can be paid by card via the automated payment line 01795 417286 or online using the link <https://swale.gov.uk/business-licensing-and-procurement/licences-permits-and-consents/street-trading/apply-and-pay#h2>

The fee is payable for any stall where a trader will be making an individual profit benefitting themselves rather than a not-for-profit organisation.

If you could supply a copy of your public liability insurance, it would be appreciated. If you also have a plan showing the position of each individual trader then this too would be gratefully accepted.

I hope this assists.

Best regards
Chris

Yours sincerely

Christina Hills

Christina Hills

Licensing Team Leader

Tel: 01795 417286 | Email: chrishills@swale.gov.uk | Website: www.swale.gov.uk

Swale Borough Council | Swale House | East Street | Sittingbourne | Kent | ME10 3HT

From: Bill Fowler <>
Sent: 06 July 2022 12:12
To: Chris Hills <ChrisHills@Swale.gov.uk>
Cc: Lyn Newton <LynNewton@Swale.gov.uk>
Subject: Faversham Hop Festival - Street Trading
Importance: High

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Chris,

My colleague Rachel Wynn has appraised me of her recent comms with you regarding the Street Trading License for the Faversham Hop Festival. It appears things might have changed since we last applied for a license? Could you please clarify to me the process that is to be followed please?

In the past we have applied for a blanket street trading license to cover all the traders. We have our own PLI and we also require all traders to provide evidence of their own PLI relevant to their activities. All traders wishing to trade in alcoholic beverages must also provide evidence that they have applied to SBC for a TEN for their pitch. We also require all food vendors to provide evidence of a Food Hygiene rating of at least a four or five. Is the blanket application still an option for us?

I also understand that a requirement has been introduced for a basic DBS check for each trader. My understanding is that a DBS check is only required when an individual is Risk Assessed as having the potential to be in contact with unaccompanied children or vulnerable adults that is prolonged and frequent. Could you clarify please as this does

appear to be an overkill given the circumstances of the festival? It would also appear to open-up a requirement for all the established town businesses to have to apply for a DBS check if they exercise their option to place a stall outside their premises?

I note from the application form that for a 'one-off event that is designed to provide support for the local community or a charity, then no fee is payable'. The Faversham Hop Festival is delivered on behalf of Swale Borough Council by Community Heritage Events Ltd which is a Not For Profit company with any cash surpluses dedicated to the following years' Hop Festival. In recognition of this would the fee be payable?

You will see I have cc'd Lyn Newton in her capacity of Contract Monitor for the Faversham Hop Festival.

Kind Regards,

Bill.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity they are addressed. If you have received this email in error please notify postmaster@swale.gov.uk