

**Appendix A - SWT MEMBER WORKING GROUP  
SCOPING DOCUMENT**

<b>NAME OF WORKING GROUP:</b>	Street trading policy review
<b>CHAIR:</b>	TBC
<b>MEMBERS:</b>	TBC
<b>LEAD OFFICERS:</b>	<ul style="list-style-type: none"> <li>• John Rendell, Licensing Manager</li> <li>• Craig Stone, Senior Economic Development Officer - Town Centre Resilience and Transformation Lead</li> </ul>
<b>SUBJECT TO BE REVIEWED:</b>	Street Trading policy
<b>REASON(S) FOR THE REVIEW:</b>	To introduce a single policy for the licensing of street trading in SWT and clarify the Council's approach.
<b>IDENTIFY APPROPRIATE CORPORATE AIMS:</b>	<p>The regulation of street trading is a statutory duty but this work also supports the following aim:</p> <p>Our Environment and Economy - Support the town centres throughout the District to meet the challenge of changing shopping habits</p>
<b>TERMS OF REFERENCE:</b>	<p>This Working Group will:</p> <ul style="list-style-type: none"> <li>• Consider, discuss and prepare a street trading policy for consultation.</li> <li>• Carry out a consultation.</li> <li>• Make recommendations to the Licensing Committee in relation to the adoption of the policy</li> </ul>
<b>SCOPE, AIMS AND OBJECTIVES OF REVIEW: (Remember to consider what is NOT to be included in the review):</b>	<ul style="list-style-type: none"> <li>• Review existing procedures and processes for street trading and anything new which it is proposed be adopted.</li> <li>• Ensure street trading licensing arrangements are robust and fit for purpose.</li> <li>• Work with the Licensing Manager to finalise a draft street trading policy.</li> <li>• Agree the scope of the consultation on the draft policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consider any responses to the consultation and make any necessary amendments.</li> <li>• Agree a policy which can then be taken to the Licensing Committee with a view to being adopted.</li> </ul>
<b>METHOD(S) OF REVIEW (HOW WILL THE REVIEW BE CONDUCTED?):</b>	<ul style="list-style-type: none"> <li>• A recap of how the licensing of street trading works and the importance of striking the right balance.</li> <li>• To review lessons learnt from recent cases and service complaints.</li> <li>• Discuss examples of good practice.</li> <li>• Introduction to proposed street trading policy.</li> <li>• Agree details of consultation</li> <li>• Consider the responses to the consultation.</li> <li>• To discuss and agree amendments (if any) to the proposed policy.</li> <li>• Agree draft of policy.</li> <li>• Agree recommendations to Licensing Committee.</li> </ul>
<b>BENEFITS TO THE COUNCIL AND LOCAL COMMUNITY: KEY ISSUES AND RISKS:</b>	<ul style="list-style-type: none"> <li>• Clarity over Council's policy, processes and procedures.</li> <li>• Strengthen decision making.</li> <li>• A document which will support and guide customers, officers and members.</li> <li>• Lead the way on the formation of street trading policy for the new unitary authority.</li> </ul>
<b>IMPLICATIONS: (Financial and Legal implications particularly will need to be considered and signed off by the relevant officer)</b>	The final report taken to the Licensing Committee to have the policy adopted will be subject to the usual sign-off from Legal.
<b>DOCUMENTARY RESEARCH AND EVIDENCE: E.g. Is there any National or local guidance or research into this subject? Is there any best practice guidance available?)</b>	<p>There is no national, statutory or non-statutory guidance in relation to the control of street trading.</p> <p>Policies adopted by Mendip, South Somerset, Bristol and Birmingham Councils were used as points of reference when drafting this policy.</p>
<b>RESOURCE IMPLICATIONS OF REVIEW: E.g. implications on officer</b>	This piece of work is being delivered by the Licensing Manager. There are no direct budget implications.

<b>resource or impact on the Council's budget.</b>	
<b>EXTERNAL ADVISORS: Does the Working Group wish to invite any involvement from external advisors?</b>	TBC

Timescales	Estimated	Revised (include reasons)	Actual
First meeting of Working Group			
Milestone 1:			
Milestone 2:			
Milestone 3:			
Draft Report:			
Report:			

**PROJECT OUTCOMES CONCLUSIONS:**

**RECOMMENDATIONS:**

**EXECUTIVE CONSIDERED:**

**OUTCOME : FOLLOW UP:**

**REVIEW OF PROCESS/COMMENTS:**

**SIGNED OFF BY CHAIR:**

**DATE:**