

GUIDANCE FOR SHOP FRONT DISPLAYS

Haringey Council operates a Licensing Scheme whereby shopkeepers may apply for a Licence to display goods outside their premises.

There are certain roads or parts of roads where Licences are not granted. The Council has prescribed clear widths of footway that must remain free of unnecessary obstructions, for use by pedestrians and people that may browse at shop displays (and select goods).

HOW ARE LICENCES GRANTED?

Application has to be made on an Official Form -if a copy is not enclosed with this pamphlet then contact: **The Street Enforcement Team at Enforcement Service on 020 8489 1000** and one will be sent to you together with details of the current fees and charges. Once a completed application form is received a Council Officer will visit your premises. Full details appear on Page 2 of this leaflet.

WHOM MAY APPLY FOR A LICENCE?

It should be someone who is normally at the shop premises - the Manager, Secretary, Director, Partner or any employee. The Licence cannot be granted in the name of a company or partnership - it must be in the name of an individual. Every completed application form has to be accompanied by two identical passport-type photographs of the applicant taken within the preceding twelve months both signed by that applicant on the reverse sides, and an application fee is payable at this stage.

DETAILS OF THE SCHEME

The application must be made by an individual and not a partnership or company. That individual should be in attendance at the premises.

When your application form is received a Council Officer will check it against the Council's criteria for issuing Licences (see Page 4) and will visit your premises to measure up the footpath and available space.

The maximum depth that trading may project over the footway is 1.05 m (3' 6") and in some places this has to be less. It may not be even viable to grant a Licence for some positions.

Criteria for Street Trading Applications by Shopkeepers for Pavement Trading

These criteria relate to applications for street trading by shopkeepers on the footway in front of their premises.

1. Applications will only be considered from individuals who either carry on business at the shop or premises immediately fronting the proposed site, or are employed by a person carrying on such a business. Licences will not be granted in the name of:-

- (a) Unincorporated associations, partnerships or trade names;
- (b) Companies incorporated under the Company's Act.

Applicants must be at least 17 years of age when the Licence is granted.

Where an applicant or his employer has convictions for unlicensed street trading in respect of the area in front of or adjacent to the premises, the application will be referred to the Planning Applications and Licensing Sub-Committee.

The Committee will have the discretion to approve or refuse such an application and may consider any assurances given by the applicant in the matter.

Applicants must not have given false information to Officers in any part of the application process.

Stalls must be constructed of suitable material and under no circumstances be constructed using milk crates, bread crates or similar items.

Where there are grounds for refusal of the application, the matter will be referred to the Planning Application and Licensing Sub-Committee (PALS) for consideration.

The following are grounds for the refusal of a Licence application/renewal in respect of pavement trading by shopkeepers:-

- (a) Paragraphs 3, 4 and 5 above.
- (b) The Licence holder persists in displaying on the footway goods not described in the Licence.
- (c) The Licence holder has failed pay fees and charges within the prescribed time limit.
- (d) The previous Licence holder is still involved with the premises and has failed to pay off arrears.
- (e) Activities associated with the presence of the stall presenting a nuisance that has prompted public complaint and that has not been resolved.
- (f) In the opinion of the Borough Engineer there is insufficient space in the street taking into account public safety, pedestrian flow, street furniture etc.
- (g) The Licence holder persists in violent or anti-social conduct towards pedestrians and Enforcement Officers.
- (h) The Trader has had more than two convictions for breaches of licensing conditions.

The applicant may also appeal to the Planning Applications and Licensing Committee where Officers have granted a Licence of smaller dimensions.