

Street Trading Consent Application - Assessment Framework Matrix (will be scored 0 to 5 with 0 being the lowest score)

To be completed by Licensing Officer

Assessment criteria	Specific factors linked to criteria	Score	Comments (Additional guidance in italics)
1. Public Safety	Adverse comment made by Highway Authority or any other relevant consultee in terms of location	3	<p>Proposed trading site is at the side of lower Castle Street. We have discussed size restrictions with the applicant to allow free flow to pedestrians as well as emergency services. The centre of lower Castle Street will remain free of obstruction.</p> <p>The application was circulated to consultees and to date no reps have been received.</p> <p>Gas will be used to fuel the unit and gas safety checks have been requested, but to date not received.</p> <p>Due to the size of the proposed vehicle there maybe some risk when arriving and departing, as the vehicle will need to mount the pavement to position.</p> <p>Following a physical test and a discussion, it is understood that the applicant has many years' experience of manoeuvring similar vans with the general public/pedestrians in the vicinity.</p> <p>The new van will have a rear camera and sensors as well as reversing alarm.</p> <p>Based on the above observations I have scored this section as 3. There may be some risk, and the applicant will need to be mindful when arriving and departing.</p>

2. Prevention of crime and disorder	Adverse comment made by Police or any other relevant consultee in terms of increased risk.	5	Proposed daytime trading, 11am-6pm. Limited scope for Crime and Disorder. To date no objections or comments received from the Police. Based on the above observations, I have scored this as a 5.
3. Prevention of nuisance	Consideration of proposed activity and how that may impact on neighbouring residences and businesses.	4	This application is for a site with 2 other food traders already established. The public expect food smells in this area as there is already a bakehouse, and sausage/burger stall nearby. The proposed offering of fresh baked Pizza though creating odour should not present a new or extended nuisance. Pizzas will be served in cardboard boxes which have the potential to create litter nuisance. The applicant is proposing to mitigate this by providing a bin in order to recycle the cardboard. However, it cannot be certain that every box will be disposed of responsibly. Based on the above observations, I have scored this as a 4.
4. Suitability of applicant	Any adverse unspent convictions  Previous history of reliable payment of fees  Previous history of compliance with any street trading consent	4	New application with no previous applications to consider. We have received a recent clear DBS for the applicant. The applicant has been very responsive and proactive in supplying information requested and has communicated in a clear and cohesive way.

			Based on my interaction with the applicant and information received I have scored this section 4.
5. Suitability of trading unit	<p>Compliance with design brief (applicable for consent over 12 weeks in any financial year)</p> <p>Appropriate size for proposed location</p> <p>High quality design</p> <p>Agreed removal of unit after trading</p> <p>All goods, ancillary equipment and stock kept within unit.</p> <p>Emissions criteria of vehicle</p> <p>MOT history</p>	4	<p>The trading unit is proposed a converted van (Renault Master) 5.69M long by 2.08M.</p> <p>At this stage in the application, we are investigating the suitability of the proposed vehicle for the position available. In principle it has been agreed that a larger van could be parked to one side of Lower Castle Street instead of the present Crepe van position. A physical test will determine if the size of van proposed is feasible or not, if not the applicant will need to consider alternative units that would be acceptable to the Council. As the applicant is proposing to buy a new van that meets our criteria no vehicle paperwork has been received to date. The applicant is aware that any vehicle is required to meet Euro 6 standards. The picture provided of the proposed unit style shows a large Neon style sign on the roof. We would suggest that this part of the design is omitted, providing a more harmonious quality of the street scene. Based on the information supplied to date I have scored this section as 4, this could be amended following further consultation.</p>

<p>6. Power / Fuel source</p>	<p>All units to be compatible with being powered by electricity.</p> <p>If generator is proposed for use outside city centre evidence must be provided that no alternative power supply is available and cannot be made available</p> <p>Electrical and gas safety certification in date</p>	<p>3</p>	<p>The applicant originally requested a wood fire pizza oven, but following conversation with Licensing has settled on a combination of gas and solar power to fuel the unit. Solar panels will feed an electric generator.</p> <p>The vehicle is currently under construction and Gas and Electric safety certificates shall be provided as soon as possible. If consent is granted trading will not start until all safety certificates have been received. The Council preference and Policy is to use renewable energy as a fuel source, however this is seen as aspirational due to practicalities and limitations of solar panels and electric batteries providing enough power over a prolonged period, therefore a combination of gas and electric battery has been accepted. Due to paperwork not having been received, I have scored this section as 3.</p>
<p>7. Advertising</p>	<p>Advertising only relates to goods on sale</p> <p>Advertising is not illuminated and is contained in unit</p> <p>No "A" Boards etc.</p>	<p>4</p>	<p>The picture provided of the proposed unit style shows a large Neon style sign on the roof. We would suggest that this part of the design is omitted, providing a more harmonious quality of the street scene.</p> <p>The proposed van is brightly coloured, with the company name on the side. The vehicle is bright, vibrant and would appeal to younger members of the public. It would certainly be a cheerful focal point in the area.</p> <p>No, A Boards will be used.</p>

			Based upon the images received, I have scored this section as 4.
8. Barriers	These are necessary and appropriate.	5	No barriers will be used; members of the public will approach the unit which naturally lends an easy queuing system. There are benches nearby which customers could utilise whilst waiting for their pizza. Based on the proposed position being pedestrianised and offering public seating, I have scored this section as 5.
9. Hours of Trading	Trading hours promote: <ul style="list-style-type: none"> <li>• Preventing crime, disorder and antisocial behaviour.</li> <li>• Avoiding disturbance due to noise, smell, or other matter.</li> <li>• Protecting public safety.</li> <li>• Preventing obstruction of the highway.</li> <li>• Having regard to location and operating hours of business activity.</li> </ul>	4	The applicant is proposing daytime trading only, Monday – Sunday 11am – 6pm. This time period is seen as low risk, and any smell emitted is in harmony with other activities in the area. The applicant is aware that any litter that may be generated should be cleared throughout the trading hours. It is considered that potential issues are low.  Having considered the above information, the area and trading hours requested upon application, I have scored this section a 4.
10. Cumulative Impact	Except for Castle Street the trading unit is situated 30m distant from any other trading unit	5	The proposed vehicle will be situated on side of lower Castle Street.  There is a sausage/burger stall, a bakehouse shop and Pret food establishment nearby the proposed site. The proprietor of Crepe stall

			<p>has informed us that he intends to cease trading. This spot will be available, but the proposal is to place the van at the side instead of where the Crepe stall is currently situated.</p> <p>Due to the fact the food outlet numbers will not increase, and the offering is different to any other food in the area, I have scored this section a 5.</p>
11. Goods for sale	<ul style="list-style-type: none"> <li>• Quality of goods</li> <li>• Innovative products</li> <li>• No single use plastics</li> <li>• Plant based and other dietary options</li> <li>• Goods do not cause nuisance</li> <li>• Goods do not contribute to crime and disorder</li> <li>• Goods do not have a negative health impact</li> </ul>	4	<p>The applicant proposes to sell artisan pizza and soft drinks, and Ice cream / gelato in summer.</p> <p>Pizzas will be made to order and served in recyclable cardboard boxes. It is assumed that fresh ingredients will be used. This needs to be expanded on by the applicant.</p> <p>The applicant has declared achieving 5 Star Food Safety Standard by Mid Devon for a period of 10 years. However, as the van will be new, a new assessment will be needed.</p> <p>The applicant has provided a level 2 Food safety certificate dated 31.01.2026. Further information required regarding the type of soft drinks, ice cream and or Gelato needs to be provided. Freshly made Pizza and ice cream/Gelato is not presently available on the High Street, which provides a point of difference for this application.</p>

			<p>The applicant has been sent a copy of our policy; it is assumed that no single use plastics will be used. All packaging should be recyclable and summer menu choices will need further information regarding any packaging required.</p> <p>The applicant has not expanded on where supplies will be sourced.</p> <p>Having considered the goods for sale, and further information supplied by the applicant I have scored this section a 4.</p>
12. Site Assessment	<ul style="list-style-type: none"> <li>• Any potential obstruction of pedestrian, vehicular or disabled access.</li> <li>• Any obstruction to the safe passage of pedestrians and wheelchair users.</li> <li>• Any nuisance/interruption to pedestrian flow or social distancing</li> <li>• The safe access and egress of customers and staff from the pitch and immediate vicinity.</li> <li>• Obstruction of entry to or sight lines to the entrance of retail premises or obstruction of display windows of retail premises.</li> <li>• Is permission of landowner is required.</li> </ul>	4	<p>The applicant is proposing to replace the current Crepe van position with a van to the right of the metal seating in Lower Castle Street.</p> <p>This would create a slightly larger space in the middle of the pedestrianised area, so emergency vehicles and wheelchair users would be accounted for.</p> <p>The right-hand side of Lower Castle Street currently allows pedestrian passage but losing this would not be detrimental to the overall availability of space for pedestrians and wheelchair users to pass.</p> <p>The size of the proposed van and its suitability for the space available will be tested by an officer. If it is determined that the proposed van is too large for this space, the applicant will be given the opportunity to source a smaller van.</p>

			<p>The application has been circulated, and to date no objections have been received from Highways.</p> <p>The proposed sighting will ensure that there will be no obstructions to any other business or windows.</p> <p>Landowner permission not required for this application.</p> <p>Based on the uncertainty of the final size of van and exact siting, at this moment I have scored this section a 4.</p>
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13. Additional Information

The applicant has received our policy and conditions. There has been continuous communication with the applicant regarding the proposed van and siting. Whilst this has been agreed in principle the final details remain to be completed.

This Matrix was sent to the applicant and following feedback and further information received from him, this Matrix has been amended.

Following physical onsite testing of a similar van, and discussions with the applicant, additional information has been added.

- Some further information from the applicant is required regarding ingredients to be used and sourcing of such. – The applicant since provided us with further information *“our ingredients are all fresh and the majority are locally sourced.*

*Our main supplier for meats and cheeses is Hawkridge Dairy Produce, based near Crediton. We have been working with them for 13 years, and they source the best ingredients from around the South West for us. We sometimes buy directly from artisan local producers such as W F Chinn or Norsworthy Goat Farm. We have always offered vegan and gluten free options, making our menu both sustainable and diverse.*

- *Looking ahead to our summer menu, we plan to offer gelato from Baboo Gelato, a Dorset-based artisan producer. This will include vegan options alongside traditional flavours and will be sold in either edible cones or recyclable cardboard tubs. Crucially, these can be discarded into the same recycling bin as the one provided for our pizza boxes. Between the cones and the recyclable tubs, waste nuisance will be kept to an absolute minimum. Soft drinks will be sold in standard aluminium cans, and our recycling bin can take these too - our commercial waste agreement covers cans and cardboard. “*

Following the above information received, I have re-evaluated section 10 and adjusted the score from 3 to 4.

The final van design will be discussed prior to any agreement, and we will ensure that policy requirements are adhered to.

The applicant has provided documents and information requested including a current Trade Waste transfer note with Mid Devon.

The applicant has provided a picture of the proposed solar generated battery to be used alongside gas fuel.

	<p>Pictures of the van type and size as well as the proposed solar generated battery to be used, is attached to the report at Appendix B.</p> <p>Pictures of a similar van to the proposed, showing situ options is attached to the report at Appendix C.</p> <p>Following physical test and discussion with the applicant, option 4 is recommended.</p> <p>The final van will be slightly shorter in length and lower than the van used in the test.</p> <p>Livery of the new van was discussed, and the applicant is happy to work with the council in deciding the most appropriate presentation.</p> <p>The applicant agreed to provide some options for discussion at committee.</p> <p>Following this consultation, I have re-evaluated this section and changed the score from 2 to 4.</p> <p>Regarding section 7 – advertising, it should be noted that the red van as presented in Appendix B, is not the final design. As the applicant is open to discussion regarding the final design, I have left this score as 4.</p> <p>Following further information received and witnessing the applicant manoeuvre a similar vehicle it situ, I have re-scored section 1 from 2 to 3.</p> <p>I have rescore section 12 from 2 to 4, following the physical test with the van in situ.</p>
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# 1 Licensing Sub-Committee Procedure

- 1.1 The Licensing Sub-Committee is made up of 2 to 3 elected City Councillors that sit on the Licensing Committee. A Licensing Officer, Legal Advisor and Democratic Services Officer shall also attend the hearing.
- 1.2 An example of procedure followed by the Licensing Sub-Committee is set out below;

## Single Application Procedure

- 1. Introduction - all the parties attending the meeting are introduced giving their name a reason for attending.

2. The procedure for the sub-committee is explained together with any relevant law and policy considerations.
3. The Licensing Officer reads out the report.
4. Questions of clarification in respect of the report may be asked of the Licensing Officer.
5. The Applicant makes submissions in support of the application.
6. Questions of the applicant from Cllrs and Officers.
7. The Applicant and Licensing Officers leave the room to enable the sub-committee to determine the application. The Applicant may be called back into the room in during the deliberation process to answer additional questions if they arise.
8. A decision is given verbally to the Applicant.

#### Multiple Applications Procedure

Where more than one application is made for a street trading consent at the same site the following procedure is followed.

With all applicants in the room.

1. Introduction - all the parties attending the meeting are introduced giving their name a reason for attending.
2. The procedure for the sub-committee is explained together with any relevant law and policy consideration.
3. Each application is then considered individually in turn by the sub-committee in private.
  - a. The licensing officer reads out the report to the licensing sub-committee.
  - b. Questions of clarification in respect of the report may be asked of the Licensing Officer.
  - c. The Applicant makes submissions in support of the application.
  - d. Questions of the applicant from Cllrs and Officers.
  - e. The Applicant shall leave the room and the next application shall be considered.
4. Once all the applications have been considered, the licensing sub-committee will determine which application if any will be granted consent. Applicant(s) may be called in during the deliberation process to answer additional questions if they arise.
5. Applicants will then be called in individually for the decision to be given verbally by the Licensing Sub-Committee.

