

# The Economy, Arts, Sports, and Public Realm Policy and Accountability Committee Agenda

Monday 21 July 2025 at 7.00 pm

145 King Street (Ground Floor), Hammersmith, W6 9XY

Watch the meeting live: [youtube.com/hammersmithandfulham](https://youtube.com/hammersmithandfulham)

## MEMBERSHIP

Administration	Opposition
Councillor Rory Vaughan (Chair) Councillor Liz Collins Councillor Adam Peter Lang Councillor Ashok Patel	Councillor Amanda Lloyd-Harris

**CONTACT OFFICER:** Charles Francis  
Governance and Scrutiny  
Tel: 07776 672945  
E-mail: [Charles.Francis@lbhf.gov.uk](mailto:Charles.Francis@lbhf.gov.uk)  
Web: [www.lbhf.gov.uk/committees](https://www.lbhf.gov.uk/committees)

This meeting is open to the public and press but spaces are limited. If you would like to attend, please contact [Charles.Francis@lbhf.gov.uk](mailto:Charles.Francis@lbhf.gov.uk). The building has disabled access.

UPDATED: 14 July 2025

# **The Economy, Arts, Sports, and Public Realm Policy and Accountability Committee**

## **Agenda**

21 July 2025

<b><u>Item</u></b>	<b><u>Pages</u></b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. DECLARATIONS OF INTEREST</b>	
<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Standards Committee.</p>	
<b>3. MINUTES</b>	4 - 14
<p>To approve the minutes of the previous meeting and note any outstanding actions.</p>	
<b>4. BLACK HISTORY PROJECT UPDATE</b>	15 - 22
<p>This report provides an update on work that is in progress in response to the priorities set by the Cultural Compact reflective of the commitment in the borough's cultural strategy to explore the feasibility of having a Black history hub to celebrate the heritage and contributions of Black communities within the Borough.</p>	

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|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>5.</b> | <b>HIGHWAY ROADWORKS MANAGEMENT AND CO-ORDINATION</b>                                                                                                                                                                                                                                                                                           | 23 - 30  |
|           | <p>This report outlines how roadworks are currently managed and coordinated in the borough using the LBHF permit scheme. It describes the proposed enhancements to the London Permit Scheme, known as the Lane Rental Scheme, which provides additional protection for fifty of the borough's key roads.</p>                                    |          |
| <b>6.</b> | <b>UPDATE ON WASTE AND RECYCLING SERVICE DEVELOPMENTS</b>                                                                                                                                                                                                                                                                                       | 31 - 39  |
|           | <p>The report sets out the progress made in our waste and recycling services through the on-going roll-out of food waste recycling, introduction of wheeled bins and garden waste recycling and other service developments.</p>                                                                                                                 |          |
| <b>7.</b> | <b>REPORT ON THE DRAFT MARKETS AND STREET TRADING LICENSING POLICY 2025- 2030 AND UPDATED PRESCRIBED STANDARD CONDITIONS FOR STREET TRADING LICENCES</b>                                                                                                                                                                                        | 40 - 115 |
|           | <p>This report provides the details and rationale for having a new H&amp;F Markets &amp; Street Trading Licensing Policy and updates to the prescribed standard conditions and the list of commodities. The overview provides an opportunity to discuss the proposals and the consultation timetable and process, prior to formal adoption.</p> |          |

London Borough of Hammersmith & Fulham

## **The Economy, Arts, Sports, and Public Realm Policy and Accountability Committee Minutes**



**Tuesday 29 April 2025**

### **PRESENT**

**Committee members:** Councillors Rory Vaughan (Chair), Adam Peter Lang, Ashok Patel and Jackie Borland

### **Other Councillors:**

Councillor Sharon Holder (Cabinet Member for Public Realm)

Councillor Frances Umeh (Cabinet Member for Housing and Homelessness)

### **Officers:**

Bram Kainth, Executive Director - Place

Mark Raisbeck, Director of Public Realm

Val Birchall, Assistant Director, Culture Tourism & Sport

Nigel Court, Interim Lead for Sport and Active Wellbeing

Labab Lubab, Head of Partnerships, Investment and Assurance

Charles Francis, Committee Coordinator

### **External Speaker:**

Harris Bokhari, Chair of the Cultural Compact

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Liz Collins, Andrew Jones (Cabinet Member for the Economy) and Zarar Qayyum (Cabinet member for Enterprise and Skills).

## **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **3. MINUTES**

The minutes of the Economy, Arts, Sports and Public Realm Policy and Accountability Committee meeting held on 3 February 2025 were agreed.

## **4. CULTURAL COMPACT UPDATE**

Harris Bokhari, Chair of the Cultural Compact introduced the item and provided an overview on the development of the Cultural Compact. He began by congratulating the work done so far by the Council, in particular Councillor Holder and over 80 local partners who were giving their time and energy on a voluntary basis to ensure culture was at the heart of everything that was done in the borough. He explained that as Chair, his key focus from day one was ensuring the council was maximising the return for taxpayers and ensuring the Compact was focused on delivering maximum impact for residents.

In the short term, the Compact had focused on 3 deliverable strands: 1. Cultural education / young people, 2. Destination management and 3. Infrastructure mapping. In the medium and long term, the Compact aspired for Hammersmith and Fulham to be known for something nationally, in a particular cultural field, similar to other boroughs. Harris Bokhari concluded his initial remarks by saying it was an extremely exciting time for anyone who cared about culture and cultural impact and the Compact sought to make a lasting legacy for all residents.

Val Birchall, Assistant Director, Culture Tourism & Sport, provided a presentation on 'Where Culture Connects' Cultural Compact Update. This included the following information:

- A definition of a Compact
- A chronology detailing how the Compact had developed.
- Details of the Compacts' membership.
- Connecting Culture and Innovation - Information on how the Compact connected with Upstream.
- Details on the role and function of the Cultural Forum.
- Information of the Destination Management Partnership – including new campaigns, current and future priorities.
- The role of the Heritage Partnership. Noting potential partners included:
  1. *Fulham Society & William Morris Society*
  2. *LBHF parks team / LBHF archives and libraries team /LBHF Planning/conservation*
  3. *Local heritage and history projects*
  4. *Centres such as Nubian Life and Pepperpot*
  5. *Theatres / Football Clubs / Schools.*
- Details on Future Plans including:

1. *Capacity building programme*
2. *Destination campaigns*
3. *Youth culture festival*
4. *Civic Innovation Unit*
5. *Pay it Forward project*
6. *Wayfinding and welcome*

Councillor Ashok Patel commented that culture was a difficult concept to describe as it was a subjective issue. In relation to the launch of the Cultural Compact at a meeting of the Cultural Forum, he asked if there was a written definition of culture? In response, Val Birchall, Assistant Director, Culture Tourism & Sport explained that the Council had taken the definition used in the Borough's Cultural Strategy which primarily focused on arts and culture and not food or sport. However, officers had also included heritage and softer forms of culture including community culture, as well as professional culture.

In relation to paragraph 14 of the report, Councillor Ashok Patel noted that the Destination Management Partnership had a campaign to promote Christmas in Hammersmith and Fulham, and asked what this entailed. In response, Val Birchall explained that it was called Countdown to Christmas, and was essentially a campaign for those organisations that had activity or hospitality businesses that wanted to get involved, to use the Countdown to Christmas branding to encourage people to enter online competitions and sign-ups. In doing so, they would better understand what the offer was over Christmas, and by joining the mailing list, the Destination Partnership gathered information it could use to promote and to encourage people to come back.

Harris Bokhari, added that the Compact had a wide and diverse interpretation of what culture was and sought to reassure Members the Compact was not taking a narrow view. He accepted there was scope to articulate what culture was in a stronger way and to come back to the committee on this in the future.

Councillor Jackie Borland commented that she was impressed at the scope and ambition of the project. However, in relation to the Countdown to Christmas campaign, she asked how this fitted in with the arts and heritage aims of the Compact. In response, Val Birchall explained that the key concept was to consider what factors drove people to visit the borough. And as the borough has a stronger cultural offer at Christmas, the Destination Partners wanted to use this for a campaign. She explained that ongoing research had shown the main reason people visited a destination was to enjoy the leisure activities that were on offer, so the broad cultural offer was at the heart of the Christmas campaign. But as the Destination Partnership also entailed hospitality, the hotels and the Business Improvement Districts, there was a focus on increasing footfall, duration of stay and retail spend in the borough.

Harris Bokhari commented that the culture sector was under resourced and it necessary to look for funding opportunities where possible. Christmas was a nationally held festival and underlining how culture was important for Christmas was a win-win for residents.

Councillor Jackie Borland welcomed the latest infrastructure map as there was so much going on in the borough. However, she highlighted it was important the Council did not put all its focus online, as the digital divide (online accessibility for older residents) meant that some residents would struggle to access it. In response, Val Birchall commented that officers were investigating different ways of presenting this information, including using Library trails, potentially a visitor information centre with tear-off maps of the borough and speaking to hotels to ensure they were conversant with points of interest within the borough.

Councillor Adam Peter Lang commented that he was pleased by the enthusiasm which had been expressed despite the Council being unsuccessful in the recent London Borough of Culture Bid. He highlighted the three strands of the strategy and in particular Culture and Creative Education and underlined how important it was to continue working with schools and universities. He also stressed the importance of the Compact engaging with informal groups. In response, Val Birchall confirmed that engagement work was a work in progress and the report did not include a full list of everyone the Compact was working with, but she assured the committee that it was working with a broad range of groups associated with young people. She asked Committee members if they had further ideas of who else could be contacted.

Adding a further comment, Councillor Adam Peter Lang hoped that the Compact was sufficiently inclusive to ensure it engaged with as wide variety of groups as it developed in the future. Val Birchall explained that the Compact was intended to be a tight executive group, and the sub groups doing the work were completely inclusive. She noted that the Compact was working with HQI to ensure it engaged with young people entering the commercial music sector who had gone through unconventional or informal groups.

Harris Bokhari welcomed the committee's comments on inclusivity and underlined it was important the Compact had impact. He commented he was confident the way in which the Compact was set up meant it could make a real impact.

The Chair, Councillor Rory Vaughan, asked about successes and how these could be demonstrated, as well as its impact in schools and the importance of using statistics to reinforce these achievements. He commented it would be helpful if future presentations could include this information. The Chair commented that he liked the partnership structure which had been set up, as this had a clear line through from the Arts Commission through to the Cultural Strategy. He welcomed the focus on destination management and how the Cultural Strategy and Visitor Economy work had been combined together and looked forward to seeing examples of how this had worked in future reports.

The Chair asked how the different work streams would learn from the campaign as they took these forwards. He also asked about Schools Arts Week, the breadth of the campaign, how it worked and what the lessons learnt were.

In response, Val Birchall explained that in relation to the Countdown to Christmas and those type of campaigns, there were a significant number of statistics as it was a part of the GLA funded High Streets Data Project which gathered information on footfall and spend. The Council had also engaged with London and Partners to talk

to them to help identify patterns of travel and visitors across the whole of London. Val Birchall explained that a raft of information was being sent to the Destination Partnership tomorrow and when that information had been dissected, officers would be in a position to identify what the next steps might be.

In relation to Schools Arts Week, this was a contained project which allowed the Compact to speak to education colleagues and act as a springboard for future projects. This offered a range of workshops schools could choose from, aimed at Year 5 classes and the feedback from this would inform other projects. Val Birchall explained that building partnerships from scratch was a long-term endeavour, as the Compact needed to get everyone together, agree what was needed, try a course of action and then assess the outcomes.

Recounting a previous Policy Accountability Committee meeting, when a hotel representative attended to talk about commercial ventures, the visitor economy and attracting visitors to the borough, the Chair asked about future funding opportunities stemming from commercial successes. In response, Val Birchall explained that by looking at the product strand, officers were currently examining when hotels were underoccupied and what opportunities there were to attract other visitors to increase footfall and promote the visitor economy.

The Chair noted the Summer Programme and asked if there was a specific theme this year. In response, Val Birchall confirmed that the Summer Programme was due to be discussed tomorrow by the Destination Partnership. She explained there was an idea to hold a festival over the summer period. And having spoken to partners it was noted that the riverside was under-utilised as a visitor attraction and there were ongoing discussions about how the Council could promote this more effectively.

Closing the item, the Chair, Councillor Rory Vaughan confirmed that the Committee were encouraged by the progress which had been made on the Visitor Economy and joining up with the Upstream Industrial Strategy. The Committee looked forward to a further update on the development of the Cultural Compact and its impact in due course.

## **RESOLVED**

1. That the Committee review and comment on the report.

## **5. ACTIVE WELLBEING STRATEGY**

Nigel Court, Interim Lead for Sport and Active Wellbeing, introduced the report which provided an update on the development of an Active Wellbeing Strategy for the Borough. This superseded the Sport & Physical Activity Strategy and included a national policy update.

The following points were noted:

- Details on the development of the Active Wellbeing Strategy.



- The strategic themes of getting people who were inactive or minimally active to become more active through:
  1. *Active People (and it's aims)*
  2. *Active Communities (and it's aims)*
  3. *and Active Environment ( and it's aims)*
- Local Public Health data and the specific challenges for Hammersmith and Fulham.
- Information on a life course to public health.
- The importance of physical activity and national recommendations.
- Key considerations: Barriers to participation (to physical activity) and the benefits of participation.
- Details on the Next Steps including:
  1. *Establish Governance (April 25)*
  2. *Develop key actions with Partners (May 25)*
  3. *Strategy draft and Action Plan ready for approval (July 25)*
  4. *Final Strategy (Dec 25 latest)*

Councillor Ashok Patel commented there were a significant number of positive points to take from the report, including the uptake of physical activity and 73% of residents achieving the recommended minimum of 150 minutes per week of physical activity. However, he remained concerned about the time spent by young people on smart phones / online gaming and asked what action could be taken to reduce this. He asked if there was a campaign whereby the Council went into secondary schools to explain the benefits of being active in sports and physical activity. In response, Nigel Court confirmed that part of the action plan was ensuring the best people delivered that message to pupils in schools. From the Council's point of view, it had the challenge of making the opportunity to be physically active something that young people wanted to do.

Nigel Court explained that young women at secondary school were a key a target group and the Council needed to listen to feedback, stakeholders and to select key role models from community groups to encourage the uptake in physical activity.

Councillor Jackie Borland commented on the life expectancy statistics and asked about the Playing Pitch Strategy which she urged was completed as quickly as possible. Speaking about the three parks in her ward, Councillor Jackie Borland commented that the all-weather pitch and some of the rugby pitches were in need of renewal (at Hurlingham Park). Although it was admirable to be reaching out to everyone to become more active, the Council needed to have sight of its current users and facilities that required attention. Councillor Jackie Borland highlighted that green spaces were limited and these had to contend with often conflicting uses, and it was a case of striking the right balance.

In response, Nigel Court explained that Hurlingham Park did have a Master Plan which had been developed to deliver improvements. Referring to other resources in the borough, he highlighted that the Linford Christie Stadium was being refurbished, and schools were already booking slots in April so they could use the facility from September 2025. Nigel Court also explained the Parks Team also actively explored Section 106 funding opportunities to ensure funding was invested in local infrastructure / green spaces.

Councillor Adam Peter Lang highlighted the value of case studies and asked if several examples of best practice could be incorporated into the strategy. He highlighted the importance of engaging with particular groups, such as schools, on health and well-being and the benefits of exercise.

In response, Val Birchall confirmed that the Council had tried to expand the group of providers it was speaking to, and recently had held a day-long event which included the Sands End Arts and Community Centre (SEACC), Dance West and a wide range of providers. One of the key messages was that these groups wished to see improved co-ordination between them so that they could share practices that worked, as well as enhancing the referral process for users to different activities. Nigel Court highlighted the three football clubs in the borough and cited these as a good example of partners working together, rather than competing against each other.

In response, Councillor Adam Peter Lang commented that the strategy needed to include some more evidence about what approaches worked and those that did not. In response, Nigel Court confirmed that there was scope to improve communications from the Council so that groups knew what activities were taking place in communities throughout the borough. He confirmed this had been integrated into the Action Plan.

The Chair, Councillor Rory Vaughan, commented he was encouraged by the progress which had been made. He noted there were some actions that were ready to be implemented to improve physical activity levels amongst the 18 to 20% inactive category. The Chair asked what the communications were in the next 6 months for inactive groups, who were they and what actions could be taken to encourage them to become more active. He noted there were national strategies to address inactivity and also the benefits of introducing (popular) more women-only sessions to improve activity levels.

In response, Nigel Court explained the Council would be contacting community leaders to help identify those sectors with the greatest inactivity levels, so that tailored plans could be created to address the issue. In relation to women-only sessions, Nigel Court confirmed the Council would be looking at Leisure Centre opening hours and identifying those times where more sessions could be delivered at off peak times in conjunction with the Council's partners.

Val Birchall added the Council was part of a National Wellbeing Network which was working with health professionals at a national level. She highlighted there were ongoing concerns about the state of national health and a number of campaigns were ongoing to address inactivity, such as 'the more ball games' campaign (replacing 'no ball games') to encourage children to participate in active play. Val Birchall also explained the Council was working in partnership with Public Health as another way of reaching people, and taking a systems-based approach, the Council could identify where people were and how to reach them.

Concluding the item, the Chair, Councillor Rory Vaughan commented he would be interested to learn more about the wider communications strategy but also how the

tailored plans for certain groups were working (in future reports). The Chair noted that the outdoor gyms across the borough were well used and where facilities had been upgraded, such as at Hammersmith Park, the facilities were excellent. It was also encouraging to hear there was a wider roll-out of improvements to park facilities across the borough. The Chair was pleased that work was ongoing, and action was being taken ahead of the formal approval of the strategy. In terms of future reports, the Chair asked for these to incorporate details on how pitches were being maintained and upgraded and encouraging children, and especially young girls going into secondary school to remain physically active. He also requested future reports to include details on the identification and implementation of good practices and how the strategy was working for inactive groups.

## **RESOLVED**

1. That the Committee review the report and provide comments.

## **6. PLACE-SHAPING THROUGH AFFORDABLE HOUSING DEVELOPMENT AND COMMUNITY INFRASTRUCTURE**

Labab Lubab, Head of Partnerships, Investment and Assurance provided a presentation on place shaping through affordable housing development and community infrastructure. The Committee noted that effective place-shaping was a foundational pillar of the Council's approach to inclusive economic growth. *Upstream London*, the second phase of the council's Industrial Strategy, articulates this vision; it focuses on the conditions for innovation-led growth and shared prosperity.

Labab Lubab explained that Prosperous places are built on diverse communities and comprehensive social infrastructure. And it was for this reason that the provision of a range of affordable housing options and modern community facilities was crucial to successful place-shaping and the continued growth of the local economy in line with the principles of *Upstream London*.

It was noted that affordable housing and community infrastructure was currently in its construction phase. It was hoped that when a further update was provided in a year's time, this would include details on a number of completed schemes.

The presentation covered the following points:

- The Building Homes and Community Strategy was the genesis of the Development Programme.
- The Development Programme aimed to deliver:
  1. 1,800 new homes within the next 5 years.
  2. Modern fit for purpose infra-structure
  3. A commitment to co-design and co-production.
- The 7 elements of good place shaping:
  1. Affordable homes.
  2. Engaged Communities
  3. Social Infra structure - Community.
  4. Social Infrastructure – Education

5. Economic Inclusion.
  6. Public Realm, open space and connectivity
  7. Sustainable Liveable Places
- The Development Programme had delivered the following so far: 78 homes, 315 homes on site under construction and 344 homes approved by the Planning Committee.
  - Improved public realm, open space and connectivity arising from the Development Programme.

At the conclusion of the presentation, the Chair welcomed Councillor Frances Umeh, Cabinet Member for Housing and Homelessness to the meeting.

Councillor Ashok Patel noted the housing development to date as part of the overall Development Programme and asked if these were all affordable homes. In response, Labab Lubab confirmed they were all affordable.

Councillor Ashok Patel commented if the construction was for affordable homes, he anticipated there would be less interaction with the constructor than with market homes. Referring to paragraph 5 of the report: *“To this end, the programme has been recently supplemented by a number of opportunities to purchase, rather than build, new affordable homes”*, Councillor Ashok Patel asked for further details to be provided.

In response, Labab Lubab confirmed the expectations for interaction were quite similar. With social housing there might be a percentage of people who did not necessarily have the same expectations as private owners acquiring a property, but the expectation to live with dignity, have respect and be treated fairly were universal. Labab Lubab explained that there were a number of intermediate housing owners, so these people were also high earners, as a household could be earning up to £90,000 and accessing these products, so their expectations were broadly aligned with market owners.

In relation to the acquisition of affordable homes, Labab Lubab explained that if this was looked at from a mixed economic outlook, then there were opportunities to acquire affordable homes delivered under Section 106 planning agreements where a developer is required to provide the affordable housing. There were also opportunities to acquire affordable homes from some Housing Associations which had chosen to divest from some of their housing stock.

Councillor Ashok Patel noted that housing would be provided to the Passivhaus classic standard and asked how much this increased the cost of an average build. In response, Labab Lubab commented that in terms of construction this could be 10% and for design it could be 20%. Costs would vary according to when the standard was implemented. It was noted that the earlier the standard was implemented, the more money was saved in the longer term, compared to midcycle design alterations and retrofitting.

Councillor Frances Umeh, Cabinet Member for Housing and Homelessness commented that the Passivhaus classic standard meant properties were delivered to the highest possible energy efficiency standard. So, while there might be the upfront costs and investment, the longer-term savings for individuals living in these

properties would mount up as there would be lower energy costs and maintenance overall, so this would counterbalance the investment costs.

Councillor Jackie Borland commented that housing provision was under huge pressure across the country, so anything that could be done to alleviate this was positive. She noted that all of the projects had at least 50% affordable and asked what affordable meant. In response, Labab Lubab explained that affordable related to intermediate and genuinely affordable housing. Genuinely affordable meant social rent, as well as London affordable rent which was the lowest rent that could be charged at the moment. So, in real terms, this equated to c. £200 per week potentially for a 2-bedroom property. In terms of intermediate housing these were governed by guidelines and meant that a household wanting to rent a home, it would qualify if its total income was less than £67,000 and if it was to acquire a property through shared ownership for example, the household income could not exceed £90,000. However, £90,000 was deemed quite high and so the Council could stipulate to Developers, that a proportion of properties had to be made available to households earning £60k, £70k and £80K. The Committee noted that a high proportion of the people on the Home Buy register (c. 9,000) could access a home.

Councillor Adam Peter Lang drew a number of statistics from the report: 52% of families were still working from home post-Covid, and also most people searching for homes were looking for family homes. Given the place shaping that was occurring, he asked if there were any opportunities for office space to be converted into housing in Hammersmith and Fulham or in London in general.

In response, Labab Lubab commented that Planning colleagues were receptive to changes of use and were actively looking at opportunities across the Borough. Councillor Frances Umeh added that serious consideration also needed to be given to the infrastructure and the buildings that were in place to make them viable conversions, as there had been examples across London where this approach had failed.

The Chair, Councillor Rory Vaughan, commented that officers had stated residents were involved from conception to completion. He knew there had been a considerable amount of consultation with residents (and changes made as a result of this), as there were two affordable housing developments in his ward. He commented that he was interested to learn what family homes and units would be produced (such as at the Old Laundry Site Development) as this was raised on a regular basis at ward surgeries. The Chair asked that as developments came on stream, whether officers were looking at the lessons learnt, such as the passive house standards and whether savings on maintenance had materialised.

In response, Labab Lubab confirmed that Development and Housing officers were looking at housing needs and a Family Housing Strategy was being used to try and deliver as much affordable family housing as possible across all tenures. He explained the Council did not want a transient population and hoped people would put down roots and thrive in the borough. In terms of the lessons learnt, Labab Lubab commented that it was possibly a little early. There were some lessons from the Springville development, but this was a small scheme. The real learning would arise from the second phase of Ed City which comprised of 108 homes plus other

facilities, and also from the Lannoy site which was the Council's first passivehaus largescale development. Officers would be able to provide a comprehensive update on these schemes in a year's time.

Commenting on the conversion of office space, the Chair noted the way in which offices were constructed differed significantly from how houses were built. And changing lifts and core facilities within a building meant that it was difficult to covert offices to housing. Councillor Frances Umeh added that a core part of the Upstream London Industrial Strategy was focusing on ways to create hubs and flexible office working spaces. So, officers were thinking about existing units and those modifications that might take place to adapt buildings given the post-Covid changes to the working world.

Drawing the item to a close, the Chair commented the Committee would like to see the lessons learnt (including passive house), the impact on communities and whether the upfront investment costs and benefits (such as lower energy bills and less maintenance) that were anticipated had borne fruit. The Committee looked forward to a further update in due course.

## **RESOLVED**

1. That the committee note the report and the contents of the accompanying presentation.

Meeting started: 7.00 pm  
Meeting ended: 9.07 pm

Chair .....

Contact officer: Charles Francis  
Committee Co-ordinator  
Governance and Scrutiny  
☎: 07776 672945  
E-mail: Charles.Francis@lbhf.gov.uk

# Agenda Item 4

**Report to:** The Economy, Arts, Sports & Public Realm Policy and Accountability Committee

**Date:** 21/07/2025

**Subject:** Black History Project Update

**Report author:** Daniel Waller, Libraries & Archives Service Manager

**Responsible Director:** Mark Raisbeck, Director of Public Realm

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## SUMMARY

This report provides an update on work that is in progress in response to the priorities set by the Cultural Compact reflective of the commitment in the borough's cultural strategy to explore the feasibility of having a Black history hub to celebrate the heritage and contributions of Black communities within the Borough. It describes the arrangements in place for a Community Collecting and Engagement project, initiated in co-production with residents, to generate content for the project.

## RECOMMENDATIONS

1. The Committee is recommended to review and comment on the report.

**Wards Affected:** ALL

Our Values	Summary of how this report aligns to the <a href="#">H&amp;F Corporate Plan</a> and the H&F Values
Building shared prosperity	The Black History Project supports the local creative and visitor economy, contributing to the aims of the Upstream strategy by boosting cultural tourism and creating opportunities for local organisations and artists.
Creating a compassionate and inclusive council	The Black History Project seeks to raise awareness and address issues of equality and diversity to all residents and increases access to heritage and cultural opportunities.
Doing things with local residents, not to them	The Black History and Heritage Steering Group comprises local residents from the Black Community and is chaired by Cllr Sharon Holder. It functions as a sub-group of the Heritage Partnership that is under the umbrella of the Where

	Culture Connects Compact which is the Borough's principal stakeholder partnership for culture.
Being ruthlessly financially efficient	By working with Fulham Palace Trust and community partners, the project is able to leverage in-kind support to deliver outcomes in the most cost-effective way.
Taking pride in H&F	The Black History Project promotes local heritage and the contribution of different groups in the community, helping to build pride of place and celebrate H&F's rich diverse cultural identity.
Rising to the challenge of the climate and ecological emergency	The project takes a sustainable approach (such as digital collecting and the use of existing resources).

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## Background Papers Used in Preparing This Report

None

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## BACKGROUND

1. The Administration's commitment to black history was reflected in the co-produced cultural strategy. The Cultural Compact that was formed to deliver the Cultural Strategy agreed this was a priority and that creating a Black History Steering group would enable the development of the Black History Project to be co-produced with Borough's Black Community.
2. The Black History Steering Group was established by Cllr Sharon Holder (previously the Cabinet Member responsible for culture) and has been meeting since autumn 2024.
3. The Black History & Heritage Steering Group membership is included in the Terms of Reference (see Appendices).
4. The project is being undertaken in partnership with Fulham Palace Trust (FPT), which is one of six nationally recognised Anti-Racist Museums, and which is the principal heritage asset in the Borough.

## PROGRESS TO DATE

5. As a key first step in the project, the need to define what we mean by Black was identified by the Steering Group. The definition agreed on at the Steering Group meeting of 26th February 2025 is:



*“Black is used to refer to people who self-identify as having non-white backgrounds, including people with African, Asian and South American heritage, indigenous minorities (such as Māori, Aboriginal and Native American populations) and people with complex heritage, sometimes described as ethnically diverse.”*

6. Establishing a Black History Hub implies collection, conservation, interpretation and exhibition of relevant materials. The Borough does not currently have such a collection. Therefore, the first stage of the project has been to engage the local Black community and explore the extent to which artefacts and personal items and memories could form part of a future hub offer. FPT has expertise in collections management and care and has engaged a project officer to lead on the community collecting and engagement project coinciding with the search for a feasible location to showcase a collection.
7. To engage with the Community across the Borough, the Steering Group agreed to run an 18-month Community Collecting & Engagement project. This is planned in 3 phases, each of 6 months' duration, taking place in Hammersmith, Shepherds Bush and Fulham. The programme will be repeated in each of the three areas, giving different communities the opportunity to participate and shape the detail to reflect any local differences in emphasis or experience.
8. For each of the areas a host location will be identified. This may be a public library, but consideration will also be given to other potential locations which may offer advantages in being more prominently located and better able to attract footfall. By the end of this phase, the project will have gathered a range of collected material (both digital and physical) and established strong community partnerships.
9. The activity of the project will also identify potential locations to display the items collected as well as funding opportunities to ensure the perennity of the project. Eventually the Steering Groups aim is to establish a 'hub' where a range of related activities could take place.
10. The first phase of the project is focused in Fulham with a working group comprising residents in the local area. The framework of activities, which will feature in each of the 6-month projects, are set out below and the costs are funded from the Library & Archives revenue budget.

## **Stories**

11. *The Ethnic Communities Oral History* project that ran in Hammersmith & Fulham from 1987 until 1994 is used as a stimulus and inspiration for engagement and reflection on the experiences of current residents in the borough. A new oral and visual history project will capture the lives of our communities, providing fresh insight into the experiences of the 30 years since 1994.

### ***Artefacts***

12. An “antiques roadshow” style event will run 2 to 3 times over the 6 months in each location. The emphasis will be to identify the personal and social value rather than the economic value of the object, and its potential for inclusion in any future Black History collection.

### ***People***

13. A high-quality photography project, capturing the lives and the environment of residents from the perspective of Black history and creating compelling images to be shared in public exhibitions.

### ***Writing***

14. A programme of talks by Black writers – building on and expanding existing contacts with authors and exploring the broader cultural context of Black experience, linked to creative activities in libraries.

### ***Volunteering***

15. A programme that will train people in skills that relate to content management, events, and community engagement to embed practice locally and facilitate continued activity in the 3 locations beyond the lifetime of the project.
16. The Fulham working group has been meeting and working with the project officer from FPT to develop activities aligned to the framework of activities identified above.

## **Activities in the Fulham project**

### **17. Workshops**

- a. 2<sup>nd</sup> July Sharon Tomlin at West College London: engaging with older college students, interactive family history and genealogy, and social and geographical history.
- b. 4<sup>th</sup> July at Wendell Park Primary (KS2) Kamapala Chukwuka providing a half day workshop about Cameroon, storytelling, Q&A, and bracelets making from fabrics.
- c. 17<sup>th</sup> July at Wendell Park Primary (KS2) Isabella Richards: providing a workshop on Caribbean and African clothing, and storytelling through clothing.
- d. 30<sup>th</sup> August Fulham Library Workshop: focussing on Health, working in services. health and transport, traditional jobs, and migrant stories.

### **18. Roadshows**

Friday 25<sup>th</sup> July and Thursday 18<sup>th</sup> September 2025 in the Great Hall at Fulham Palace. Residents who identify as Black are invited to bring an item of social or cultural significance with a historian present to tell us more about the objects we have collected.

## 19. Photography and Filming

Through Generations – highlights the legacy of Black history through family portraits – at least three generations in each portrait / three families / location in home setting, heritage setting, in a studio (families from Fulham). This element will run for all parts of the Borough so that everyone can be involved in the project.

Black Joy - Black children, particularly boys to counter negative narratives about them, playing, dancing, running with friends. The project is seeking involvement from Chelsea and Fulham academies, Brunswick Club for Young People, and Action on Disability.

20. Oral History drawing on recording key figures, and individuals from organisations in the community.

21. Black History Tapestry - a national project with the potential for contributions from Borough residents to be included. The Tapestry will be exhibited at Fulham Palace from 8-15 October 2025.

## **CREATION OF A BLACK HISTORY HUB**

22. Co-production with the local Black community is key to ensuring the relevance, usefulness, appropriate form and location of a facility, together with a long-term and sustainable business model.

23. The generation of content for exhibition and educational purposes, as set out above, will provide the basis for display of Black history and the ongoing engagement of residents with Black heritage. This collection in the immediate future is most likely to be incorporated into the Council's existing property portfolio, such as libraries.

## **APPENDICES**

### **1. Terms of Reference for the Steering Group**

#### **Black History & Heritage Steering Group Terms of Reference**

##### **Introduction**

1. H&F's cultural strategy, Where Culture Connects, commits to investigating the feasibility of creating a Black History Hub and a more prominent Black History Month as part of the ambition for Inclusive cultural provision in the Borough. It sets an action to work with historical groups, members of the Windrush generation and others to progress the feasibility of a Black History Hub - to review sites, content, and funding options.
2. This ambition builds on work to date to acknowledge and celebrate the cultural contribution of the Black community locally, and to record and share Black heritage through publications, blue plaques, heritage trails, educational activities in schools and the naming of spaces at the new Civic Campus after prominent figures.
3. The Cultural Compact has been established to oversee the delivery of the Cultural Strategy and intends to develop subsidiary partnerships for destination, heritage, and cultural education. The Heritage Partnership is expected to be established in early 2025.

##### **Purpose**

4. The purpose of the Working Group will be to act as a specialist advisory body to lead on developing the concept of the Black History Hub and the initial stage of community collecting and engagement which will inform both the wider strategy and the search for potential locations for a permanent home. It will also serve to steer the development of Black History Month into a more prominent event in the Borough's calendar.

##### **Scope**

5. This group will work collaboratively with the staff team at the Council and with the Cultural Compact and its emerging subsidiary partnership for Heritage, specifically to:
  - a. Develop a clear vision for researching, recording, and celebrating Black heritage in the Borough
  - b. Support three local Steering Groups for Black heritage community collecting and engagement to ensure effective connection between the initial phase of the project and the ambition to develop a Black history hub
  - c. Spread information about the project through their networks to broaden the range and number of organisations and individuals involved in the project
  - d. Use its collective expertise and experience to inform and advise on best practice relevant to the project, within the wider strategy for heritage in the Borough

- e. Advise on the development of proposals for a hubbub or cultural centre dedicated to Black heritage including on potential content or programme, location or facilities and any partnerships that would support its sustainable operation

## **Membership**

6. The working group is an advisory, not a decision-making, body. To fulfil the terms above, membership of the group should include a range of perspectives on Black heritage including community, cultural and heritage expertise.
7. Members include:
  - a. Cllr Sharon Holder
  - b. Cllr Nathalia Perez
  - c. Cllr Mercy Umeh
  - d. Jamila Bolton-Gordon – Westway Trust
  - e. Barbara Bees – local resident
  - f. Jazz Browne – Nubian Life
  - g. Rosie Peters – Wendell Park School
  - h. Vishanee Naidoo – Fulham Cross School
  - i. Camille Curtis – Urban Partnership Group/Masbro Centre
  - j. Sian Harrington – Fulham Palace Trust
  - k. Sharon Tomlin – Local Historian
  - l. Bishara Mohamud – Anti-Tribalism Movement

The Group is supported and facilitated by H&F Officers and Fulham Palace Trust

## **Initial Arrangements**

8. The Chair shall be either Cllr Holder or agreed from time to time by the membership of the working group.
9. Meetings will normally be scheduled every two months at a venue agreed by the Members, or online if preferred. Where required, more frequent meetings may be agreed by the Members.
10. It is expected that members attend at least 60% of scheduled meetings.
11. The Council will provide the secretariat and ensure the timely production of agendas, papers, and minutes. The Council's Head of Libraries, Archives and Heritage will be the lead contact officer.

## **Expectations of Members**

38. Members will be expected to respect the confidentiality of some discussions and documents to support decision-making.
39. The group will operate to good practice principles with the expectation that its members will:

- a. work in the public interest - contributing positively to discussions consult as plans are developed - working with other members to achieve consensus on key issues to address priorities for action
- b. balance the interests of the Borough with the interests of their organisation, their sector and themselves
- c. actively contribute experience and expertise to achieve good workable solutions
- d. encourage mutual trust, respect the views of other members, and work collaboratively
- e. declare and manage conflicts of interest
- f. act with due diligence
- g. be prepared to attend regular meetings.
- h. be actively committed to addressing equality of opportunity

### **Review of Arrangements**

40. The initial draft Terms of Reference and membership will be subject to review on the anniversary of the first meeting or at the next available scheduled meeting. This will be undertaken in consultation with the Cultural Compact (or its Heritage Partnership once established), to ensure that the Working Group remains relevant and useful and integrated with other related structures.

**Report to:** The Economy, Arts, Sports & Public Realm Policy and Accountability Committee

**Date:** 21/07/2021

**Subject:** Highway Roadworks Management and Co-ordination

**Report author:** Ian Hawthorn, Assistant Director Highways and Parks

**Responsible Director:** Mark Raisbeck, Director of Environment

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## SUMMARY

This report outlines how roadworks are currently managed and coordinated in the borough using the LBHF permit scheme. It describes the proposed enhancements to the London Permit Scheme, known as the Lane Rental Scheme, which provides additional protection for fifty of the borough's key roads.

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## RECOMMENDATIONS

1. For the Committee to note and comment on the paper and presentation.

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**Wards Affected:** All

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Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Managing work on the boroughs roads is key to maintaining economic deliveries. The proposed actions and mitigations seek to manage the disruption from roadworks to a minimum and keep the network free flowing.
Creating a compassionate council	Highways affect all especially disadvantaged groups the most, therefore any measures to better manage the highway conditions as well as any impact defects have been important for protecting the most disadvantaged.

Doing things with residents, not to them	All permits approved are on the condition of engagement with the community and business especially major works with local impacts. Maintaining accessibility is a key part of works management.
Being ruthlessly financially efficient	Managing roadworks is key driver for improving the economy and enforcing the correct behaviours means impact is reduced for local communities and businesses.
Taking pride in H&F	Managed works reduces the impact on the communities.
Rising to the challenge of the climate and ecological emergency	All works must take into consideration the environmental impact. The works co-ordination team will set these in the condition attached to each work permit that they approve.

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## Background Papers Used in Preparing This Report

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### DETAILED ANALYSIS

#### Background on roadworks and their management in H&F

1. Hammersmith and Fulham council (H&F) as the Highway Authority has a statutory duty to manage the highway network and minimise disruption from roadworks and other activities, not only in the borough but neighbouring boroughs. This is set out in both the New Roads and Street Works Act 1991 and the Traffic Management Act 2004.
2. The performance of the highway network affects the lives of everyone who lives in or visits our Borough. The Council has a duty to ensure that its highway network is safe and professionally managed and is committed to complying with the applicable legal and regulatory requirements, as well as adopting national standards and best practices. 'Safety, accessibility, and coordination' are key service drivers.
3. **The Highway network is made up of multiple assets.** These are listed in the table below:



Summary of highway assets in Hammersmith and Fulham (correct as of 01/09/2024)

Asset Type	Asset Group	Quantity	Total
Carriageways	A Road	26.7 km	223.8 km
	B, C & Unclassified Road	197.1 km	
Footways	Category 1, 1a	47.4 km	363.7 km
	Category 2,3,4a	316.3 km	
Highway Structures	All types	8 no.*	<b>*Hammersmith Bridge</b>
Street Lighting	Columns	8,594 no.	
Street Furniture	Pedestrian Guardrail	8.2 km.	
Drainage	Gullies	10,029 no.	
Street Trees	All types	9267 no.	
EV Charging	Lamp columns	2400 No.	

4. The London Permit Scheme was first introduced in 2010 with Hammersmith and Fulham being one of the first boroughs to adopt the scheme. The London Permit Scheme is now in operation in all London Boroughs and on TfL's network with the final boroughs joining in 2013.
5. The aim of the London Permit Scheme to reduce disruption and improve traffic movement. Its key features are:
  - Works promoters, like utility companies, the Highways Authorities, must obtain a works permit before conducting any works on the street. The only exception is emergency works which must have a permit 2 hours after arrival on site.
  - The scheme categorises the roads where work is conducted, ensuring that traffic-sensitive streets receive greater scrutiny and incur higher charges and fines compared to non-traffic-sensitive streets.
  - Utility companies pay a works permit fee that is determined by the type of work being done. On traffic-sensitive streets, the fee starts at £60 for an immediate works permit and goes up to £240 for a major works permit. On non-traffic-sensitive streets, the fee starts at £40 for an immediate works permit and goes up to £150 for a major works permit.
  - Work permits are categorized by durations (with categories being Immediate - 1 day, Minor - 3 days, Standard - 7 days, and Major works - more than 7 days), and each category has specific advance notice requirements except for urgent or emergency works. For example, major works require a 3-month advance notification before any work can begin on site, standard works require 10 days, and minor works require 3 days.
  - Advance notification of the work allows the council's works coordination team to minimize disruption by agreeing on different start dates to avoid clashes and, where possible, bringing promoters together to combine works at the same time, thus reducing the need for a series of works one after the other.

6. On average, the borough receives around 30,000 permit transactions relating to approximately 17,000 works on the roads and footways of the borough. This adds up to around 32,000 days of works on our network each year. In terms of the works undertaken, 60% are by public utilities while the remaining 40% are highway works by the Council and its contractors. The works are for multiple reasons, whether that is laying a new water main, repairing a gas main, or simply adding a new telecommunications connection. For the Council, it can be highway contractors renewing a footway, resurfacing a road, or conducting a repair.
7. Most of the utility apparatus are buried under the highway, including both footways and roads. To access their apparatus, utilities will often need to excavate to conduct work on their assets and then reinstate the area after they have finished. Utilities manage multiple access points, such as maintenance hole covers, which sit within the surface of both footways and roads. Additionally, there are cabinets, payphone boxes, and other utilities assets above ground. Under the law, utilities have a legal right to gain access to their apparatus. Therefore, permits can only be refused on a short-term basis until more suitable times can be found to undertake the works.
8. All works must be coordinated, especially as multiple works often occur at the same locations regularly, particularly with major developments requiring multiple services to be installed. Last year, we managed to drive 22 works into collaboration with other utilities, and our own highway works, saving 267 days of works occupying the roads, generating noise and affecting traffic. Getting collaboration on works is a complicated process because the apparatus is often not located together and the works required vary in time and complexity.
9. Each permit is approved with a series of conditions, these can be times of works, the level of communications, phasing of works, and, most importantly a set duration time based on what works are being done. Every works must have an information board on site, identifying the works promoter, the permit reference and end date of the works. Failure to display these information boards will result in a fine.
10. All road works undergo at least one on-site inspection, with over 20,000 inspections conducted annually by the Inspection team. These inspections resulted in 1,800 Fixed Penalty Notices (FPNs) being issued last year for works that failed to meet the permit criteria, including failing to install the required information boards. Additionally, fines were issued for 360 utility works that overran their scheduled completion time.
11. In terms of work duration, 85% of highway works are completed by the contractor within 24 hours, whereas only 4% of utility works are completed within the same time frame by utilities and their contractors. This reflects both the different nature of the works as well as the planning applied to completing work as soon as possible.
12. The largest percentage of works on the borough's streets are undertaken by Thames Water and Cadent Gas. Events and other one-off activities are part of the highway coordination process that is managed with the work permits.

## **Environmental Sustainability**

13. Whether Highway or Utility contractors the Council requires them to observe good environmental practice and comply with the relevant statutes, codes of practice and industry guidance, as well as supporting the Councils Climate Change Agenda.

## **Communications**

14. All works must have an information board with details of the works including the works promoters' details and end date.
15. For planned works, letters must be sent to all frontages affected by the works.
16. The contractors undertaking the works have a requirement to maintain access to residential and business premises, so a considerable amount of work goes into making sure we have the right contacts and there is a presence on site to deal with any issues. How communication is delivered is a key component of the conditions set on permits that are approved.

## **H&F future co-ordination the Lane Rental Scheme**

17. The council is proposing an enhancement to the permit scheme called the Lane Rental Scheme. This scheme seeks to protect key roads and routes from being saturated with road works by charging a daily fee based on the disruption likely to be caused. It sets a cost for each day worked on these roads from 7 am to 7 pm, with charges varying from £1,000 to £2,500 per day.
18. Several boroughs, supported by TfL, are currently working to apply to run a Lane Rental Scheme in their boroughs. The London Boroughs of Camden, Enfield, Merton, and Lambeth have already applied to operate their schemes, with H&F being in the second phase that is likely to be operational between April-October 2026.
19. Transport for London has operated a Lane Rental Scheme for several years and in the counties Kent, Surrey and West Sussex are also successfully running Lane Rental Schemes.
20. Lane Rental Schemes aim to limit street works on the busiest parts of the network by applying a daily charge for works carried out at specific times on these roads. This in turn leads to different working practices by works promoters, such as:
  - Improved planning, coordination and working methods.
  - Encouraging more collaborative working.
  - Encourage innovation (new materials, working practices)
  - Promote behavioural change to minimise the occupation of the highway at the busiest locations at the busiest times and reduce duration of works, to minimise disruptions to residents.

- To apply the scheme to all work promoters on a consistent basis, not only utility works.
  - Consideration of work scope to minimise the disruption and prevent further visits.
  - More works taking place outside peak periods and reopening the highway to traffic during peak periods (for example plating over excavations) plus making use of evening or weekend working, school holidays where the environmental impact is acceptable.
21. Experience has shown Existing Lane Rental schemes have proven to incentivise positive change and reduce disruption on the roads. The benefits include:
- Less roadworks on the busiest roads with a reduced impact on traffic.
  - Reduction in days roadworks occupy key roads.
  - Improvements to air quality by reducing congestion.
  - Reduction in negative economic impact to local businesses.
  - Improved bus journey times.
  - Utilities contribute to highway maintenance renewals.
22. The borough is in the process of developing its application to the Department of Transport to run a Lane Rental Scheme in 2026 which will seek to protect 50 of the borough's key roads. Another seven London boroughs are also in the process of developing their applications in the same time frame.
23. The programme to implement the Lane Rental Scheme is:
- Consultation during August/September 2025.
  - Review of feedback from stakeholders completed end September 2025
  - Final development of scheme documents and application September 2025.
  - Application to run the scheme submitted to the Department of Transport from the 1<sup>st</sup> of October 2025.
  - Earliest start date for the scheme would be the 1<sup>st</sup> April 2026

## **LIST OF APPENDICES**

### **APPENDIX 1 – LIST OF LANE RENTAL ROADS**

## Appendix 1

ASKEW ROAD  
BAGLEY'S LANE  
BEADON ROAD  
BLOEMFONTEIN ROAD  
BUTTERWICK  
DALLING ROAD  
DAWES ROAD  
DU CANE ROAD  
FULHAM BROADWAY  
FULHAM HIGH STREET  
FULHAM PALACE ROAD  
FULHAM ROAD  
GLENTHORNE ROAD (Studland Street to Beadon Road)  
GLENTHORNE ROAD (Dalling Road to Studland Street)  
GOLDHAWK ROAD  
HAMMERSMITH BRIDGE ROAD  
HAMMERSMITH BROADWAY  
HAMMERSMITH ROAD (Bute Gardens to Borough Boundary)  
HAMMERSMITH ROAD (Hammersmith Broadway to Bute Gardens)  
HARWOOD ROAD  
HARWOOD TERRACE  
HOPGOOD STREET  
IMPERIAL ROAD  
KING STREET (Dalling Road to Hammersmith Broadway)  
KING STREET (Goldhawk Road to Dalling Road)  
KING'S ROAD  
LILLIE ROAD  
MACFARLANE ROAD  
MUNSTER ROAD  
NEW KING'S ROAD  
NORTH END ROAD  
NORTH POLE ROAD  
OLD OAK ROAD  
PADDENSWICK ROAD  
PARSONS GREEN  
PARSONS GREEN LANE  
PETERBOROUGH ROAD  
PUTNEY BRIDGE APPROACH  
QUEEN CAROLINE STREET  
SCRUBS LANE  
SHEPHERD'S BUSH GREEN  
SHEPHERD'S BUSH ROAD  
SOUTH AFRICA ROAD  
ST DUNSTAN'S ROAD  
STAMFORD BROOK ROAD

STUDLAND STREET  
TALGARTH ROAD  
TOWNMEAD ROAD  
UXBRIDGE ROAD  
WANDSWORTH BRIDGE ROAD  
WATERFORD ROAD  
WOOD LANE  
ACCESS ROAD BETWEEN UXBRIDGE ROAD AND SHEPHERD'S BUSH GREEN

# Agenda Item 6

**Report to:** Economy, Arts, Sports & Public Realm Policy and Accountability Committee

**Date:** 21/07/2025

**Subject:** Update on Waste and Recycling Service Developments

**Report author:** Annie Baker, Assistant Director, Street Environmental Services

**Responsible Director:** Mark Raisbeck, Director of Public Realm

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## SUMMARY

The report sets out the progress made in our waste and recycling services through the on-going roll-out of food waste recycling, introduction of wheeled bins and garden waste recycling and other service developments.

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## RECOMMENDATIONS

1. That the Committee to note and comment on the report.

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**Wards Affected:** All

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<b>Our Values</b>	<b>Summary of how this report aligns to the H&amp;F Values</b>
Building shared prosperity	The services provide a modern waste collection service, meeting the demands of residents and providing the associated benefits of a cleaner environment where businesses want to invest and opportunities for local jobs.
Creating a compassionate council	The services place great emphasis on engagement, compassion and providing a bespoke flexible service that accommodates the needs of residents.
Doing things with local residents, not to them	Rather than using available legislative powers (s46 Environmental Protection Act 1990) to carry out a blanket imposition of containers on residents, we have designed service changes to ensure that we can work with residents to identify how we might best meet their waste

	requirements. We initially ran a prototype of the service to allow residents to experience and comment on how the new service operates.
Being ruthlessly financially efficient	The services reduce the council's waste disposal costs, by reducing waste and diverting more material for recycling
Taking pride in H&F	The services collect household waste and recycling in more secure containers wherever possible, reducing litter spillage and keeping our streets cleaner.
Rising to the challenge of the climate and ecological emergency	The services enable residents to recycle more and reduce the amount of waste that is sent for waste disposal.

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## Background Papers Used in Preparing This Report

None

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## BACKGROUND

1. The single best thing we can do with our waste is to avoid producing it in the first place, and on this measure, LBHF is a very high performing borough, with only 227.2kg of household waste per head collected each year. This is exceptional performance and places us 3<sup>rd</sup> best in the country.
2. In managing the waste that we do collect from households, the best thing we can do is to recycle that material. Looking at the percentage of waste we collect for "dry" recycling (paper, cardboard, metal tins and cans, glass bottles and jars, plastic bottles etc), we are the best performing inner London borough (and the 4<sup>th</sup> best across all of London).
3. Overall recycling rates include food and garden waste (the latter in particular we have much less of than some other boroughs due to the built nature of LBHF) and by this measure, we have historically been in the bottom quartile of performance across London, with a recycling rate that has been sitting in the 24-27% range for several years. Now, following the introduction of the measures detailed in this report, our recycling rate is sitting at almost 30%, lifting us out of the lowest quartile.
4. We are introducing a number of service changes to help to boost our recycling rate. This is not just good for the environment but also represents a more financially efficient approach: a tonne of recycling costs on average over £100 less to process than a tonne of waste sent for disposal.



5. We reported previously to PAC on our work to run a prototype service, delivering wheeled bins (where suitable) and food waste recycling to approximately 5,000 homes across the borough from the autumn of 2020, including the very positive feedback we received when we surveyed residents (see PAC report of November 2022).
6. Following this work, the borough wide roll-out of the food waste recycling service to street-based properties began in November 2023. A wide range of activities were undertaken to ensure that the implementation of the new service went smoothly and were reported to PAC in July 2024.
7. The roll-out of the service to street-based homes was completed just over a year ago. Approximately half of our street-based homes have suitable (off pavement) storage for wheeled bins. Throughout the roll-out, we asked people to try the containers wherever they have suitable space. However, where residents have been unwilling to do so, we have not made their use mandatory.. Approximately 300 homes (of c.20,000 who are suitable) across the whole borough refused to use the bins during the initial roll out. However, we continue to receive requests for bins, for example where new residents move into a property that did not have them. The new bins and food waste container are pictured here on the right.
8. The vast majority of engagement we had with residents during the delivery work was positive and we continue to receive some really great feedback from residents, including:



*Thank you for providing the new bins, great initiative to promote quality recycling. – Amir*

*I think it is a great initiative - particularly the addition of food waste collection. – Nikki*

*I very much welcome the food recycling which is a great initiative. – Julia*

*Thank you for the fantastic initiative with the new bins for rubbish, recycling and food waste, it is really welcome and appreciated. - Kalina*

## **Latest service improvements**

9. Work has continued to build on the improvements previously reported on our recycling rate and has included the following:

10. Consolidation of the wheeled bin and food waste services for street-based homes: we are continuing to work with residents to ensure the new services work well for everyone and encourage increasing levels of participation in use of the food waste service and wheeled bins wherever viable.
11. Introduction and promotion of the garden waste recycling service: Last summer we introduced a new garden waste recycling service. This is an easy-to-use weekly subscription service, costing £90 for 12 months (equivalent to £7.50 per month). Charging for the service means that the costs are not being met by the many residents who live in the borough but do not have a garden or who already compost their garden waste at home (which is free and the most environmentally friendly option for garden waste).
12. The service is a convenient, good value (at approximately £1.84 per collection) service that makes it easy to recycle, without disincentivising home composting, and reduces the amount of waste we have to send for disposal. It is helping residents with garden waste to recycle more and prevent as much waste from our borough having to be incinerated.
13. We already have c.1,600 subscribers and now that we are in the growing season we are collecting over a tonne of garden waste each collection day.
14. Preparation for the introduction of food waste collections for homes with communal bin stores: We have now begun work on getting a food waste recycling service in place for all homes with communal waste collection arrangements. As properties with communal bin stores are unlikely to be able to accommodate a 23-litre outdoor food waste caddy for each household, we are developing alternative storage and collection methodologies which will enable residents to participate.
15. This work covers all homes with communal waste facilities in the borough. A significant proportion of these are managed by our Housing department. We are working very closely with colleagues in Housing as a result and with Tenants and Residents' Association representatives. We have attended the Housing Estates Working Group and Housing Representatives Forum to discuss and promote the new services.
16. Food waste recycling for schools: We are now delivering food waste recycling services to 43 schools in the borough. As well as increasing the amount of food waste we are recycling, this is invaluable in introducing school children to the importance of food waste recycling. Containers and bins for food waste are pictured here being delivered to a school.



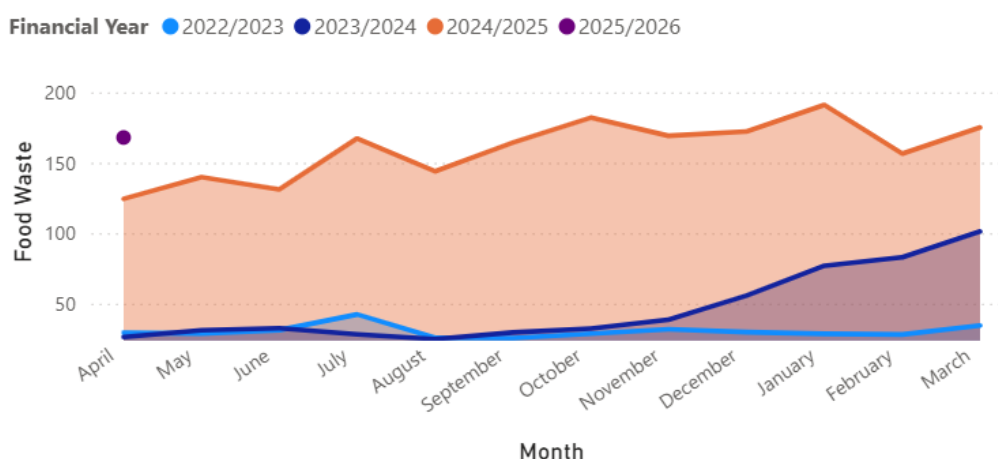
17. Food waste recycling for businesses: We now offer a commercial food waste recycling service as part of our waste and recycling collections for our trade waste customers, this includes our own premises, and the service is being well used in kitchen areas in our offices.
18. Recycling collections for small electrical items from street-based properties: We are now pleased to offer a collection service for small waste electrical and electronic items from street-based properties. Our refuse and recycling vehicles have all been fitted with small cages so these items can be collected and recycled separately. Residents do not need to book this service but can simply place the items out with their refuse and recycling on their scheduled collection day.
19. Flats above shops: We have run a pilot in Askew Road to test how we can offer food waste collections to those living in flats above shops, with no outdoor space to leave a collection caddy. The specialised container is pictured below. The collections here have worked well and are continuing. We anticipate rolling out this style of collections to similar streets later this year and we are also exploring whether this will be a suitable methodology for some mansion blocks where there is no space for bins and too many flats per block for individual food caddies to be presented within the property curtilage.



### **Impact on recycling performance to date**

20. Figure 1 below shows the impact of the roll-out on the food waste tonnage (noting that the roll out began in November 2023):

Figure 1: food waste tonnage by month:

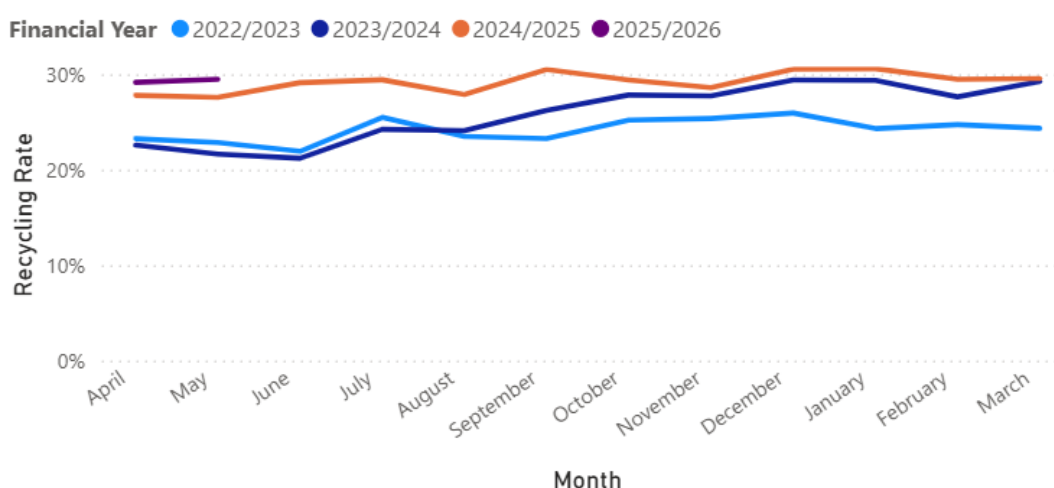


The light blue, dark blue and orange lines represent tonnage collected in 2022/23, 2023/24 and 2024/25 respectively, with the purple dot showing the data available to date for 2025/26.

The increase in food waste tonnage collected for recycling over this period shows a significant increase and we are now collecting well over 150 tonnes per month of waste which is now removed from the general waste stream and being recycled instead. We expect this to continue to grow as we introduce food waste for homes with communal waste collection arrangements.

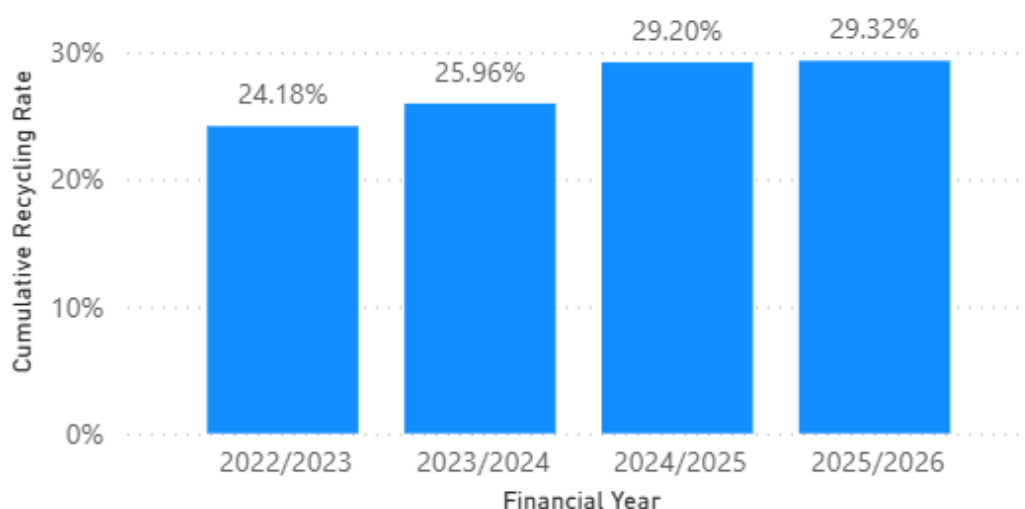
Figures 2 and 3 show the impact on our recycling rate to date:

Figure 2: Recycling rate by month



The light blue, dark blue, orange and purple lines represent the tonnage collected in 2022/23, 2023/24, 2024/25 and 2025/26 respectively.

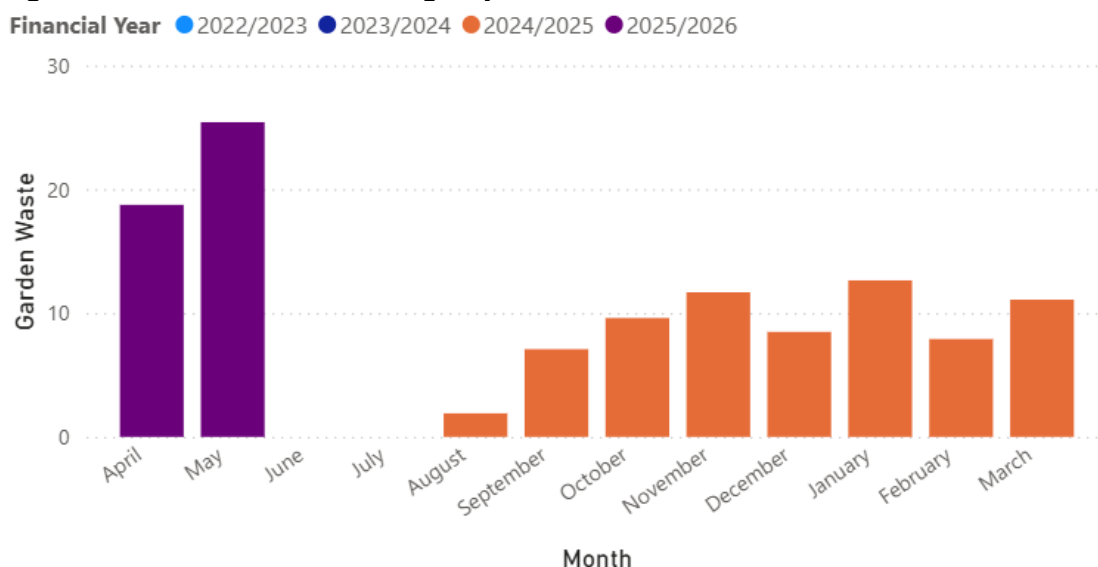
Figure 3: Recycling rate by year (2025/26 shows year to date so far)



The positive impact of the new services is already very clear. The increased recycling rate as a result of the new waste collection services rollout has added by over 5 percentage points to our recycling rate – an increase of over one fifth.

21. Figure 4 below shows the garden waste tonnage collected to date under the new recycling service. Again, this is expected to grow as the number of subscriptions increases and through the growing season this year.

Figure 4: Garden waste tonnage by month



The orange bars represent waste collected in 2024/25 by month (with the service beginning in August) and the purple bars show waste collected so far in 2025/26.

22. As well as the increase in recycling performance, the introduction of food waste recycling has had a significant benefit to our score in Climate Emergency UK's

assessment of council performance through their Council Climate Action Scorecards. Climate Emergency UK assess all UK councils on the actions they've taken towards net zero and in LBHF, Climate Emergency UK pulled us out as "top performer Council" for Waste & Food (we scored 80% vs the single-tier council average of 48%) and it was the section where we improved the most year-on-year (going up 27%) which is attributable to the food waste rollout.

### **Further improvements – next steps**

23. On-going improvement of recycling service use and uptake from street-based homes: We are continuing to monitor the level of participation in the recycling schemes including checking for contamination and working with residents to drive up participation and quality of recycling.
24. Food waste roll-out for all homes with communal waste collection arrangements: The first tranche of food waste services concentrated on delivering food waste recycling services to street-based properties. Now this has been completed we have begun to offer the service to homes with communal bin stores. We have very varied housing stock and we are assessing the best solution for each location across the borough – usually this will be a similar arrangement to the existing waste and recycling, for example a smaller, separate, communal bin for food waste. We are aiming to cover the whole borough by April 2026.
25. Increasing materials that can be recycled: We are working with the Western Riverside Waste Authority to introduce “soft plastic” recycling which could include some types of plastic wrap. It is hoped that it may be possible for these items to be included in our recycling collections by 2027/28.
26. Mobile recycling centre with WRWA: We are exploring the introduction of a mobile recycling service which could provide a mobile neighbourhood collection service for some items that can be recycled at the main Household Waste and Recycling Service at Smugglers Way, making it easier for residents to recycle and reducing the need for trips by car or van.

### **Community engagement and social value**

27. Doing things with residents and not to them is at the heart of all our services and this has been exemplified in our recent service change work. We are also committed to achieving high levels of social value with our waste and cleansing contractor, Veolia. In 2024/25, the following outcomes have been achieved:
  - 27 local Full Time Employee (FTE) hires, plus 2 x armed forces veterans, 9 x young people Not in Employment Education or Training (NEET), and 2 x homeless hires.
  - 584 hours of careers support delivered in schools and prisons.
  - 43 weeks of apprenticeships delivered on contract plus an additional 86 weeks for under-represented groups.

- 121 hours of school and college visits delivered.
  - £14.5k worth of community project funding via sustainability fund.
  - 143 staff volunteering hours
28. These outcomes have been achieved by the groundwork laid down in the first year of the contract, through forming partnerships and developing tailored events for target groups to support employment and engagement. Partnerships such as these will enable Veolia to continue to consistently and continually deliver social value through the length of the contract and these include:
- Employment support agencies such as H&F Works, Shaw Trust, Job Centre Plus.
  - Homeless charity St Mungos West London.
  - HMP Wandsworth, and prison charities including A Fairer Chance, Stand Out, and Bounce Back.
  - Resurgo, a local youth employment partner.
  - Hammersmith Community Gardens Association
  - Schools and education providers across the borough.
29. To March 2025, the proxy value of social value delivered on the contract is £1,772,983.

#### **LIST OF APPENDICES**

None

# Agenda Item 7

<b>Report to:</b>	The Economy, Arts, Sports, and Public Realm Policy and Accountability Committee
<b>Date:</b>	21/07/2025
<b>Subject:</b>	Report on the draft Markets and Street Trading Licensing Policy 2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences
<b>Report of:</b>	Councillor Zarar Qayyum, Cabinet Member for Enterprise and Skills
<b>Report author:</b>	Valerie Simpson, Assistant Director (Environmental Health and Regulatory Services)

## SUMMARY

This report provides the details and rationale for having a new H&F Markets & Street Trading Licensing Policy and updates to the prescribed standard conditions and the list of commodities.

The overview provides an opportunity to discuss the proposals and the consultation timetable and process, prior to formal adoption.

## RECOMMENDATIONS

1. That the Committee note and comment on the Prescribed Standard Conditions for Street Trading Licences, at Appendix 1.
2. That the Committee note and comment on the updated Regulation of Commodities for Street Trading Licences 2025, at Appendix 2.
3. That the Committee note and comment on the draft recommended Markets & Street Trading Licensing Policy 2025 – 2030, at Appendix 3.
4. That the Committee note and comment on the Inclusive and Accessible Markets and Street Trading Guidance at Appendix 4, that has been co-produced with the Inclusive Environment Disabled Residents Team.
5. That the Committee note and comment on the consultation proposals for the council to declare market rights and to designate the whole borough or more streets for regulated street trading activities.

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**Wards Affected:** All

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<b>Our Values</b>	<b>Summary of how this report aligns to the <a href="#">H&amp;F Corporate Plan</a> and the H&amp;F Values</b>
Building shared prosperity	<i>The policy, standard conditions and the regulation of commodities seek to provide a framework that welcomes and encourages responsible, fair and safe street trading in the borough. The aim is to bring new business investment, new employment opportunities and more visitors to the borough.</i>
Creating a compassionate and inclusive council	<i>The policy supports economic growth and responsible, sustainable street trading activities that are sensitive to the needs of the residents and businesses.</i>
Doing things with local residents, not to them	<i>Residents, traders and other interested parties will be consulted. The responses received will be taken into consideration to help minimise any significant adverse impact on the enjoyment of the local community and amenities. An Inclusive and Accessible Markets and Street Trading Guide has been co-produced with the Inclusive Environment Disabled Residents Team.</i>
Being ruthlessly financially efficient	<i>The policy will facilitate a more effective and consistent approach to licensing, financial and administrative procedures.</i>
Taking pride in H&F	<i>The policy supports our <a href="#">Upstream London strategy</a>, to reflect our ambition for a better tomorrow. The focus is on doing everything we can to ensure economic growth is inclusive and improves the lives of everyone in our community.</i>
Rising to the challenge of the climate and ecological emergency	<i>The consultation will be carried out electronically to minimise the use of paper via a postal process. The policy supports a clean and sustainable future, encouraging more recycling, reduced use of single use plastics and using electric power.</i>

## Financial Impact

This report proposes consultation processes for the draft Markets & Street Trading Licensing Policy 2025 – 2030 and updated conditions for Street Trading Licences. The cost of the consultations is expected to be met from the existing Street Markets revenue budget in 2025/26 (mostly officer time in administering the online consultation process). The financial implications of any changes arising from the proposed consultations will be considered as part of the Council's annual budget setting process. For example, making business processes more efficient, raising standards to attract more businesses, introducing additional street trading locations, or declaring market rights which will allow the Council to better regulate private markets and object to competing markets being set up within 6¾ miles from any Council run markets).

*Kellie Gooch, Head of Finance (Place), 22 May 2022.*

*Verified by Andre Mark, Head of Finance (Strategic Planning and Investment), 22 May 2025*

## Legal Implications

Sections 21 - 41 of the London Local Authorities Act 1990 (as amended) regulates trading on the street. Under section 27(3) a Borough Council can make regulations prescribing standard conditions which are attached to a street trading Licence or can be added to a temporary street trading Licence.

The legislation states in section 27(4) that before the regulations are made the Borough Council has to consult on them. Section 27(4), (5) and (6) prescribes how the consultation process is to be carried out, whilst requiring the conditions to be reasonable. Section 23 provides that standard conditions apply to any person authorised by a street trading licence or a temporary licence.

*Verified by Champa Gurnani, Senior Solicitor, 23 May 2025*

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## Background Papers Used in Preparing This Report

**The following documents have been relied upon in drawing up this report but do not form part of the report.**

**Street Trading Regulations 2004:** *Regulations Made by the London Borough of Hammersmith and Fulham pursuant to Section 27(3) of the London Local Authorities Act 1990 (As Amended) Prescribing Standard Conditions Applicable to Street Trading Licences.*

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## DETAILED ANALYSIS

### Introduction and Background

1. Markets and street trading policies are important because they regulate street trading activities, protect the public, and promote economic development.
2. Street trading activities are regulated by [Part 3](#) of the [London Local Authorities Act 1990 \(as amended\)](#) which provides Local Authorities in London with an authorisation process to control the following activities:
  - a) Street Trading Pitches
  - b) Market stall licences
  - c) Tables and Chairs on the Highways (*Highways use [Pavement Licences](#)*)
  - d) Shop Front Displays (*No current licences issued by the council*)
3. Under the Act the Council is responsible for granting, renewing, varying or revoking all street trading licences listed above. The Act allows the Council to make regulations, pursuant to Section 27(3) of the London Local Authorities Act 1990, prescribing the terms, conditions and restrictions on/or subject to which licences can be granted, varied, renewed or transferred.
4. A review of the Council's approach to Street Trading is considered long overdue, to ensure that it is consistent with modern street trading practices.

5. It is important that the current system is reviewed and modernised to meet the local needs of residents, visitors to the borough and street traders.
6. The regulations which prescribe the standard conditions applicable to street trading licences in H&F were last formally adopted by the council in 2004.
7. The Street Trading Regulations 2004 have been reviewed and updated, and new prescribed standard conditions have been produced, which can be seen at Appendix 1.
8. The 2014 [Regulation of Commodities](#) has also been reviewed and updated, and a new Regulation of Commodities has been produced, which can be seen at Appendix 2.
9. The Council currently does not have a Markets and Street Trading Licensing Policy. In the absence of a formal detailed street trading policy, decisions are made in line with best practice and the regulations.
10. A draft recommended Markets & Street Trading Licensing Policy 2025 – 2030, can be seen at Appendix 3; and our new Inclusive and Accessible Markets and Street Trading Guidance can be seen at Appendix 4.
11. This report provides an overview of the new draft policy and the proposed approach to the administration of Street Trading activities under the London Authorities Act 1990 (as amended).
12. Full implementation of the policy, the prescribed standard conditions and the Regulation of Commodities will be subject to consultation with existing licence holders and key stakeholders.

### **Legal obligations under the London Local Authorities Act 1990**

13. Street Trading under the London Local Authorities Act 1990 (as amended) is defined as:
  - a) the selling or the exposure or offer for sale of any article (including a living thing); and
  - b) the purchasing of or offering to purchase any ticket; and
  - c) the supplying of or offering to supply any service, in a street for gain or reward (whether or not the gain or reward accrues to the person actually carrying out the trading).
14. For the purposes of this legislation 'street' is defined and includes:
  - a) any road or footway;
  - b) any other area, not being within permanently enclosed premises, within 7 metres of any road or footway, to which the public have access without payment;
  - c) any part of such road, footway or area;
  - d) any part of any housing development provided or maintained by a local authority under Part II of the Housing Act 1985.

15. Street Trading is often carried out on the public highway and the Council therefore has a duty to ensure public safety is protected from street trading activities.
16. Street Trading is normally a commercial enterprise and those carrying it out ought to comply with the same rules that regulate other trading, including safe and fair trading and minimising the impact of their activities on the environment and the wider community.
17. Street Trading can also play a part in the cultural identity of the borough and contribute to the local economy. It attracts visitors and can make for vibrant towns and communities, while at the same time providing employment and opportunities for small business enterprises.
18. In regulating street trading activities, the Council acknowledges that a balance must be struck between the legitimate objectives of applicants and members of the public living, working or engaged in normal activity in the area concerned. The policy will help to ensure that the public highway is not cluttered and that minimum standards are maintained.

### **The current street trading licensing framework and process**

19. Currently, parts of the public highway are designated for the purpose of street trading, rather than a whole street or the whole borough. These designations can take the form of markets, individual stalls, tables and chairs outside of restaurants or shop-front displays.
20. Street trading licence applications are currently issued in accordance with regulations made by the Borough pursuant to Section 27(3) of the London Local Authorities Act 1990.
21. There are approximately 98 temporary street trading licences and 35 permanent pitches in the borough.
22. Street trading which relates to the provision of tables and chairs are administered by Highways, under the Business and Planning Act 2020, as Pavement Licences. Pavement licences are only available to hospitality premises.
23. The main street trading hubs (*licensed by the Markets and Street Trading team*) in the borough are located in North End Road, Lyric Square and Wood Lane. There are no current shopfront licences, but there are designated street trading sites for street trading activities and markets. There are isolated designated sites which provide catering vehicles, and the sale of other commodities. There are also a few limited sites around our three football stadiums, for football match days. Appendix 7 provides an overview of the LBHF pitches licensed by the Markets and Street Trading team.
24. Prospective traders are also able to apply for a location they find themselves. Applicants are asked to contact the Markets and Street Trading Public Protection team to discuss their application so that pre-application advice can be given in terms of pre-assessment of the feasibility of the site, before a full application is submitted.

25. The current system is out of date and restrictive for entrepreneurial business. It does not take into consideration new ways of trading and the evolution of the hospitality sector since COVID. There is a need to meet local needs for traders, residents, local businesses and visitors, different working practices, improved utilisation of the public realm and an increase in community-led markets.
26. The draft Markets and Street Trading Licensing Policy sets out the council's approach to licensing and the expected conduct and standards for those engaged in street trading activities, either from an isolated pitch or within our street markets.
27. The purpose of the policy is to provide a single set of basic rules which will be used to inform the various decision-making processes for markets and street trading. The policy will provide a framework for the Council to administer and regulate street trading, to ensure that a consistent approach is taken. It will also serve as a reference for licence holders and other interested parties.

## **Proposals and Analysis of Options**

### ***Main Aspects of the Markets and Street Trading Licensing Policy***

28. The Council has no formal detailed policy in relation to street trading. Street trading decisions are made in line with best practice and the regulations.
29. The draft policy commits to inclusivity, fairness, health & safety, economic growth and providing new opportunities for a clean and sustainable future. It includes information on the following key areas:
  - a) **The Law:** Clear legal guidance is given about what traders can and cannot do.
  - b) **Regulations and Enforcement:** This includes the conduct of traders and managing the commodities that they might sell. It also includes what action the council might take for unlicensed street trading activities or the breach of licence conditions.
  - c) **The different type of street trading activities:** The policy provides details of how we will manage privately operated markets, trading on the pavement and outside shops, ice cream vans, charitable markets and isolated pitches. Guidance is also given on how to apply for the relevant licence.
  - d) **Oversight and management of markets in the borough:** This includes a provision to designate or prohibit certain streets for street trading activities and to declare market rights.
  - e) **Protecting the environment:** The policy includes information about improving air quality and minimising the impact of waste and street cleansing.
  - f) **Support for traders:** There are details included about the loaning of equipment e.g. pitch canopies, to make it easier for traders to trade and for sites to be more aesthetically appealing to customers.

- g) **Safeguarding:** Information relating to safeguarding children and adults with reference to immigration, data protection and modern slavery, has also been included.
30. The policy is complemented by the standalone Inclusive and Accessible Markets and Street Trading Guidance at Appendix 4. This has been co-produced with the Inclusive Environment Disabled Residents Team and is on the council website.

### ***Key points of the Prescribed Standard Conditions for Street Trading Licences***

31. The conditions have been updated to reflect changes in trading practices and to make the conditions clearer for traders. A summary of the key changes to the updated conditions can be seen at Appendix 6.

### ***The updated Regulation of Commodities for Street Trading Licences***

32. Commodities are referred to under section 14 in both the draft policy and in the prescribed standard conditions. The 2014 [Regulation of Commodities](#) has been reviewed and updated, and the new Regulation of Commodities attached at Appendix 2, aligns with both the draft policy and updated standard conditions.

### ***Declaration of Market Rights***

33. Local authorities can declare market rights, which gives them the authority to regulate markets within their jurisdiction. This includes issuing licences, setting conditions for trading, and ensuring compliance with health and safety regulations.
34. Declaring market rights will allow the council to object to competing markets being set up within 6¾ miles from any Council run markets. It can also assist the Council in regulating and managing private markets.

### ***Designating the whole borough for regulated street trading activities***

35. Designating the entire borough for regulated street trading means that the council can control all street trading activities within the borough under the London Local Authorities Act 1990. Designations will allow the council to designate specific areas as "licence streets," making it mandatory for traders to obtain a licence before trading.
36. The same rules will apply across the whole borough, so that there is no confusion about where certain laws or permissions apply.
37. The council will have better control of street trading, so that officers can manage market stalls and street vendors more easily, making sure that they are safe, fair, and not blocking pavements.
38. It makes it easier to organise community events and to support small businesses when the rules are clear and borough wide.

39. It should be noted that different neighbourhoods might have different needs. A borough-wide rule might not work well for every area, especially if some places are quieter or busier than others.
40. Designation could provide less flexibility for some local areas. Some residents or traders might feel that the rules are too strict or unnecessary in their area, leading to complaints or resistance. Public consultation is essential to fully assess views and any potential impact on managing and enforcing borough-wide rules.

## **Rationale for Proposals**

### ***Markets and Street Trading Licensing Policy proposal***

41. The purpose of the proposed policy is to provide a framework for the Council to administer and regulate street trading, to raise standards and improve consistency of approach.
42. The policy will strengthen the decision-making process and support the Council's position, should any issues arise. It will be a reference for licence holders, council officers, relevant stakeholders and the Licensing Committee about the Council's intended vision and approach to street trading activities in H&F. Whilst all applications will still be considered individually on their own merits; this will be done in accordance with the policy.
43. The proposed Markets and Street Trading Licensing Policy 2025 – 2030 will apply to markets, which includes car boot sales, antique and craft markets, general markets, food markets, farmers' markets, charitable markets, markets run by the local authority, private markets as well as other street trading activities.
44. In putting together this draft policy, officers have reviewed how the current street trading licensing service is provided and considered how the service could be improved, to be more consistent, raise standards and meet local needs. The proposed policy does not only enhance current practice but also recommends certain changes to how the service is regulated and can be improved.
45. The lack of a sound street trading policy or the adoption of an unsound policy may result in poor decisions being taken and could cause difficulty to businesses and residents. This may leave the authority open to challenge by way of Judicial Review in relation to officer decisions and/or appeal of a Licensing Committee decision to the Magistrates' Court. This could adversely affect the Council's reputation.

### ***Updated Prescribed Standard Conditions for Street Trading Licences proposal***

46. The updated Prescribed Standard Conditions are significantly more detailed, structured into 32 sections with appendices giving trading details of the restrictions for specific street trading sites. The new provisions are more robust to keep members of the public safe and to provide more transparency on how street trading will be regulated.

### ***Updated Regulation of Commodities for Street Trading Licences proposal***

47. The updated Regulation of Commodities provides a simpler and clearer commodities list for traders, with less restrictions and greater flexibility on what traders can and cannot sell. E.g. when selling clothing, under the 2014 regulation traders could only choose up to three commodities from one category. In the updated regulations there is not a separate women's, men's and children's clothing category. Instead, there is a general clothing category, which includes clothing for women, men and children. The updated list also provides greater clarity around banned /prohibited items.

### ***Designating the whole borough or more streets proposal***

48. Designating the whole borough or more streets is a more efficient way of working, saving time and effort, as the council does not have to treat each area differently, making things quicker and simpler to manage.

### ***Declaration of market rights proposal***

49. Overall, declaring market rights supports the local economy, enhances community life, and ensures that street trading is conducted in a regulated and beneficial manner.

### ***Proposed timetable for formal agreement and adoption***

50. The timetable for formal adoption of the draft policy is detailed in the table below:

<b>Activity</b>	<b>Date(s)</b>
<b>Licensing Committee</b>	3 June 2025
Public 8-week <b>consultation begins</b>	14 July 2025
<b>The Economy, Arts, Sports, and Public Realm Policy and Accountability Committee</b>	21 July 2025
Public 8-week <b>consultation ends</b>	8 September 2025
<b>Seek approval under delegated authority from the Cabinet Member for Enterprise and Skills or a Licensing Sub-Committee, as appropriate</b>	16 September 2025

51. Following the consultation, a Licensing Sub-Committee or the Cabinet Member for Enterprise and Skills will be asked to approve the final policy.
52. The final Markets and Street Trading Licensing Policy that is approved/ adopted, will take effect from October/November 2025 and be published on the council website.



## Equality Implications

53. It is important that the Council carefully considers all the representations made during the consultation process.
54. The Council, when taking decisions in relation to any of its functions, must comply with its public sector equality duty as set out in section 149 of the Equality Act 2010 ("the 2010 Act") to consider how the decisions they make, and the services they deliver, affect people who share any one of the nine protected characteristics as defined under section 149 (1) (7) of the 2010 Act in relation to age, race and disabilities etc. A screening for the equalities impact assessment has been carried out on the effect of the policy.
55. The policy has low relevance in relation to its impact on the areas under the statutory duties contained in the equalities impact assessment, but contributes towards the corporate priorities of the Council, in relation to having due regard to the three aims of the duty, namely:
  - to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
  - to advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
  - to foster good relations between people who share a protected characteristic and people who do not share it.

## Risk Management Implications

56. *There is a compliance risk that current licensing requirements are not met leading to legal action and fines. This in turn will lead to reputational damage to the council.*
57. *This risk must be reduced. LBH&F must adopt a robust and accountable regulatory regime in relation to all Licensing. It needs to ensure that the risk of non-compliance and the regulatory burdens on both the Local authority and to the trade is minimised.*
58. *Failure to discharge its duties under the Act and implement a Street Trading Policy / regulations to control street trading could damage the Council's reputation and expose it to the risk of judicial review.*
59. *Any failure to meet new and existing statutory requirements is specifically addressed in the Department's risk register. Internal controls are in place to mitigate this risk include forward planning, training, internal auditing, monitoring, periodic updates of the scheme of delegation and the business planning process.*

*Jules Binney, Risk and Assurance Manager, 23 May 2025*

## Climate and Ecological Emergency Implications

60. *The policy supports a clean and sustainable future, encouraging more recycling, reduced use of single use plastics and encouraging the use of electric power.*
61. *Encouraging more recycling, and reduced use of single use plastics is aligned to H&F's new refreshed plastic free policy (adopted in March 2025) which includes specific reference to market traders: [Hammersmith and Fulham's Plastic Free Policy Refresh.pdf](#)*
62. *Encouraging the use of electricity over diesel and petrol generators will reduce emissions and improve air quality.*

*Charlotte Slaven, Head of Climate Strategy & Engagement, 23 May 2025*

## Consultation

63. The draft markets and street trading licensing policy will be submitted for consultation with all existing licensed traders and the following relevant key stakeholders and organisations:
  - a) Existing Street Trading Licence Holders
  - b) Ward Councillors
  - c) Metropolitan Police
  - d) Highway Authority
  - e) Planning Authority
  - f) The Fire and Rescue Authority
  - g) Persons/bodies representative of Street Trading Licence Holders
  - h) Environmental Health
  - i) Transport for London
  - j) Local business organisations and Town Centre Management/BID team.
64. The draft policy will be posted on the Council's web site and consultees will be encouraged to respond. See Appendix 5 for the consultation questions.
65. All replies will be considered and the policy, conditions and commodities list, will be revised as necessary before being submitted to the Licensing Sub-Committee or nominated Cabinet Member for final approval and adoption.
66. The policy may be changed at any time after adoption (after further consultation) and can be regularly reviewed.

## LIST OF APPENDICES

<b>Appendix 1</b>	Prescribed Standard Conditions for Street Trading Licences
<b>Appendix 2</b>	Regulation of Commodities for Street Trading Licences 2025
<b>Appendix 3</b>	Draft recommended Markets & Street Trading Licensing Policy 2025 – 2030
<b>Appendix 4</b>	Inclusive and Accessible Markets and Street Trading Guidance
<b>Appendix 5</b>	Consultation questions
<b>Appendix 6</b>	A summary of the key changes to the Prescribed Standard Conditions for Street Trading Licences
<b>Appendix 7</b>	LBHF pitches licensed by the Markets and Street Trading team

# Prescribed Standard Conditions for Street Trading Licences



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## **1. Introduction**

- 1.1 These Regulations have been made by the London Borough of Hammersmith and Fulham, under Part III, Section 27(3) of the [London Local Authorities Act 1990](#) (as amended). They prescribe the standard conditions which apply to street trading activities within the borough.

## **2. General**

- 2.1 These Standard Conditions may be modified by the Council in any individual case by means of a licence variation.
- 2.2 The subletting of an allocated pitch is strictly forbidden. No trader shall assign, transfer, sublet or otherwise dispose of their interest in any trading position on the Council's markets. Any breach of this regulation will result in non-renewal of their licence and or recommendation to revoke the licence.
- 2.3 Where in these Standard Conditions there is reference to the consent, permission, or agreement of the Council such consent, permission or agreement will be given in writing and is subject to withdrawal or restrictions, where circumstances change or where there are licence breaches.
- 2.4 All street trading sites have site specific conditions, in addition to the standard conditions, which are detailed in Appendices 1- 5.

## **3. Licences**

- 3.1 The granting of a street trading licence does not give any approval or consent which may be needed under any Byelaw, enactment or regulation other than Part III of the London Local Authorities Act 1990 (as amended).
- 3.2 A street trading licence will not be issued to anyone under the age of 17.
- 3.3 All street trading activities must have the appropriate permissions in place before a street trading licence can be issued.
- 3.4 If a licence holder wishes any of the terms of their licence to be varied, a request must be made in writing to the Council – See Section 5.

- 3.5 Permanent traders must renew their licence every 12 months. Temporary street trading licence holders must renew their licence every 6 months or where otherwise directed.
- 3.6 At the time of application for a street trading licence the applicant agrees to pay such weekly or annual charges as the Council may from time to time agree to recover the reasonable costs incurred under Section 32 of the London Local Authorities Act 1990 (as amended). This includes the collection, removal and disposal of refuse, the cleansing of streets. These charges may be recovered and payable separately.
- 3.7 Permanent and temporary street trading licences will not be renewed and will be prohibited from street trading if their account is in arrears or has appeared on the monthly arrears report 3 or more times during the last 12 months. All fees and charges must be fully paid before the licence expires or is due for renewal.
- 3.8 Temporary licence holders will not be considered for a permanent street trading licence until they have held their temporary licence for a minimum period of twelve months.
- 3.9 Licence holders shall notify the Council in writing of any change of contact details or change of address; and details must be provided within 7 days of that change.

#### **4. Display of licence plates**

- 4.1 Traders and/or assistants shall always display the licence plate supplied by the Council indicating the pitch number of the stall. This plate shall be kept prominently and permanently exhibited on the stall together with the trader's name or business name and photograph.

#### **5. Making changes to licence conditions**

- 5.1 In addition to paragraph 2.1 above, licence holders can submit a written request the Markets and Street Trading team at [Street.Trading@lbhf.gov.uk](mailto:Street.Trading@lbhf.gov.uk), to make the following changes:
- a) To vary or change commodities.
  - b) To request a change of pitch allocation.
  - c) To transfer from a temporary to a permanent street trading licence.
  - d) To amend, add or remove any registered assistants.
  - e) To make a request for the succession of a permanent licence to a specified individual.



## 6. Licence and pitch fees and other charges

- 6.1 A licence fee is payable to the Council on the grant or renewal of a street trading licence. The fees can be found at <https://www.lbhf.gov.uk/business/markets/street-and-market-trading-fees>. Licence fees must be paid at the time of application.
- 6.2 All licence holders will be invoiced for 26 or 52 weeks, as appropriate, in line with the licence type issued where applicable.
- 6.3 Pitch fees shall be payable in advance, in instalments by direct debit or otherwise agreed payment option. Unless otherwise agreed by the Council in writing, the trader shall pay the Fees in full either within 30 days of the date of the invoice or by direct debit. For the avoidance of doubt, street trading activities should not take place until advance notification of payment of the fees has been received.
- 6.4 Failure to pay fees and charges on time may result in a referral of your licence being made to the Licensing Sub Committee for the revocation or variation of your licence.
- 6.5 All attempts will be made to recover fees and charges owed to the Council and this could include payment plans, payable over a maximum of six months before pursuing debts via a collection agency.

## 7. Registered assistants and helpers

- 7.1 Only registered assistants whose details have been registered with the Council are permitted to trade on the licence holder's behalf.
- 7.2 Licence holders shall notify the Council in writing of the name, address, and national insurance number of any registered assistants (paid or unpaid) in advance of when they employ them on the stall.
- 7.3 If new assistants are employed in between licence renewals, traders must notify the Council in writing and provide all relevant information and documentation seven days before the assistant commences working on the pitch.
- 7.4 A helper may assist on the stall but should not be left alone without the licence holder or registered assistant or deal with any payments.



## 8. Pitch position and pitch size

- 8.1 The trading area (i.e. the total area occupied by the stall and the stallholder during trading) shall not exceed the dimensions specified on the licence and any pitch limits marked on the ground during trading hours (except during restocking). All goods, containers or other articles shall be contained within the pitch area and height, and any pitch limits marked on the ground, and shall not project beyond unless otherwise directed by the Council. **Overpitching is not permitted.**
- 8.2 The public highway or other pedestrian access must not be blocked with any stock, wheelbarrows, trolleys, rubbish, persons, A-Board etc. Traders and/or assistants must ensure that access for pedestrians and traffic is not obstructed.

## 9. Structures

- 9.1 All structures: stalls, gazebos, awnings, tables and receptacles must be within agreed pitch limits. They must be stable and suitable for the load placed upon them so as not to cause structural collapse, this includes shelves and rails.
- 9.2 All walkways, entrances, exits, to buildings/ structures and public areas must be kept free of obstructions and trailing cables.
- 9.3 Materials for any roof and wall coverings to stalls must be flame retardant.

## 10. Headroom

- 10.1 The distance above ground level of any part of any roof, awning or support of the stall or any goods suspended from the stall should be at least 2.6m (8'6"), unless written permission is given from the council. The roof awning or any other projection must be contained within the pitch area.

## 11. Removal of stalls and receptables

- 11.1 Unless fixed or provided by the council, stalls shall be easily and immediately removable.
- 11.2 From time to time works on the market/street trading locations may take place outside of the control of the Council.

- 11.3 Traders and/or assistants must remove their stall and goods in the event of an emergency or if requested to do so by a police officer or a duly authorised officer of the Council. This may be at short notice if urgent works need to be carried out.
- 11.4 Whenever possible, traders will be given prior notice of maintenance and other works which could affect their trading activities, with steps being taken to minimise any impact as appropriate.
- 11.5 If a trader and/or assistant is asked to move pitch or cease trading in the event of temporary or emergency work being carried out, the Council will not be responsible for any loss of income to the licence holder arising because of the move or cessation of trading. The council will not be responsible for providing electricity or other amenities in the event of the trader having to move pitches or cease trading.
- 11.6 Where any stall/receptacle used by a licence holder is not removed to a place of storage on the cessation of trading it may be removed to a place of storage and the costs incurred by the Council in removing and storing the stall/receptacle may be recovered from the licence holder before the return of the stall/receptable.

## **12. Trader vehicles and trailers**

- 12.1 Traders and/or assistants must abide by any parking restrictions imposed in the area in which they trade. Traders' vehicles may only be parked in the approved parking spaces for the purpose of loading and unloading goods. Such loading and unloading must be carried out as quickly as possible and the vehicle removed immediately on completion to a Permitted Market Trading Parking Bay, metered parking bay or car park.
- 12.2 Vehicles used by the stall holders must not mount the footway at any time; and the parking of vehicles in vacant pitch bays constitutes a breach of licence conditions.
- 12.3 Unless fixed and provided by the council, stalls and goods shall be removed from all trading pitches and placed in storage at the end of the trading day. The council reserve the right to give permission for trailers to stay on site where it is safe to do so. This permission may be withdrawn, should circumstances change or if there has been a breach of a licence condition. The Council will take not be responsible for any damage caused whilst on site.

- 12.4 Where Licensed Street trading activities are carried out within a vehicle or trailer, section 12.1 will not apply to those specific traders in designated pitches/areas.

### **13. Damage and insurance**

- 13.1 Traders and/or assistants must not permit stalls or accessories to cause damage to the carriageway, footway, or highway furniture. Any damage caused must be reported to the Council at the time when any such damage occurs. The trader may be liable for any costs to repair the damage.
- 13.2 Licence holders shall ensure that they have insurance with a minimum cover of at least £10 million for public liability and £5 million for employer's liability.

### **14. Commodities**

- 14.1 Only those commodities specified on the licence may be sold from the licensed street trading pitch.
- 14.2 Any requests to the council to change the commodity specified on the licence may be made at the time of renewal. If a trader wishes to change a commodity in between the licence renewal period, there will be an administration charge. The council has the right to refuse a change of commodity.
- 14.3 Traders and/or assistants shall not store, display, or sell any item which is offensive to public taste or morals.
- 14.4 Traders and/or assistants shall not store, display, or sell any explosive materials, fireworks, hazardous liquids, bulk gases, or any substance which might be a source of danger to anyone attending the market.
- 14.5 Items that cannot be sold on market stalls include:
- a) Second hand electrical items
  - b) Knives – unless sheathed or covered.
  - c) Indecent materials and inappropriate goods
  - d) Drugs paraphernalia
  - e) Children's toys that are not labelled with the name and address of the manufacturer / importer, the UKCA / CE (Child Exploitation) mark, and warnings and instructions.
  - f) Fake or counterfeit products
  - g) Miscellaneous goods not quoted on the list of commodities.

- h) Live animals, fish, birds, and other fowl.
- i) Special treatments services such as acupuncture, ear, and body piercing, tattooing or electrolysis.

14.6 A licence holder is licensed to sell up to three compatible or complimentary commodities within a category on their street trading licence.

## 15. Days and times of trading

15.1 Traders and/or assistants must commence trading within the specified trading times per site, see Appendices 1 to 5 for specific site details. **Trading shall not take place before or outside the specified trading hours per site.**

15.2 The Licence holder and/or registered assistants must be on site during the specified trading hours.

15.3 Trader and/or assistants must set up and take down stalls within 1 hour of start and finish times of the trading location.

15.4 Football match day traders can set up stalls three hours before kick-off and take down within two hours after the final whistle.

15.5 Pitches must be vacated promptly at the end of the trading day and the pitch left clear of all rubbish associated with the trading activities.

15.6 Traders and/or assistants shall remove the stall and goods under the direction of an Authorised officer in the event of an emergency. No refunds for loss of income will be given in these circumstances.

15.7 All licence holders must advise the council if for any reason they may be absent from the stall on any day that they would normally be required to trade e.g. due to illness, holidays, etc. Only registered assistants are permitted to manage the stall in these circumstances.

15.8 If a licence holder is unable to trade for whatever reason they must notify the Council at the earliest opportunity in writing. The council may re-let any pitch that has not been occupied by 9.00am to a temporary licence holder.

- 15.9 No refunds or credit will be given to licence holders if they fail to trade regardless of the weather condition or other issues.
- 15.10 The council has the right to call off the day's trading at short notice in the event of adverse weather conditions or where the Council believes that there is a health and safety risk to the traders or members of the public.

## **16. Sickness, holidays, bereavement or any other absence**

- 16.1 A doctor's certificate must be presented to the council if sickness prevents a licence holder from trading for more than one week.
- 16.2 Where a licence holder is unable to trade because of illness and a medical certificate has been provided, the council may credit a maximum of two weeks of market pitch fees in any 12- month period. This credit will be added to the trader's account and applied to the next invoice.
- 16.3 Where there is long term absence of more than 4 weeks due to illness, where a doctor's certificate is provided, the Council will take steps to ensure that the pitch is managed.
- 16.4 All licence holders will be expected to use their registered assistants when they are away on holiday or any other absence, such as a bereavement or illness.

## **17. Refunds and credits**

- 17.1 Credit of pitch fees may only be applied when the Council has been notified of sickness as outlined in section 16.

## **18. Non-use of the pitch and surrender of licence**

- 18.1 All licence holders are required to notify the Council no later than one hour of the expected opening time when they will not be using the pitch on an expected trading day.

- 18.2 All licence holders must give the Council 28 days' notice of their intention to surrender their street trading licence. A street trading licence will be invalid once it is surrendered. The Council will provide a written confirmation for the surrendered licence. All fees and charges must be paid up to the date that notice is given to the Council in writing.

## **19. Storage**

- 19.1 The Council do not provide storage facilities. Licence holders shall notify the Council of the address(s) or any changes of addresses(s) at which the stall and perishable goods are stored. Such notice shall be given within seven days of any change.

## **20. Radios/music**

- 20.1 A trader and/or assistant should not use a radio, amplifier, or other apparatus to produce music or other sound except within a closed vehicle and at a reasonable volume that does not cause nuisance or annoyance to others.

## **21. Conduct of traders**

- 21.1 The Council has a zero-tolerance policy against harassment, bullying and discrimination and any allegations are taken seriously and handled confidentially and sympathetically. Any incident in which a trader is abusive, threatening or assaults someone in circumstances relating to their work is unacceptable and will not be tolerated. This includes the serious or persistent use of verbal abuse, aggressive tone and/or language and swearing/foul language.
- 21.2 In reinforcing our zero-tolerance approach in the management of street trading activities we have set out the expected conduct and standards of all traders, assistants & helpers (paid or unpaid), in this section.
- 21.3 A trader and/or assistant (paid or unpaid) should ensure that the public are treated fairly and with courtesy.
- 21.4 A trader and/or assistant should not commit any acts of harassment (whether racial, sexual, homophobic or otherwise) against an Authorised Officer, other traders or members of the public; or discriminate against any person.

- 21.5 A trader and/or assistant should not contravene any statute, regulations or byelaws relating to the market which may be in force from time to time.
- 21.6 A trader and/or assistant shall not engage in “Calling out” (e.g. calling out their wares or demonstrating their goods, outside of their pitch area.)
- 21.7 A trader and/or assistant shall not use rude or offensive language or behave in an aggressive manner when dealing with Authorised Officers, other Council Officers, or their agents, other traders, or members of the public.
- 21.8 A trader and/or assistant shall not make offers to bribe/induce an officer or act fraudulently in connection with street trading activities.

## **22. Transfer of stalls and succession**

- 22.1 Licence Holders who have held a licence for over 12 months with the Council may register and apply for Council permission to nominate a successor (relative) to whom they wish their licence to be granted to in the event of the following:
- a) Death; or
  - b) Retirement having reached the normal age of retirement; or
  - c) Ill health, where they are unable to continue in street trading permitted by the licence.
- 22.2 The Council may apply a registration/transfer fee, for such requests.

## **23. Waste management and cleansing**

- 23.1 Refuse must not be allowed to accumulate within or around the pitch area. A trader and/or assistant are responsible for the control, collection and disposal of refuse arising from the business and should ensure that it is disposed of in suitable bags/bins provided by the Council (site specific). No loose waste should be left on the floor or next to the bins.
- 23.2 A trader and/or assistant shall ensure that no goods, boxes, crates or articles are left or deposited in any gangway, open area, public highway.

- 23.3 A trader and/or assistant shall ensure that the pitch and immediate area around the pitch should be left in a clean condition and clear of waste/litter during and at the end of the trading day. This includes sweeping and rinsing /washing down the pitch in the event of heavy soiling or spillages to prevent slips, falls and any other hazards.
- 23.4 Where directed, some sites may require the use of matting to protect the floor and to minimise the risk of trips and falls for the traders and members of the public. Any such matting or floor covering is to be provided at the trader's cost.
- 23.5 A trader and/or assistant are required to comply with the waste management arrangements with regards to segregation of recyclable wastes, containment, presentation, and disposal of waste materials.: i.e., flat packing cardboard, stacking up pallets, placing food refuse in the food waste bins where facilities are provided.
- 23.6 A trader and/or assistant using oil or fat during the trading day should ensure that the leftover oil or fat is taken away by the trader and disposed of in a responsible manner i.e., registered with a waste carrier. Oil or fat should not be poured into the drains under any circumstances and any spillages should be cleaned up immediately and reported to the Markets and Street trading team.
- 23.7 A trader and/or assistant cooking, selling, preparing, or selling fish, meat, offal, or any other waste covered under any Animal by Product laws are required to dispose of this via a commercial waste agreement with a registered waste carrier at the trader's cost.
- 23.8 No fish, meat or offal or animal by products are to be placed into the Council's general waste bins or bags.
- 23.9 A trader and/or assistant that produces any oil must provide a valid waste carrier transfer note, confirming their waste carrier, on request from an Authorised Officer.
- 23.10 No animal by products shall be allowed to drain onto the street or into the public drainage system.
- 23.11 The Council reserves the right to charge a licence holder the additional cost of removing and disposing of refuse where the trader is considered to have over generated waste or grossly abused the waste management arrangements.



- 23.12 A trader and/or assistant are expected to minimise the use of single-use plastics and charge for the use of single-use carrier bags.

## **24. Health and safety**

- 24.1 A trader and/or assistant must ensure that they comply with the requirements of the Health and Safety at Work Etc. Act 1974. As well as having civil duty of care to the public. Health and safety law require traders to do two things:

- a) Look after the health, safety and welfare of people employed by them; and
- b) Look after the health, safety and welfare of others who are not in employment but who are likely to be affected by their work activity (e.g. members of the public).  
This includes the provision of safe equipment and articles used in connection with their trading activities.

- 24.2 All Licence holders are required to conduct a risk assessment of their pitch, stall, and equipment on an annual basis when trading for the first time and provide a copy of the risk assessment document, as appropriate, to the Council.

## **25. Electricity and generators**

- 25.1 The only connection between stalls on the footway and other stalls or premises shall be for the purposes of electric lighting or other agreed services; and any such electrical or other connections shall be readily detachable, and the detailed arrangements agreed with the Council.
- 25.2 Electrical power shall only be used for the purposes of lighting and the operation of electrical scales and tills, electrical appliances required for the business operation and the testing of electrical goods.
- 25.3 An annual Potable Appliance Testing (PAT) certificate is required for any electrical appliances and or vehicles used in storing, cooking, and lighting.
- 25.4 All electrical equipment, including cables, extension leads and sockets used must be maintained in good condition and must be suitable for outdoor use. Outdoor electrical connections may require protection by a Residual Current Device (RCD).

- 25.5 All licence holders shall not use generators unless the council has given written approval; battery power supply is preferred.
- 25.6 Generators should not cause any noise nuisance or fumes; and must be positioned so that they do not present a fire risk or similar hazard to the stall/goods or a danger to the passing public.

## **26. Gas appliances and liquid petroleum gas (LPG)**

- 26.1 A trader and/or assistant shall not use gas appliances unless the council has given written approval; and any gas appliance used must be suitable for use with LPG (liquid petroleum gas).
- 26.2 All gas appliances used must have been serviced by a competent gas safe registered engineer within the last 12 months; be in good condition; and an annual gas safety certificate is required for any appliances used.
- 26.3 All gas appliances must be secured on a stable, heat proof table; and must be located away from materials that could easily catch on fire.
- 26.4 All cylinders must be turned off when not in use; sited in a well-ventilated area; stored upright and away from any ignition sources or flames; and fitted with an automatic cut off valve.

## **27. Barbeques and hot equipment**

- 27.1 All Barbeques (BBQs), and other hot equipment must be stable and secure; placed in a suitable location and be adequately guarded so that they do not cause a hazard to the public or persons on the stall (e.g. not blocking fire exits and protection from hot surfaces); to avoid causing a nuisance or injury to others.
- 27.2 There should be adequate ventilation and where possible large open flame BBQs (e.g. oil drums) should not be sited within the stall.
- 27.3 Any hot coals must be damped down and cooled sufficiently prior to disposal and spare bags of coals should be stored away from ignition sources e.g. Not beneath the BBQ.

- 27.4 The Council have the right to refuse issuing a street trading licence if they believe the use of barbeques or hot equipment would cause a nuisance or risk.
- 27.5 A trader and/or assistant should not use petrol or paraffin to accelerate the BBQ.

## **28. Fire safety**

- 28.1 A trader and/or assistant must have the means to contact the emergency services should a serious fire occur whilst conducting street trading activities.
- 28.2 A trader and/or assistant must not store flammable or combustible materials near sources of ignition (e.g. next to BBQs) whilst conducting street trading activities.
- 28.3 A trader and/or assistant must not block fire exits of other stalls or properties, or access for emergency services whilst conducting street trading activities.
- 28.4 A trader and/or assistant should not smoke near to flammable or combustible materials whilst conducting street trading activities.
- 28.5 A trader and/or assistant should have adequate/suitable firefighting equipment for the operations of their business. (e.g. bucket of water or sand, fire blanket or a suitable fire extinguisher) Unless new, all fire extinguishers used shall have been serviced within the last 12 months.

## **29. Adverse weather conditions**

- 29.1 Wherever possible the Council will notify and provide advice regarding any adverse weather conditions: High winds, excessive heat, flooding, snow, and ice.
- 29.2 A trader and/or assistant must ensure that they assess the individual risks associated with trading in adverse weather conditions and make an independent decision whether to trade or not.
- 29.3 All licence holders must ensure that their public liability insurance cover includes trading in adverse weather conditions and conduct a risk assessment prior to trading as the Council will take no responsibility in the event of an incident or accident.

29.4 Matters for consideration are the health and safety of shoppers and traders, closure of public transport, closure of roads, distance of travel by traders amongst other considerations.

29.5 The street trading team reserve the right to cancel all markets and street trading and whenever possible will give notification of any such cancellations within 24 hours. Any such cancellations will be credited to the street trading licence holder's account.

### **30. Advertisements and social media**

30.1 No advertisements shall be displayed on a pitch other than offers related to commodities or services for that pitch.

30.2 All licence holders should notify the council if they use social media or other media or online digital platforms to advertise their operations or to promote any online campaigns.

### **31. Enforcement of these regulations**

31.1 Authorised Officers have the authority to request any documentation relating to licensed trading and the running of the business. A trader or assistant shall give assistance to Authorised Officers when requested to do so.

31.2 Any person who without reasonable excuse contravenes any of the conditions of a street trading licence, makes a false statement; or resists or intentionally obstructs any authorised officer, will be subject to an investigation.

31.3 Where it is identified that there has been a breach of these Prescribed Standard Conditions for Street Trading Licences, the Council may take enforcement action, in accordance with our Enforcement Policy.

31.4 Enforcement action to ensure compliance with these requirements can include advice, warnings, fixed penalty notices, seizing any goods, receptacles, articles or goods being offered or used to offer, sell, or exposed items for sale, licence suspension/variation/ revocation, or prosecution.

- 31.5 In the event of a serious breach of regulations or a serious criminal offence the Licence holders' licence will be recommended for suspension or revocation immediately.
- 31.6 All licence holders are expected to stay within the law to reduce the risk of legal action. Market and street trading information can be found at <https://www.lbhf.gov.uk/business/markets>. Should you require other business advice you can contact our Environmental Health ([Health & Safety](#) and [Food Safety](#)) or [Trading Standards](#), as appropriate. Additional business advice is also available at <https://www.businesscompanion.info/>.
- 31.7 Any contravention of these standard licence conditions by a registered assistant or helper, paid or unpaid shall be deemed to be a contravention by the Licence holder whether the trader was present at the time of the contravention or not.

## 32. Definitions and glossary of terms

The following expressions in **bold** have the meanings given next to them:

<b>Act</b>	The London Local Authorities Act 1990 (LLAA) Part III as amended by any further London Local Authorities Acts ("the Act").
<b>Advertisement</b>	Any work, letter, model, sign, placard, board, notice, whether illuminated or not, in the nature, and used wholly or partly for the purpose of, advertisement, announcement or direction and includes any hoarding or similar structure or any balloon used or adapted for use for the display of advertisements and references to the display of advertisement.
<b>Authorised Officer</b>	An officer of the Council who has delegated authority to regulate and enforce street trading, under the London Local Authorities Act 1990.
<b>Awning</b>	A sheet of canvas or other materials, used as a protection against the weather, which projects as an extension of the roof or beyond the structure of the stall, gazebo, parasol, or umbrella.
<b>Calling Out</b>	Any shouting or attempts to attract passing persons to the pitch or goods on display.
<b>Carriageway</b>	The part of the road which is used by vehicles.
<b>Casual Trader</b>	Any person who holds a temporary licence, but trades infrequently or as and when based on pitch availability. Casual traders must contact the Market Office at least one day in advance of the day they wish to trade and pay for the pitch.

<b>Commodities</b>	Any goods, wares, or merchandise for sale or on display at a Licensed Street Trader Pitch.
<b>Consent</b>	Permission.
<b>Council</b>	In the context of these regulations, this means the Markets and Street Trading Team who can be contacted by email at <a href="mailto:Street.Trading@lbhf.gov.uk">Street.Trading@lbhf.gov.uk</a>
<b>Fees</b>	The charge/amount due in advance to pay for street trading.
<b>Fixed Penalty Notice (FPN)</b>	A legal notice with a financial penalty, which provides an opportunity to discharge of any liability to conviction for that offence.
<b>Helper</b>	Someone who helps on the stall but does not handle money or other forms of payment and should not be left alone (without the licensed trader or registered assistant).
<b>Highway</b>	A route or area which all persons can use to pass and repass along as often and whenever they wish without hindrance and without charge; this includes carriageway, footway, and any part of that area where the public have access, and which may be in public or private ownership.
<b>Isolated Pitches</b>	A licensed street trader within the borough whose licensed pitch is not on Lyric Square, North End Road, Wood Lane, or Football Match Day trading.
<b>Licensing Sub Committee</b>	The Committee that will determine recommendations for revocation of Street trading licences due to misconduct, non-payment of fees or other licence breaches.
<b>Licensed Street Trading Pitch</b>	A pitch in any street authorised as a place at which street trading may be engaged in by a street trader and includes any temporary alternative place approved by the Council or a duly authorised officer of the Council.
<b>Loading</b>	Putting stock on the allocated pitch or stall within the agreed timescales.
<b>Markets &amp; Street Trading Team</b>	Team responsible for the administration of Market & Street trading activities,
<b>Overpitching</b>	This is when a trader trades outside the boundaries of their pitch or agreed site.
<b>Permanent Licence</b>	A licence granted under the Act which is valid for the period specified, which is not less than six months or more than one year.
<b>Permanent Trader</b>	Any person who holds a permanent licence who trades from a designated pitch.
<b>Pitch Limits</b>	The authorised ground markings or other agreed pitch sizes defining the area within which a street trading stall is to be contained. Pitch limits include all awnings and do not allow for overhanging of goods.
<b>Premises</b>	Any shop, house, or block of flats immediately behind the licensed pitch.
<b>Receptacle</b>	A vehicle or stall, any basket, bag, box, vessel, stand, easel, board, tray, or item used (whether constructed or adapted for such use) as a container for; or for displaying any item or equipment used to provide any service.

<b>Refuse</b>	Rubbish or waste which has been generated via street trading activities including fruit and vegetable waste, cardboard, paper, small plastic items, and other non-perishable waste. This does not include the disposal of cooking oils or animal products, which has separate waste disposal requirements.
<b>Registered Assistant</b>	A person employed by and acting under the directions of a licensed street trader to assist them with the business of the stall and whose name and address has been registered with the Council as part of the licence conditions.
<b>Regulations</b>	Refers to the contents of this document. These Prescribed Standard Conditions are often referred to as Street Trading Regulations.
<b>Restocking</b>	Replacing stock that has been sold, with new stock.
<b>Stall</b>	Any structure, box, table, stand, or thing used by a trader for the display of goods, or in connection with their business, which occupies a licensed street trading pitch; and includes all goods offered or to be offered for sale and any additional structure or equipment used as part of the stall or business. This includes all refuse created by the trader from the use of the stall or in connection with his or her business.
<b>Street</b>	Shall have the meaning described in section 21(1) of the Act.
<b>Street Trading</b>	Shall have the meaning described in section 21(1) of the Act.
<b>Street Trading Licence</b>	A Permanent or Temporary street-trading licence issued by the council.
<b>Table or Stall Covering</b>	A cover which covers the full length of your pitch to floor (not showing receptacles or items stored underneath).
<b>Temporary Licence</b>	A licence granted under the Act valid for a single day or for a period not exceeding 6 months.
<b>Temporary Trader</b>	Any person who holds a temporary licence who trades regularly from a designated pitch.
<b>The Council</b>	Means Hammersmith and Fulham Council.
<b>The Footpath</b>	The pedestrian walkway.
<b>Trader(s)</b>	Any person who is licensed for street trading under Part III of the Act.
<b>Licence holder</b>	Holder of a street Trading licence
<b>Unloading</b>	Unloading or removing stock from the allocated pitch or stall or from a vehicle within the agreed timelines.
<b>We/Us</b>	Hammersmith and Fulham Council.
<b>You</b>	The individual who is the holder of a street-trading licence that we have issued or a registered assistant acting on your behalf.
<b>Zero Tolerance policy</b>	A policy is which imposes a punishment for every infringement of a stated rule.

### 33. Appendices – Site specific conditions for H&F street trading sites

Appendix 1	North End Road
Days (inclusive of Bank Holidays)	Monday to Saturday
Trading Times	8:00am to 6:00pm
Parking	Permitted Market Trading Bays
Loading & unloading	<b>No Unloading before 6am. Loading must be completed by 7pm.</b>
Market type	Mixed Market
Type of Stall	Mixed
Refuse	On site bins
Water and/or Electricity	Access to standpipes. Access to power via Sure charge.

Appendix 2	Wood Lane
Days (inclusive of Bank Holidays)	Monday to Friday
Trading Times	8:00am to 3:00pm
Parking	Westfield Shopping Centre or on street Parking
Loading & unloading	<b>No Unloading before 6am. Loading must be completed by 4pm.</b>
Market type	Food
Type of Stall	Mixed-Removal
Refuse	Commercial waste Bags
Water and/or Electricity	None

Appendix 3	Lyric Square
Days (inclusive of Bank Holidays)	Wednesday, Thursday & Friday
Trading Times	8:00am to 5:00pm
Parking	Vehicles are prohibited on Lyric Square. There is a loading/unloading bay located on Beadon Road. NCP Parking and on street parking is available.
Loading & unloading	<b>No Unloading before 6am. Loading must be completed by 6pm.</b>
Market type	Food
Type of Stall	Gazebo 3m x 3m - Removable
Refuse	Commercial waste bags provided at cost and matting required
Water and/or Electricity	None

Appendix 4	Isolated Pitches
Days (inclusive of Bank Holidays)	Thursday & Friday
Trading Times	8:00am to 5:00pm
Parking	On street parking
Loading & unloading	<b>No Unloading before 6am. Or specific to individual site planning permissions.</b>
Market type	Site Specific- Removal
Type of Stall	Mixed - Depending on Planning Permission
Refuse	None
Water and/or Electricity	None

Appendix 5	Football Match Day Trading
Days (inclusive of Bank Holidays)	Football Match Days
Trading Times	Football Match Days
Parking	On street parking
Loading & unloading	<b>Unloading must be completed within 3 hours before kick-off. Loading must be completed within 3 hours of the final whistle.</b>
Market type	Food and Merchandise
Type of Stall	Mixed- Removal
Refuse	None
Water and/or Electricity	None



## Regulation of Commodities for Street Trading Licences 2025 - APPENDIX 2

### REGULATIONS MADE BY THE COUNCIL PURSUANT TO SECTION 25(3B) OF THE LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED) PRESCRIBING THE PROCEDURE FOR DETERMINING APPLICATIONS

#### COMMODITY REGULATIONS

1. All types of commodities, which are not prohibited by the London Local Authorities Act 1990 (as amended) - Part 3, Food Act 1984 Part 3, Food Safety Act 1990 or the Consumer Protection Act 1987 are eligible to be licensed in Hammersmith and Fulham Street Trading and Market sites.
2. **Commodities are divided into categories:** A trader is licensed to sell up to three commodities from one category on their street trading licence. Existing traders will retain their current commodities but should request for a commodity variation to comply with this regulation. Only the licensed commodities can be displayed or offered for sale. The licensed category or commodities must be specified, both on the Trader's Licence and on the Pitch ID Card, which must be displayed on the stall at all times.
3. Any request for a commodity which is not listed in this regulation will be categorised under miscellaneous and will be clearly stipulated on the licence. If the Council feel that the commodity you wish to trade in does not suit the market needs or is too vague in its description, it may not be considered.
4. All requests for commodities will be considered on a case by case basis where it is outside of this regulation.
5. If your licence/name plate is incorrect or does not display the category or specified commodity for which you applied, the responsibility is on the licence holder to ensure that they alert the Council to rectify this. Any goods sold must reflect your trading licence/ name plate.
6. Commodity rules apply to both permanent licence holders and temporary licence holders.
7. Where applications are made for licence variations, permanent licence holders will be given priority over temporary licence holders.
8. Traders may apply for a seasonal licence to sell certain seasonal items such as Christmas trees/decorations, Halloween costumes/decorations etc. These licences will be decided on an individual basis by the Council. These can be added for a period of 6 weeks on grant of a temporary street trading licence.
9. Certain items cannot be sold on market stalls, including but not exhaustively: indecent materials and inappropriate goods, drugs paraphernalia, vapes and tobacco products,

fake and counterfeit products and children's toys that are not covered by European law, unless they are cleared by the British standard kite mark.

10. The table below lists the banned commodities and will not be permitted on the market at any time.

<b>Banned Commodities</b>	
A.	Cigarettes, e-cigarettes, vapes and related items
B.	Medicines, drugs and other prescribed substances
C.	Drug related goods and paraphernalia <input type="checkbox"/> Weapons/Firearms (including replicas) and ammunition
D.	Lottery tickets, raffles, tom bolas and other games of chance
E.	New and used motor vehicles (unless part of a forecourt licences)
F.	Second hand gas and electrical appliances
G.	Pets and livestock
H.	Containers of Liquid Petroleum Gas (LPG) including any which are part or fully discharged
I.	Explosives including shop goods (fireworks)
J.	Petroleum products including petroleum mixtures or solvents
K.	Goods of an inflammable, corrosive or otherwise dangerous nature.
L.	Sex Articles (as defined by the Local government (Miscellaneous Provisions) Act 1982)
M.	Any other goods thought to be unsuitable by The Council

11. The Council reserves the right to review the commodity list. Only those commodities or goods specified on the licence may be sold from the street trading pitch and licence holders will be limited to the group of commodities listed on the licence.
12. The Council reserves the right to allow more than one trader to sell the same commodity as another licence holder or shop in the market in that area. The Council's decision as to commodities sold and the numbers and positions of traders in the various commodity groups is final.
13. The Council shall look for traders and commodities to complement existing retail activity in the local area and support the Council's objective of helping to create thriving town centres that are attractive and welcoming.
14. Items deemed offensive to public taste, explosive, hazardous or might be a source of danger to anyone must not be stored, displayed, or sold on any market stall.
15. All licence holders must comply with Trading Standards and Health and Safety laws and any other relevant legislation.

	<b>Category</b>	<b>Commodity – you may choose up to three from one category only</b>
<b>1.</b>	<b>Clothing</b>	a) Women's clothing

	Category	Commodity – you may choose up to three from one category only
		b) Men's clothing c) Children's clothing d) Baby wear e) Sportswear f) Clothing accessories i.e. hats, scarves, ties, belts etc. g) Underwear/nightwear h) Footwear/slippers and Footwear Accessories (in-soles, heel grips, shoehorns, protector, laces, polish, etc.) i) Other items (must be specified)
2.	<b>Food</b>	a) Pre-packed groceries b) Raw/uncooked meat or fish and eggs c) Raw Fruit/vegetables and salads d) Dried fruit and pulses (peas, beans, seeds, nuts, raisins, dates, etc.) e) Confectionery f) Bread / cake g) Cheese, dairy products, eggs h) Deli food (unpacked cheese, olives, unpacked cold cooked/cured meat and fish, natural health foods, dips, salads) i) Hot or cold prepared at the stall / cooked food j) Hot or cold non-alcoholic beverages, smoothies, freshly pressed fruit juices k) Fresh and/or pre-packed ice cream l) Other (must be specified)
3.	<b>Flowers</b>	a) Cut/uncut flowers and plants b) Artificial flowers c) Topiary d) Flower accessories i.e. plant pots, bulbs, seeds, plant food, hanging baskets etc. e) Seasonal i.e. Christmas trees, holly, mistletoe etc. f) Other (must be specified)
4.	<b>Household Goods</b>	a) Cleaning products, laundry products, washing products b) Cleaning utensils, storage containers, step ladders, etc. c) Light bulbs, plugs, multi-sockets, fuses d) Ornaments, vases, pictures, clocks, mirrors, candles, etc. e) Other (must be specified)
5.	<b>Toiletries and Cosmetics</b>	a) Toiletries (toothpaste, soap, deodorant, hair remover, body lotion, skin and body care products, shower gels, bath oils, etc.) b) Hair products (shampoo, conditioner, hair-dye, hair spray, perm/straightening products, hair mousse, grease, lotion, oil, etc.) c) Make-up and nail care products d) Perfume, cologne, aftershave, eau de toilette, shaving gel, creams e) Other (must be specified)
6.	<b>Soft Furnishings</b>	a) Bedding, bed nets, blankets, mattress protectors b) Duvets, pillows, pillow covers, cushions, cushion covers, throws

	Category	Commodity – you may choose up to three from one category only
		<ul style="list-style-type: none"> <li>c) Towels, bathmats, shower curtains, toilet seat covers</li> <li>d) Blinds, curtains, net curtains, curtain poles</li> <li>e) Carpets, floor mats, rugs, lino</li> <li>f) Tablecloths, furniture protectors, chair covers, etc.</li> <li>g) Other (must be specified)</li> </ul>
7.	<b>Kitchen/Dining</b>	<ul style="list-style-type: none"> <li>a) Cookware - cooking pots, pans, baking sheets etc.</li> <li>b) Tableware - cutlery, glassware, serving dishes, chinaware, serving utensils, crockery, table mats,</li> <li>c) Kitchen utensils/plastics</li> <li>d) Other (must be specified and not electrical)</li> </ul>
8.	<b>Electrical and Audio/Visual Entertainment</b>	<ul style="list-style-type: none"> <li>a) Audio / amplification equipment and accessories</li> <li>b) Visual / display equipment and accessories (e.g. TVs, DVDs, Blu-ray player/recorders, including associated aerials, batteries, adapters, etc.)</li> <li>c) Computer hardware and accessories</li> <li>d) Small kitchen appliances (toaster, kettle, microwave – not second hand)</li> <li>e) Landline telephones and accessories</li> <li>f) Cable/satellite TV services</li> <li>g) Small household electrical items (vacuum cleaner, lamps, electric blanket - not second hand), health and personal care (foot spa, hair straighteners, electric shavers, electric toothbrush)</li> <li>h) Cameras</li> <li>i) Electrical accessories</li> <li>j) Electrical repairs</li> <li>k) Pre-recorded audio material, pre-recorded visual material</li> <li>l) Games consoles and accessories</li> <li>m) Musical instruments (including acoustic and electric)</li> <li>n) Other (must be specified)</li> </ul>
9.	<b>Mobile Phones</b>	<ul style="list-style-type: none"> <li>a) Mobile phones, mobile phone accessories</li> <li>b) Phone cards, mobile phone repairs</li> <li>c) Other (must be specified)</li> </ul>
10.	<b>Jewellery and Accessories Jewellery and Fashion Accessories and Repairs</b>	<ul style="list-style-type: none"> <li>a) Costume jewellery</li> <li>b) Genuine / previous hallmarked jewellery</li> <li>c) Hair accessories - head clips, bands, hair pins, head scarves, etc.</li> <li>d) Watches, watch accessories, watch repairs</li> <li>e) Sunglasses, reading glasses (including cases and neck bands)</li> <li>f) Handbags, belts, wallets, purses, ties, cufflinks</li> <li>g) Clocks, clock accessories, and repairs</li> <li>h) Shoe repairs and key cutting service</li> <li>i) Other (must be specified)</li> </ul>
11.	<b>Travel Accessories</b>	<ul style="list-style-type: none"> <li>a) Luggage, sports bags, handbags, passport covers</li> <li>b) Umbrellas, walking sticks</li> </ul>

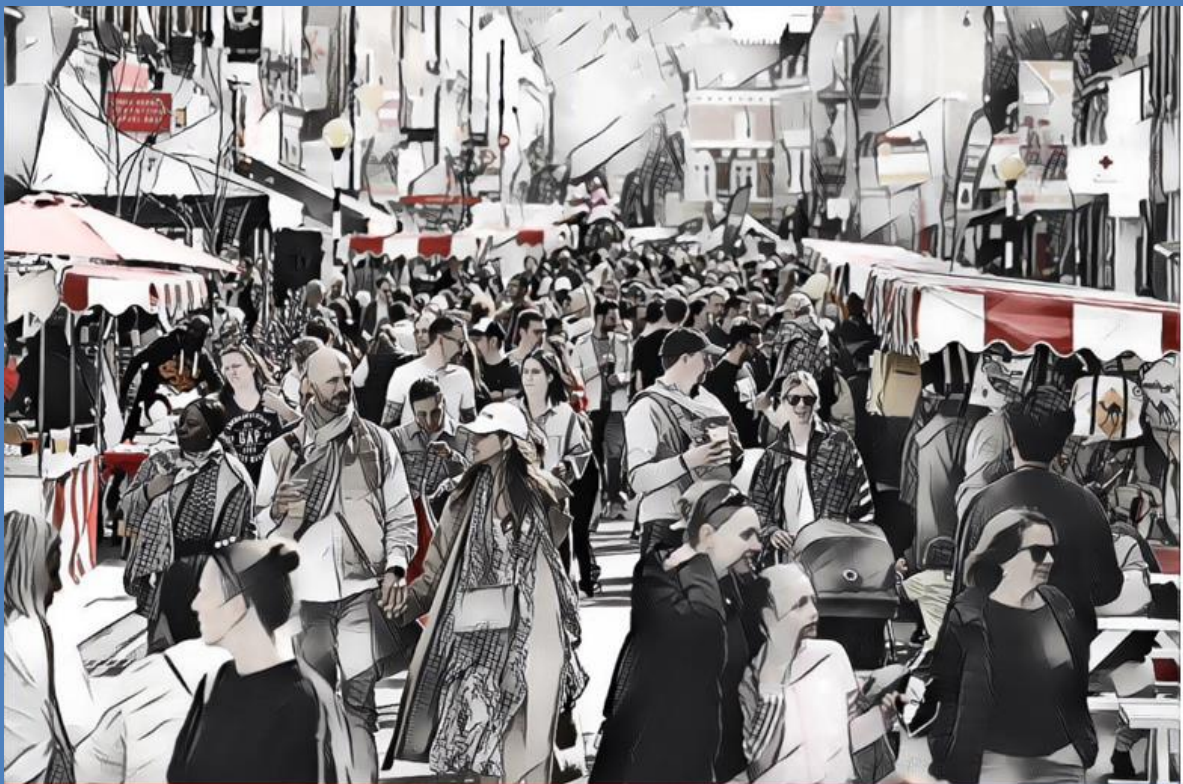
	<b>Category</b>	<b>Commodity – you may choose up to three from one category only</b>
		c) Other (must be specified)
<b>12.</b>	<b>Stationery</b>	a) Office supplies (paper, pens, files, etc.) b) Invitations, greeting cards, wrapping paper and gift bags/boxes, festive decorations, party bags c) Newspapers, periodicals, and magazines d) Reading and educational books e) Other (must be specified)
<b>13.</b>	<b>Toys and Nursery Equipment</b>	a) Toys (including early years, educational, and associated batteries, such as radio-controlled cars), soft toys, and dolls b) Board games, playing cards c) Games (not games consoles or cartridges or board games) d) Baby/nursery equipment e) Other (must be specified)
<b>14.</b>	<b>Souvenirs</b>	a) Music memorabilia (includes flags, banners, plaques, cups, and other novelty items) b) London/UK memorabilia (includes flags, banners, plaques, cups, and other novelty items) c) Ethnic memorabilia (includes flags, banners, plaques, cups, and other novelty items) d) Sport memorabilia (includes flags, banners, plaques, cups, and other novelty items) e) Other (must be specified)
<b>15.</b>	<b>Textiles</b>	a) Fabrics, laces, materials, yarn, wool b) Haberdashery (fastenings, facing, instant hem, thread, bobbins, etc.) c) Knitting, crochet, sewing needles and accessories d) Other (must be specified)
<b>16.</b>	<b>Tools, DIY, and Gardening</b>	a) Small DIY tools, DIY gloves and other DIY supplies b) Small gardening tools, gardening gloves and other gardening supplies c) Other (must be specified)
<b>17.</b>	<b>Bicycles and Outdoor Equipment</b>	a) Bicycles and bicycle repairs b) Scooters, skateboards, roller skates c) Bikes, motorcycle, and car parts/accessories d) Other (must be specified)
<b>18.</b>	<b>Furniture and Antiques</b>	a) Furniture including antique and vintage b) Small antique and vintage items c) Other (must be specified)
<b>19.</b>	<b>Baby Equipment</b>	a) Cots, prams, pushchairs, carry cots, slings b) Highchairs, bouncers, changing bags, baby monitors, safety gates, baby safe bottles

	Category	Commodity – you may choose up to three from one category only
		c) Car seats, boosters, safety equipment, nursery furniture, walkers d) Other (must be specified)
20.	<b>Photographic Equipment and Associated Services</b>	a) Cameras, digital cameras, camcorders, photo printers b) Peripherals and accessories (e.g. lenses, tripods, light meters, flashlights, film, photo paper, etc.) c) Other (must be specified)
21.	<b>Sports Equipment (Excluding Clothing, Trainers, and Bags)</b>	a) Bodybuilding/fitness/exercise equipment b) Football, cricket, rugby, netball, hockey accessories c) Tennis, badminton, squash, golf accessories d) Track and field accessories e) Other (must be specified)
22.	<b>Pet Supplies and Equipment</b>	a) Baskets, cages, pet beds, carriers, hutches, tanks, aquarium, scratching poles, toys, accessories b) Grooming and care supplies (feeding bowls, brushes, shampoo, vitamins, tick and flea treatments, pet food) c) Other (must be specified)
23.	<b>Second Hand Goods (Not Electrical)</b>	a) Clothing b) Vintage/recycled nightwear c) Vintage/recycled shoes, sandals, mules, boots, slippers, trainers, sports shoes d) Vintage/recycled clothing e) Second hand audio/visual equipment, DVDs, Blu-ray, videos f) Second hand reading and educational books g) Collectibles (coins, stamps, comics, porcelain dolls, etc.) h) Bric-a-brac, upcycled goods i) Other (must be specified)
24.	<b>Arts and Crafts (Original/ Handmade Goods)</b>	a) Art/Prints (paintings, sculpture, pottery, etc.) b) Keepsakes, commemorative items c) Face painting d) Handmade textiles and crafts e) Other (must be specified)
25.	<b>Miscellaneous</b>	a) Other not in any category above (must be specified)

**Special Consideration Commodities:** The Council has determined that the following commodities will be given special consideration before holders of Street Trading Licences, Temporary Street Trading Licences or Speciality Markets are licensed to operate: Alcohol and related items.



# MARKETS AND STREET TRADING LICENSING POLICY 2025-2030



Markets and Street Trading Licensing Policy 2025-2030  
LONDON BOROUGH OF HAMMERSMITH & FULHAM COUNCIL

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## Forward: Enhancing Our Vibrant Markets and Trading Spaces

As your local Councillor I am pleased to introduce Hammersmith & Fulham's Markets and Street Trading Licencing Policy.

The policy outlines the Council's commitment to fostering a vibrant and professional market environment, focusing on attracting and retaining traders, addressing economic challenges and showcasing the broader value of markets and street trading sites, within local communities.

Our markets are lively places that attract a diverse range of people and create a sense of community and entrepreneurial spirit and economic growth.

We are committed to:

**Inclusivity:** We invite applications from diverse market traders to enhance the overall shopping experience for our community. We are dedicated to identifying and eliminating barriers to trading, ensuring that local markets are used by and benefit local people. Our goal is to build resilient, inclusive communities and create opportunities for everyone. Please refer to our Inclusive and Accessible Markets and Street Trading Guidance.

**Fairness:** We have transparent licensing processes to ensure fair access to trading spaces and support both new and established traders. We encourage innovation whilst preserving tradition.

**Safety and Hygiene:** Health and well-being matters. We uphold rigorous hygiene standards, ensuring that all traders comply with regulations and have all the required training and documentation to trade safely.

**Economic Growth and New Opportunities:** Our commitment extends beyond markets. H&F is an inclusive, global, economic hotspot – a place where innovation and creativity define exciting new opportunities, like night markets and riverside street trading hubs. Our [Upstream London strategy](#), reflects our ambition for a better tomorrow. Our focus is on doing everything we can to ensure economic growth is inclusive and improves the lives of everyone in our community.

**A Vision for 2030:** Our goal is a clean and sustainable future. We aim to improve recycling, reduce the use of single use plastics and provide electric power points across our markets. We understand that some traders may need to use plastic glasses instead of real glass, and we support their efforts to find sustainable alternatives. More information can be found online at: <https://www.lbhf.gov.uk/environment/climate-and-ecological-emergency>.

We will continue to improve and renovate market areas (e.g. new paving, seating areas, greenery and electric power points) to create a welcoming space. Providing stall gazebos at North End Road for new and established businesses to start trading quickly and at a low cost.

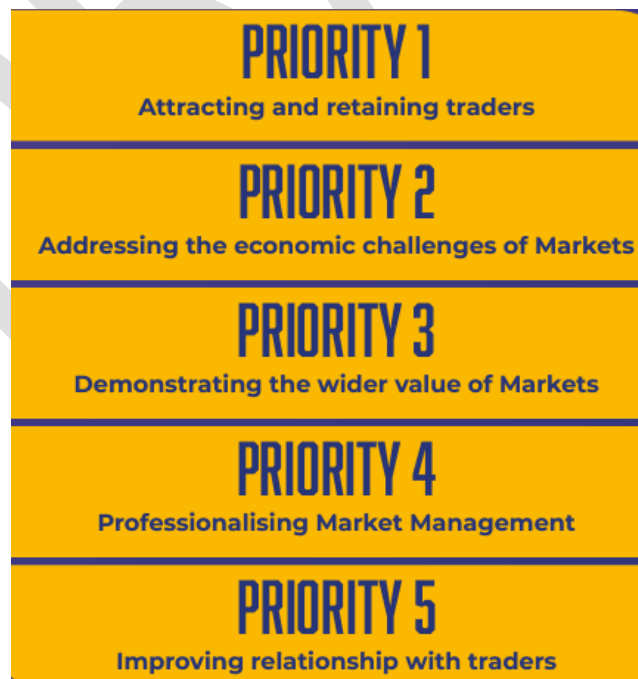
**Join Us!** If you are passionate about trading or interested in becoming a market trader, you can find more information online at: <https://www.lbhf.gov.uk/business/markets>



Councillor Zarar Qayyum, Cabinet Member for Enterprise and Skills

## 1. Introduction

- 1.1 This Markets & Street Trading Licensing Policy (The policy) serves as a comprehensive guide for the administration and regulation of street trading.
- 1.2 The policy informs applicants of the considerations in which the Council will make decisions and how their needs will be addressed whilst protecting the safety of highway users, preventing nuisance and controlling the location and number of street traders. It also highlights the Council's commitment to work in partnership with other enforcement agencies and internal departments, to support small businesses in the borough.
- 1.3 This policy covers the regulation of street trading and markets, isolated pitches, shop fronts and trading on private land.
- 1.4 The definition of markets includes car boot sales, antique and craft markets, general markets, food markets, farmers' markets, and charitable markets.
- 1.5 A market (5 or more stalls) may sometimes be held as part of a wider event. In these circumstances this policy will apply to the market element of the event.
- 1.6 The policy aims to support and promote business activity by:
  - a) Providing transparency and integrity when dealing with street trading matters.
  - b) Ensuring that there is consistency when making decisions, to promote fair trade.
- 1.7 The council is a member of the National Association of British Markets Association ([NABMA](#)), who have been supporting markets across the UK for over 100 years.
- 1.8 As a NABMA member we are committed the five priorities below.



- 1.9 This policy has been developed in collaboration and consultation with licence holders, other key stakeholders and by consolidating previous practices and regulations.

## **2. Background**

- 2.1 The history of markets and street trading in Hammersmith & Fulham is rich and vibrant, reflecting the borough's dynamic community spirit. The most notable market is the North End Road market, which has been established since the 1880s. Providing affordable fresh fruit and produce and household items, serving the community six days a week. The market has evolved and adapted to the changing needs and shopping habits of its customers, whilst still maintaining its local links and traditional charm.
- 2.2 The Council also manages several other markets and street trading sites, including those on Lyric Square in Hammersmith, football match day and other isolated pitches. All providing useful goods and services, fostering a sense of community and adding to the economic growth of the borough.

## **3. Legal Trading**

- 3.1 The Council has determined that it will regulate street trading activities in the borough under the London Local Authorities Act 1990 (as amended) [LLA1990]. More information can be viewed online at: <https://www.legislation.gov.uk/ukla/1990/7/contents/enacted>
- 3.2 The LLA1990 defines street trading as being 'the selling or exposing or the offering for sale of any article, and the purchasing of or offering to purchase any ticket, and the supplying or offering to supply any service, in a street for gain or reward'.
- 3.3 Street trading without a street trading licence is illegal and an offence, which can result in a fine and a criminal record.
- 3.4 Where applicable, street traders should apply for any other relevant permissions separately, which may include planning permission or a food business registration.
- 3.5 The Council charge for street trading licences, pitch fees and related charges, which are online at: <https://www.lbhf.gov.uk/business/markets/street-and-market-trading-fees>.
- 3.6 All licensed street traders must sell goods that are legal and safe and comply with their licence conditions and any relevant laws relating to the goods being sold. Where food is sold, traders must comply with the Food Safety Act 1990.

## **4. Declaration of Market Rights**

- 4.1 Where the Council has declared Market rights the Council's statutory market rights prevent any person operating a market within 6 $\frac{2}{3}$  miles of any Council run market without express permission.
- 4.2 The distance of 6 $\frac{2}{3}$  miles is measured from the location of any Council run market. The Council can prevent the holding of a market outside the borough if such a market is within 6 $\frac{2}{3}$  miles.
- 4.3 The Council can take legal action to prevent markets from opening which are to be held on the same day as one of our own markets, without having to prove any damage.

## 5. Council operated markets

5.1 The Council operate the following regular weekly markets:

North End Road, London SW6 1NW	Mixed Market	Monday - Saturday 8:00am – 6:00pm
Lyric Square, London W6 0QL	Food Market	Wednesday – Friday 8:00am – 5:00pm
Wood Lane, London W12 7EG	Food Market	Monday – Friday 8:00am – 3:00pm

- 5.2 All markets and isolated street trading pitches (*sites with less than five pitches*) in the borough are licensed in accordance with the London Local Authorities Act 1990 (as amended).
- 5.3 In addition to the regular Council markets listed under 5.1, the Council issues street trading licences for events and festivals throughout the year. When an event coincides with a regularly held market, priority will be given to those that already hold a street trading licence for that site.
- 5.4 The Council has the power to establish new markets if it so wishes - as either regular or occasional events. The days and hours of trading are determined by the Council and recorded on all street trading licences. The markets listed under 5.1 are subject to change and shall be updated on our website at <https://www.lbhf.gov.uk/business/markets> and as part of a regular review of this policy.
- 5.5 All street trading licence holders must comply with all laws, policies and licence conditions relating to the occupation and use of the pitch.
- 5.6 Any street trading activity that takes place without a valid street trading licence shall be in breach of the London Local Authorities Act 1990 and will lead to enforcement action.

## 6. Isolated pitches on private or public land

- 6.1 This policy applies to isolated street trading pitches in the borough, whether on private or public land, that are accessible within seven metres of the public highway.
- 6.2 Any person wishing to apply for a street trading licence on private land must obtain planning permission, if applicable, before making an application for a licence.

## 7. Privately operated markets

- 7.1 The operator of the market is responsible for the organisation and delivery of the market event. A market operator means the person, body, or organisation to which a licence is granted by the Council.
- 7.2 If you're a private market operator looking to run a market in the borough ([see borough map](#)), either on public or private land, that is accessible within seven metres of the public highway, you will need to apply for a private market operators' licence.

- 7.3 Private market operators will need to comply with the Private Market Operator Licence Terms & Conditions. Please contact us at [street.trading@lbhf.gov.uk](mailto:street.trading@lbhf.gov.uk) for further advice and information about the application process.

## 8. Designation and De-designation of streets for street trading

- 8.1 If the Council considers that street trading should be allowed or licensed in the borough it may pass a resolution designating any street or part of a street as a 'licence street' under Section 24 of the LLA90.
- 8.2 A 'street' includes *any road, highway or footway and any other area* (e.g. car park, land, park, green, pavement) *within 7 metres of any road, highway, footway or, to which the public have access without payment.*
- 8.3 A 'highway' is any public or private road or other public way on land. It is used for major roads, but also includes other public roads and public tracks.
- 8.4 **Licence Street:** A street in which street trading is prohibited without a licence granted by the council. If a street is designated as a "licence street" then an application can be made for a licence to trade on that street. Licence streets are designated by the council following a statutory procedure under the Act. Any 'licence streets' designated by the Council will be listed on the Council's website.
- 8.5 If a street has not been designated, it is illegal to carry out street trading within it, without an appropriate licence. The Council can grant a temporary street trading licence which will be subject to the same terms and conditions as those operating within a designated "licensed street.
- 8.6 **Consent Street:** A street in which street trading is prohibited without the consent of the council. Any 'consent streets' designated by the Council will be listed on the Council's website.
- 8.7 **Unlicensed or Prohibited Street:** A street in which street trading is prohibited. Any 'prohibited streets' designated by the Council will be listed on the Council's website.
- 8.8 Where there is interest to trade on the public highway, the Council may apply for planning permissions on public land on behalf of the applicant and charge the associated fees. Planning permissions are not guaranteed to be granted, and fees are non-refundable.
- 8.9 The Council may subject to the appropriate consultation and notification procedures, de-designate street trading pitches where, in the opinion of the Council they are no longer suitable for street trading.
- 8.10 The circumstances under which a location may be considered no longer suitable include:
- a) Where it has not been used for trading for a period of greater than six months.
  - b) An increase in crowding from pedestrians, resulting from different layouts, local improvements or construction projects.
  - c) New developments where the trading pitch would negatively affect local pedestrians or cause congestion, including sites close to transport stops and stations.

- 8.11 When a licence holder has been forced to leave their usual pitch because the pitch has been de-designated for any reason, the Council may, in collaboration with the Planning team and Highways team, the licence holder, and any other interested parties, find a new location for designation as a pitch suitable for permanent street trading.
- 8.12 The Council's decision will be made independently regardless of any representations that the pitch has previously been used for street trading or previously judged as suitable.

## **9. Shop front trading licences**

- 9.1 The display of goods outside the front of a premises can enhance the visual amenity and provide valuable additional sales space for businesses to advertise their goods for sale. However, inappropriately located shop front displays can create problems for various members of the community e.g. people with disabilities, visual impairments, mobility difficulties and those using pushchairs etc. Controlling the placement of these items helps to ensure that footpaths and walkways are kept clear of obstructions.
- 9.2 The Council can regulate street trading /shopkeeper displays on the highway through a shop front licence issued under the Act.
- 9.3 Any person wishing to offer items or goods for sale on the public highway must first obtain planning permission, if applicable, before making an application for a shop front trading licence. For a shopkeeper to display their items/goods on non-private forecourts they must also provide the relevant documents and pay the required fees and charges.
- 9.4 It is not permitted for a shopkeeper to place goods for sale outside of their shop on the public highway. However, in some circumstances, the shopkeeper can apply for a licence. It is important to note that several factors will be taken into consideration when determining such applications including, accessibility of the footway, footfall, whether planning permission has been approved and the type of goods to be sold.
- 9.5 Prospective applicants should familiarise themselves with the [Prescribed Standard Conditions for Street trading Licences](https://www.lbhf.gov.uk/sites/default/files/section_attachments/prescribed_standard_conditions_for_street_trading_licences.pdf) and the application form for a shop front trading licence, to ensure all requirements are met before an application is made. Please see [https://www.lbhf.gov.uk/sites/default/files/section\\_attachments/prescribed\\_standard\\_conditions\\_for\\_street\\_trading\\_licences.pdf](https://www.lbhf.gov.uk/sites/default/files/section_attachments/prescribed_standard_conditions_for_street_trading_licences.pdf).
- 9.6 A shop front trading licence is not required when selling goods which forms part of the business (of his/her shop) on his private forecourt, during the shop opening hours. If, however, the items offered for sale are different to the day-to-day business, or the trade does not form part of the business then a street trading licence will be necessary along with any other required permissions to use the land for street trading activities.

For example, if a newsagent's shop has a food stand on its private forecourt, then a shop front trading licence is needed. If a coffee shop is selling coffee on the private forecourt a shop front trading licence is not needed unless the shop is closed for business.

## **10. Special provision for community/charity/not for profit**

- 10.1 The Council will consider individual street trading applications for Community/Charity/not for profit trading licences on a case-by-case basis and acceptance will be assessed in the following circumstances:



- a) fundraising activities,
- b) promotion of charity or other local cause,
- c) promotion of community services.

- 10.2 The licences will be applied for in the same way as temporary street trading licences and may benefit from reduced fees.
- 10.3 Applications to use the community pitch on North End Road are subject to additional terms and conditions of use, which can be found on our website.

## **11. Pavement Licences and A-Boards and Exemptions**

- 11.1 The placement of 'A' boards outside a premises is not covered by a street trading licence and must be agreed with the Highways Authority. More information can be viewed online: <https://www.lbhf.gov.uk/business/highways-licences/advertising-board-licence>
- 11.2 If you wish to place furniture (including tables and chairs) for the purposes of serving and or consuming food and drink on the highway (public road) outside your business premises, you must apply for a pavement licence. More information can be viewed online at <https://www.lbhf.gov.uk/business/highways-licences/pavement-licence>
- 11.3 The Council recognises that certain trading activities do not constitute street trading and are therefore exempt from the licensing regime. The following exemptions are outlined in LLAA 1990:
- a) A person trading as a 'Pedlar' under the authority of a pedlar's certificate granted under the Pedlars Act 1871, provided that the trading is only carried out 'house to house'.
  - b) Anything done in a market or fair the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of any enactment or order.
  - c) Trading in a trunk road picnic area.
  - d) Trading as a news vendor.
  - e) Trading by a rounds man delivering milk and/or other perishable goods.
  - f) Charity collections.
  - g) The selling or offering for sale goods or services on private forecourts of a shop- provided that the trade forms part of the normal business of that shop. For example, a fruit, vegetable display outside a grocers' shop.

## **12. Ice cream trading and Pedlar's Certificates**

- 12.1 Ice cream vans are allowed to trade without a street trading licence, providing they stop for only 15 minutes to serve customers, moving on and not returning to the same street within the same day.
- 12.2 Any ice cream traders who wish to trade from a pitch, whether on public or private land for more than 15 minutes, will require a street trading licence. A street trading licence will only be issued where there is access to an electric charger or power point to minimise vehicle idling.

- 12.3 Those trading from a stop me and buy tricycle are subject to the same conditions.
- 12.4 Those who sell goods door-to-door and want to move around require a pedlar's certificate. A pedlar's certificate can be applied for at your local Police Station. This certificate permits the holder to sell throughout the UK while trading on foot and carrying the goods with them. However, if you plan to set up trade in a specific location, such as a market pitch, and remain fixed, you will require a street trading licence.

### 13. Cash collections for charities

- 13.1 A street collection licence is issued by the Metropolitan Police Service (MPS) and grants you permission to collect money for charity in London's public space. More information can be found online at: <https://www.met.police.uk/advice/advice-and-information/cc/charity-collection-licensing/street-collection-licences/>

### 14. Commodities

- 14.1 The Council has an approved [Regulation of Commodities List](#), which details a range of goods or services a licence holder may be licensed to trade in. The full list can be viewed online at <https://www.lbhf.gov.uk/business/markets/traders-information>.
- 14.2 The Council reserves the right to review the commodity list. Only those commodities or goods specified on the licence may be sold from the street trading pitch and licence holders will be limited to the group of commodities listed on the licence.
- 14.3 The Council reserves the right to allow more than one trader to sell the same commodity as another licence holder or shop in the market in that area. The Council's decision as to commodities sold and the numbers and positions of traders in the various commodity groups is final.
- 14.4 The Council shall look for traders and commodities to complement existing retail activity in the local area and support the Council's objective of helping to create thriving town centres that are attractive and welcoming.
- 14.5 Items deemed offensive to public taste, explosive, hazardous or might be a source of danger to anyone must not be stored, displayed, or sold on any market stall.
- 14.6 All licence holders must comply with Trading Standards and Health and Safety laws and any other relevant legislation.
- 14.7 Certain items cannot be sold on market stalls, including but not exhaustively: indecent materials and inappropriate goods, drugs paraphernalia, vapes and tobacco products, fake and counterfeit products and children's toys that are not covered by European law, unless they are cleared by the British standard kite mark.

#### The Real Deal Charter

Along with 87 other Councils we have signed up to the Real Deal Charter – a project to reduce the sale of counterfeit goods at markets. Visit the Real Deal website to find out more: <https://www.realdealmarkets.co.uk/>





## 15. Applying for a Street Trading licence

- 15.1 The Council will only issue a street trading licence to persons aged 17 and above.
- 15.2 All street trading licences are issued under the London Local Authorities Act 1990 (as amended) and licences will be granted by authorised officers, provided that the necessary conditions and legal requirements are met.
- 15.3 Street trading licences are issued to control the location of trading activity and to ensure that pitches are in safe, accessible, suitable areas and do not cause a nuisance or disruption to local businesses or residents. Please refer to our Inclusive and Accessible Markets and Street Trading Guidance.
- 15.4 Details about the application process and the application form can be accessed on our website at <https://www.lbhf.gov.uk/business/markets/traders-information>.
- 15.5 The Council will assess, and issue licences based on the suitability for the site, the needs of the market and the commodity on offer.
- 15.6 As part of the process of considering whether to issue a licence, the Council will make sure that trading locations do not cause obstruction to the highway, including lines of sight at junctions, and are positioned so as not to obstruct rights of way, entry to premises or cause nuisance to nearby residents. The Council will also consider the suitability of the proposed street trading in relation to the existing neighbouring retail outlets with the aim of ensuring the balance is kept between encouraging new street trading and protecting the amenities of the neighbourhood. Licence conditions will ensure these factors are controlled for the duration of the licence period.
- 15.7 The Council will endeavour to deal with new applications for a street trading licence within a period of 28 days from receipt of the application. Failure to provide supporting documentation or information is likely to lead to a delay in the Council coming to a decision and/or granting a licence.
- 15.8 Licence holders can apply to renew an existing licence 28 days before the expiry date and no later than 28 days after the expiry date. If no application is received the licence will lapse.
- 15.9 All street trading licences involving the offering of food, must:
- a) register their food business with their local Council; and
  - b) have a Food Hygiene Inspection score of **3 stars** or above and an Allergen Chart (*if applicable*) clearly displayed within the vehicle, trailer or stall when trading.

H&F is one of the London local authorities, taking part in the Healthier Catering Commitment (HCC) scheme. The scheme recognises businesses in London that demonstrate a commitment to reducing the levels of saturated fat, salt and sugar in the food sold in their premises, and to make smaller portions available on request. Applications from street traders who make a commitment to deliver healthier food choices to customers will be favourably considered. More information can be found online at: <https://healthiercateringcommitment.co.uk/>



15.10 Following approval of an application and issuing of a street trading licence the licence holder must follow all the regulations, and any additional terms and conditions attached to the licence. The [Prescribed Standard Conditions for Street trading Licences](#). Failure to comply with the terms and conditions will lead to enforcement action.

15.11 The duration and renewal period for a street trading licence are as follows:

Type	Duration	Renewal date
Temporary licences	One day to 6 months	01 April & 01 Oct
Permanent licences	12 months	01 April

## 16. Fees and charges

- 16.1 A fee is payable to the Council for granting or renewing a street trading licence and must be paid at the time of application.
- 16.2 All traders are required to pay invoices for pitch fees in advance of trading, as outlined in the [Prescribed Standard Conditions for Street trading Licences](#).
- 16.3 Temporary and ad hoc traders must book a pitch and pay pitch fees in advance. Street trading activities are not permitted until payment of the fees has been received.
- 16.4 Fees and charges will be reviewed yearly in consultation with interested parties.
- 16.5 Promotional pricing may be introduced or withdrawn at any time and can be withdrawn if traders breach the terms and conditions associated with a promotional offer.
- 16.6 All fees and charges must be fully paid in full before a licence expires. Enforcement action will be taken against traders who are in arrears and who are not taking proactive to clear their debt. This may include not having their licence renewed until all fees are paid in full.
- 16.7 Licensed street traders must provide 28-days' notice of their intention to surrender their licence. During this notice period, the trader is responsible for any charges incurred, as the licence remains active until the licence is fully surrendered.
- 16.8 The Council is required by law (London Local Authority Act 1990) to charge for managing street trading activities in the borough. This money is used to cover the costs of:
- Issuing and managing street trading licences.
  - Running an efficient waste, street cleansing and day to day, market service.
  - Inspecting, developing, and improving the markets environment so that they are modern, safe, secure, and attractive places to shop and trade.
  - Staffing costs.
  - Attracting more traders and start-up businesses to our markets.

## 17. Equipment loan

- 17.1 Where available the Council may offer street trading equipment on loan to licence traders. This is subject to terms and conditions of use and availability.

## 18. Refusal to grant a licence - Appeal process

- 18.1 If the Council decides to refuse an application for a street trading licence it will contact the applicant and set out the reasons for its decision.
- 18.2 A street trading licence will not be issued in the following circumstances:

To persons under the age of 17 years old.	
Where there are already a sufficient number of traders selling the same or similar commodities i.e. three.	
The applicant has at any time had a street trading licence revoked for any reason.	
The applicant has failed to make use of a previous licence.	
The applicant is on account of misconduct or concerns of a criminal or safeguarding nature.	

- 18.3 There is no statutory right of appeal against refusal to issue a Temporary Street trading licence, however, you may appeal against the decision through the Council Complaints Procedure: <https://www.lbhf.gov.uk/councillors-and-democracy/complaints-and-compliments/formal-corporate-complaints>
- 18.4 Permanent Street trading licence holders have a right to appeal any decision not to renew an existing licence.
- 18.5 Any appeal against a decision to refuse a licence must be made in writing to the Council, setting out the reasons the applicant believes the refusal is unwarranted.
- 18.6 On receipt of an appeal request the decision to refuse the licence will be reviewed at the Licensing Sub Committee and the applicant informed of the outcome.

## 19. Pitch relocation and the removal of stall, goods and equipment

- 19.1 From time-to-time road works or construction projects mean that designated street trading pitches are unavailable or unsuitable for trading. This will apply when access is needed to underground cables, pipes and sewers for replacement or repair. Organised events may also occasionally require clearance for the duration of the event.
- 19.2 Where the licence holder does not remove stalls, equipment or goods as specified or agreed, the licence holder will be in breach of the conditions of his street trading licence.
- 19.3 The Council may arrange for the removal of the stall to a place of storage in accordance with its powers under section 149 of the Highways Act 1980. In such circumstances the stall will not be returned to the licence holder until the costs of removal and storage are met in full.

- 19.4 The Council may, in partnership with the Planning team and Highways team, identify sites where pitches may be moved or re-orientated to allow for the addition of seating areas and improvements to the local area (such as pedestrian access, important historic views, or to make better use of the available space/highway).
- 19.5 Alterations to a pitch could include changes to the pitch dimension to better accommodate its operational needs and to allow the ability to have sufficient space for accessibility needs, refuse, storage etc.
- 19.6 Existing traders will be consulted where local improvements or the regeneration of an area is proposed, approved or implemented which requires the relocation, reorientation, or a change to pitch dimensions.
- 19.7 Temporary relocation - When a designated pitch becomes unsuitable, the licensing authority will relocate licence holders where suitable alternative street trading pitches exist. The Council will consult with the Highway Authority to identify suitable alternative temporary pitches for the purposes of relocating a displaced street trader until they can return to their assigned pitch.
- 19.8 In circumstances where a street trading pitch becomes temporarily unsuitable for street trading purposes the Council may agree to changes to the pitch to avoid displacing a trader e.g. changes to orientation or relocation within the immediate vicinity of the original pitch. Any such changes must be made with the agreement of the Highways team and will only be for a temporary period.
- 19.9 In circumstances where a street trading pitch becomes temporarily unsuitable for street trading purposes and changes or relocations are not possible, the Council will offer any available vacant pitch on the list of designated pitches to a displaced trader.
- 19.10 There shall be no requirement on the Council to ensure that the alternative pitch is equivalent to the pitch which has become temporarily unsuitable, in terms of trading conditions, footfall etc.
- 19.11 Where a trader accepts one of the available pitches for the purposes of temporary relocation, the Council can modify goods or other trading conditions as it sees fit under the circumstances.
- 19.12 Where a trader rejects a suitable pitch offered by the Council, there shall be no requirement on the Council to identify or designate any further alternative pitch location or accept any request to do so.
- 19.13 If it is not possible to identify a suitable site for relocation so that the licensed trader can move and continue trading on an alternative pitch, the trader will be expected to suspend trading activity whilst the original pitch remains unsuitable. In such cases, the Council may waive a percentage of the fees, for the licence period, if the licence is not surrendered.

## **20. Waste and street cleansing**

- 20.1 The Council aims to minimise market waste through reduction, recycling, reuse, and recovery whenever feasible. This effort supports the Council's commitment to achieving net carbon zero status by 2030.

- 20.2 The Council commits to keeping pitch areas clear of refuse, and obstructions before and after street trading activities. Licence holders must ensure that refuse is not allowed to accumulate within or around their designated pitch and they are expected to control, collect and dispose of any refuse arising from their street trading activities.
- 20.3 Licence holders are required to comply with the waste management arrangements regarding segregation of recyclable wastes, containment, presentation, and disposal of waste materials.
- 20.4 Licence holders must comply with the laws bans and restrictions surrounding single use plastics or switch to reusable, biodegradable options. More information can be found online at <https://www.gov.uk/guidance/single-use-plastics-bans-and-restrictions>.
- 20.5 Licence holders should ensure that rubbish is disposed of in suitable bags or bins and where required obtain their own waste disposal contract to ensure all waste streams, such as oil, are disposed of lawfully as per the requirements of the Environmental Protection Act 1990.

## **21. Improving air quality and promoting low carbon power supply**

- 21.1 As part of our commitment to sustainability, all market traders should adopt environmentally friendly practices, where practical, including the use of electric supply points where available.
- 21.2 Electric supply bollards are available at some of the street trading locations for licence holders to use when carrying out street trading activities. Use is subject to additional terms and conditions.
- 21.3 Applications from traders who wish to use diesel or petrol generators will not be accepted.

## **22. Enforcement**

- 22.1 The Markets and Street Team in conjunction with other authorised officers will conduct regular inspections to check that street traders are complying with the licence terms and conditions. These visits will not always be announced and may be with other responsible authorities such as Police, Trading Standards or Environmental Health teams.
- 22.2 Once a licence is granted it is the responsibility of the licence holder to ensure that requirements of the licence are managed in accordance with the [Prescribed Standard Conditions for Street Trading Licences](#) and any other supplementary conditions attached to the licence.
- 22.3 All health and safety complaints or concerns relating to street trading activities will be investigated by the Markets and Street Trading Team in the first instance.
- 22.4 Other Council departments or outside agencies may be consulted when complaints or concerns relate to food, noise, nuisance, odour, and or trading standards. These issues will be referred to the appropriate teams as necessary.

- 22.5 The decision to take enforcement action will be taken in accordance with this policy to ensure consistency of approach. The action taken will be proportionate to the seriousness or nature of the breach of the regulations or law and can include immediate suspension whilst the alleged offence is investigated.

**Actions include:**

- a) Verbal written warnings- a breach of the regulations and or where officer contact has not resolved the issue, usually relating to a first offence (verbal warning)
  - b) Written warning- a breach of the regulations already noted which is still unresolved
  - c) Fixed Penalty Notices- applicable when verbal and written warnings have not been adhered to or when unlicensed street trading is observed.
  - d) Simple cautions by authorised officers.
  - e) Seize any goods, receptable, article or thing being offered or used to offer, sell, or expose items for sale.
  - f) Licence review or application for licence revocation e.g. when fees go unpaid or in the case of a persistent continuous breach of regulations or the law.
  - g) Prosecution- The decision to prosecute will be made in accordance with our [Enforcement Policy](#), which is available on our website.
- 22.6 The Council reserves the right to close the market in extreme weather or in exceptional circumstances. Licence holders must vacate their pitches as soon as it is reasonably possible. Examples of extreme or exceptional circumstances include, but are not limited to, High winds, flooding, hostile vehicle incursion, gas leak, fire, flooding, and chemical spill.

## **23. Conduct of traders**

- 23.1 Licensed traders should ensure the public are treated fairly and with courtesy. Traders should not harass or discriminate against any person including other traders or members of the public.
- 23.2 Licensed traders should ensure that their employees are competent, courteous, and helpful and reasonable assistance is provided to Council officers in carrying out their duties in relation to pitch activities. Licensed traders will be responsible for the conduct of their agents/and or employees and helpers paid or unpaid.

## **24. Safeguarding of children and adults**

- 24.1 Street Trading Licences will not be issued to anyone under the age of 17 years.
- 24.2 Those under 17 years of age can assist if supervised by an adult with the required insurance. The Council has a duty to assist partner agencies and the public in to protect vulnerable individuals and prevent exploitation.
- 24.3 A National Insurance number is required at the application stage for all licence holders and all named assistants. This ensures that all licence holders and their registered assistants are properly documented and eligible to work within the country.
- 24.4 If you have a concern about a child or young person you find more information on the Councils website: <https://www.lbhf.gov.uk/children-and-young-people/children-and-family-care/worried-about-child>. If you have an immediate concern for the wellbeing of a child or young person, call 999.



- 24.5 If you have concerns about an adult that is being abused or neglected or is being harmed in any way you can find more information on the Council's website:  
<https://www.lbhf.gov.uk/living-independently/health-and-wellbeing/staying-safe/help-adults-being-abused-or-neglected>.

## **25. Data protection and third-party information sharing**

- 25.1 The Council may disclose the personal details of Licence holders to third parties who have a legal right to such information. This includes other regulatory and law enforcement agencies and those who may require the information in connection with a criminal or civil action in the Courts.
- 25.2 Personal data held manually, or as computerised records will be handled in accordance with the Data Protection Act 1998 (DPA). More information can be found online:  
<https://www.lbhf.gov.uk/councillors-and-democracy/data-and-information/hf-privacy-notice/markets-and-street-trading-privacy-notice>.

## **26. Responsibilities under the Immigration Act 2016 and the Modern Slavery Act 2015**

- 26.1 The Council has responsibilities that relate to the prevention of immigration crime, specifically the prevention of illegal working on licensed premises and will report any concerns to partner agencies.
- 26.2 The Council also has a duty under the Modern Slavery Act 2015 to co-operate with the Independent Anti-Slavery Commissioner, more information can be viewed online:  
<https://www.lbhf.gov.uk/crime/modern-slavery>.
- 26.3 The Council has signed up to the Charter Against Modern Slavery, more information can be found online: <https://party.coop/local/councillors/modern-slavery-charter/>.

## **27. Review of policy**

- 27.1 The policy will be subject to review every five years. The Council reserve the right to update, add or amend in accordance with evolving practices, guidance and legislation.

## **28. Complaints**

- 28.1 If you have a complaint regarding the management of the market, you should first contact the Markets and Street Trading Team by email at: [Street.Trading@lbhf.gov.uk](mailto:Street.Trading@lbhf.gov.uk) or by post to: Markets and Street Trading Team, 1<sup>st</sup> Floor 25 Bagley's Lane Fulham SW6 2QA. All complaints will be responded to within 14 days.
- 28.2 However, if you are still not satisfied with the outcome after the initial contact with the Markets and Street Trading Team you can raise your concerns via the Council's complaints system at <https://www.lbhf.gov.uk/councillors-and-democracy/complaints-and-compliments/formal-corporate-complaints>.

## 29. Useful links to references and other relevant information

[London Local Authorities Act 1990](#)

[The Health and Safety at Work Etc. Act 1974](#)

[The Food Safety Act 1990](#)

[The Food Standards Agency](#)

[Prescribed Standard Conditions for Street trading Licences](#)

[Markets & Street Trading Application/Renewal Form](#)

[Regulation of Commodities](#)

[Markets & Street Trading Fees](#)

[Environmental Health and Public Protection Enforcement Policy](#)

The following forms and terms and conditions can be found on our website, under Trader's Information at <https://www.lbhf.gov.uk/business/markets/traders-information>.

- Community Pitch - Terms and Conditions
- Electric Chargers - Terms and Conditions
- Equipment Loan - Terms and Conditions
- Shop Front Trading Licence - Terms and Conditions
- Shop Front Trading Licence Application Form



# Inclusive and Accessible Markets and Street Trading Guidance



## Introduction and Access Statement

Markets and street trading sites are vibrant and essential components of urban life, contributing significantly to the local economy, culture, and community spirit. To ensure that these spaces are beneficial for all, it is crucial to make them **inclusive** and **accessible**.

This guidance has been collaboratively created with the Inclusive Environment Group for street trading licence holders who operate within our borough, whether at a single pitch or as part of a market.

The guide aims to provide guidance and practical recommendations for street trading licence holders to create markets and street trading environments that are welcoming and accessible to everyone, including disabled people, older people and families. It applies to the following Council-run markets and street trading pitches:

- **North End Road Market:** A Historic market dating back to the 1880's, known for selling fruit and vegetables and other goods at competitive prices.
- **Lyric Square Food Market:** A vibrant market featuring a diverse array of delicious food options at the heart of Hammersmith.
- **Wood Lane Market:** A fantastic smaller food market serving the northern part of the borough.
- **Isolated pitches:** Offering a variety of food, coffee, flowers, and fresh fruit and vegetables.
- **Football Match Trading at Chelsea Football Club, Queens Park Rangers, and Fulham Football Club:** Offering hot food, merchandise, and memorabilia.

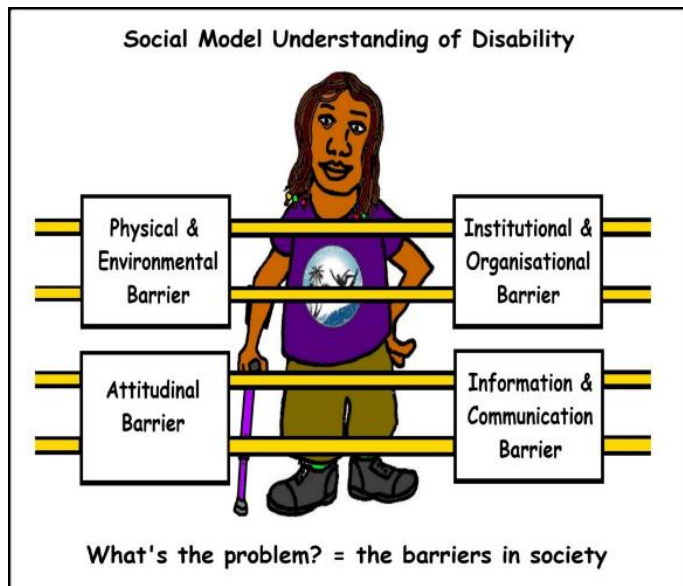
By fostering inclusivity and accessibility, we can enhance the overall experience for traders, customers, and visitors, ensuring that markets and street trading areas are not only economically viable but also socially equitable.

The guide covers legal requirements and recommended actions for both traders and the local authority that will help create spaces that reflect the diversity and needs of our entire H&F community.

**Accessibility** is about designing and organising these spaces so that they are easily usable by everyone, including disabled people. This includes physical access, such as ramps and wide aisles, as well as providing information in various formats to accommodate diverse needs.

## Facts and Figures in Hammersmith and Fulham

In Hammersmith and Fulham, the 2021 Census reported that **22,972 residents** (12.5% of the population) were disabled under the Equality Act. Additionally, 7.4% of residents reported being disabled and limited a lot in their daily activities.



H&F believe that having inclusive and accessible markets are essential for several reasons:

- A. Increasing Income Potential:** Offering accessible services and products can increase the number of customers that you attract.
- B. Broader Audience Appeal:** Accessible shopping can improve the usability for everyone.
- C. Brand Reputation and Loyalty:** Businesses that prioritise inclusivity and accessibility often have a better reputation. This commitment can attract loyal customers who value businesses that care about diverse needs.
- D. Legal Compliance:** Making products and services accessible ensures that businesses meet legal standards, avoid potential legal issues, and demonstrate social responsibility.
- E. Improve the experience for everyone:** Accessible marketing and product design enhances the overall user shopping experience, making it more enjoyable and effective for everyone.

## Legal requirements

### 1. Guide dogs

**Guidance:** By law, all businesses must allow guide dogs to enter their premises, shops, or service areas. The Equality Advisory and Support Service (EASS) provides advice to members of the public who have faced discrimination. Their contact telephone number is 0808 800 0082.

### 2. Displaying Allergen information

**Guidance:** It is important that you have a good knowledge and understanding of the products that are being sold. It is an essential requirement to display a food allergen notice and have comprehensive knowledge of the foods being sold. This could also apply to jewellery, clothing, cosmetic items e.g. lanolin and cleaning products e.g. lavender.

### 3. Shop fronts, A-Boards and street trading pitches. Removal of trip hazards and obstructions

**Guidance:** Traders must ensure that shop fronts and street trading pitches provide ample space for pedestrians and remain free of rubbish, overhanging projections, obstructions on the highway and trip hazards, within the designated space.

### 4. Managing queues and equipment

**Guidance:** Traders should manage equipment and queues effectively, to prevent congestion on the pavement.

### 5. Uneven, damaged pavement and flooding

**Guidance:** Traders must keep their trading areas free of waste, oils, and spillages. Our terms and conditions, require traders to report any defects to the Council, which includes flooding.



## Recommended Improvements

Wherever possible, the importance of providing inclusive and accessible market stalls, goods, and services will be emphasised.

### 6. Counter accessibility

**Guidance: Lowered Counters:** To accommodate wheelchair users and ledges to allow customers to take hot food and drinks safely.

**Wide Aisles:** To allow easy navigation for customers.

**Accessible Payment:** Contactless payments at an accessible height, avoiding flat screen card readers or using overlays to assist visually impaired people.

### 7. Maintaining an accessible pitch.

**Guidance:** Do not impede the highway: Please ensure your activities, A-boards, and rubbish during and at the end of the working day do not impede highway users. It is important to maintain ample space for pedestrians to move safely as this is essential for accessibility, allowing everyone to shop in the area comfortably.

### 8. Inclusive information Menus in accessible formats

**Guidance:** Provide menus in large print and braille menu formats. Verbally giving details of ALL food options available, rather than just a selection or using QR Codes.

### 9. Places to stop and rest

**Guidance:** Use straight leg chairs for customers who may need to rest.

### 10. Availability of fresh food and a diverse range of goods and services

**Guidance:** The Council is committed to enhancing the market experience by actively seeking new opportunities and providing pitches for traders to sell fresh fruit, vegetables, and a diverse range of goods and services. This initiative not only supports local businesses but also ensures that residents have access to high-quality, fresh, and unique produce.

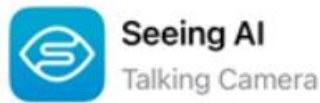
### 11. Awareness for Traders

**Guidance:** Assisting visually impaired Customers when paying with Credit or with debit cards. Offer 'chip and signature' cards for those who find keypads challenging. Ensure contactless payment options are available and easy to use. Overlays are available to assist visually impaired people to use flat screen readers.



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If you have incorporated many of the recommendations listed above and would like the council to promote your business as a 'Disability Friendly' vendor, please contact us at [streettrading@lbhf.gov.uk](mailto:streettrading@lbhf.gov.uk).



## 12. Equality Duty

**Guidance:** The law requires public bodies to consider how their work can promote and support equality, which includes ensuring accessible facilities and engaging with diverse communities.

## 13. Safe Highways

**Guidance:** Local councils in the UK have a legal duty to maintain public pavements. The Council will regularly inspect markets and street trading areas and report any defects, cracks, or uneven surfaces.

## 14. Displaying Allergen information

**Guidance:** The Council will ensure that all food traders comply with the food safety requirements. Providing clear allergen information is crucial as it helps protect consumers with food allergies from potentially life-threatening reactions. It also promotes transparency and trust between traders and customers, ensuring a safer and more inclusive eating experience for everyone.

## 15. Relocated pitches

**Guidance:** When pitches are relocated temporarily, i.e. due to roadworks, the Council will ensure locations have adequate space to move around and do not impede pedestrians or cause any hazard.

## 16. Accessible digital services- website, application form and raising concerns

**Guidance:** The Council will follow the guidelines set out on the Web Content Accessibility Guidelines (WCAG) "Understanding WCAG 2.2 - Service Manual - GOV.UK." to ensure its digital content is accessible to all users, including disabled people, thereby enhancing user experience and compliance with legal standards.

**This document will be reviewed and amended, periodically and as and when needed, as things develop and change over time.**

# 2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences

H&F Have Your Say

## Consultation Questions

Please use this space to ask any questions.

Please indicate if you are responding as a

(Choose any one option) (Required)

- ☐ H&F Market trader / Street Trader Licence Holder
- ☐ H&F Business
- ☐ H&F Resident
- ☐ H&F Employee E.g. Environmental Health, Trading Standards, Licensing, Planning, Highways, Economic Development, LET, Events Team
- ☐ Other (please specify)

Do you agree with the aims and objectives outlined in the new [Markets and Street Trading Licensing Policy](#) - to support and promote business activity by: providing transparency and integrity when dealing with street trading matters; and ensuring that there is consistency when making decisions, to promote fair trade?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Are there any additional objectives you believe should be included?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Answer this question only if you have chosen Yes for Are there any additional objectives you believe should be included?

What additional objectives do you believe should be included?

(Required)

Do you think the new [policy](#) will affect street traders positively?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

# 2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences

H&F Have Your Say

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Are there any potential benefits or drawbacks for street traders?

(Choose any one option) (Required)

- ☐ Yes  
☐ No  
☐ Not sure

Answer this question only if you have chosen Yes for Are there any potential benefits or drawbacks for street traders?

What are the potential benefits or drawbacks for street traders?

(Required)

Do you think that traders will need additional support to comply with the new [policy](#)?

(Choose any one option) (Required)

- ☐ Yes  
☐ No  
☐ Not sure

Answer this question only if you have chosen Yes for Do you think that traders will need additional support to comply with the new policy?

What additional support would traders need to comply with the new [policy](#)?

(Required)

Do you think the [policy](#) adequately addresses public health and safety concerns?

(Choose any one option) (Required)

- ☐ Yes  
☐ No  
☐ Not sure



Answer this question only if you have chosen No for Do you think the policy adequately addresses public health and safety concerns?

What specific health and safety measures would you like to see included?

(Required)

Does the [policy](#) provide clear guidelines for regulatory compliance?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Answer this question only if you have chosen No for Does the policy provide clear guidelines for regulatory compliance?

What else do you think should be included to provide better clarity to help traders comply with the law?

(Required)

What challenges do you foresee in ensuring compliance with the new [policy](#)?

(Required)

Do you think the policy promotes environmental improvement and regeneration?

(Choose any one option) (Required)

# 2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences

## H&F Have Your Say

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Answer this question only if you have chosen Yes for Do you think the policy promotes environmental improvement and regeneration?

- ☐ Yes
- ☐ No
- ☐ Not sure

Answer this question only if you have chosen No for Do you think the policy promotes environmental improvement and regeneration?

What environmental improvement and regeneration points do you think should be added or considered?

(Required)

Do you think that the [policy](#) will impact the local community in a positive way?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Are there any potential benefits or drawbacks for residents?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Answer this question only if you have chosen Yes for Are there any potential benefits or drawbacks for residents?

What are the potential benefits or drawbacks for residents?

(Required)

Do you agree that traders and residents should have the ability to provide ongoing feedback on the [policy](#)?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences

H&F Have Your Say

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- ☐ No
- ☐ Not sure

Do you agree that there should be a simple process in place for amending the [policy](#) before it is due for formal review, based on feedback received?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Section 4 of the new [policy](#) refers to 'Declaration of Market Rights'. Declaring market rights will allow the council to object to competing markets being set up within 6¼ miles from any Council run markets. It can also assist the Council in regulating and managing private markets. The council are of opinion that declaring market rights will support the local economy, enhance community life, and ensure that street trading is conducted in a regulated and beneficial manner Do you agree that the council should declare market rights?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Section 8 of the new [policy](#) refers to 'Designation and De-designation of streets for street trading'. Currently, parts of the public highway are designated for the purpose of street trading, rather than a whole street or the whole borough. These designations can take the form of markets, individual stalls or shop-front displays. Designations will allow the council to designate specific areas as "licence streets," making it mandatory for traders to obtain a licence before trading.

The same rules will apply across the whole borough, so that there is no confusion about where certain laws or permissions apply. Which of the following options would be your preferred approach for the council to take?

(Choose any one option) (Required)

- ☐ Leave designations as they are
- ☐ Designate the whole borough
- ☐ Only designate some additional streets in the borough

Is the application process for street trading consent clear and accessible?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Answer this question only if you have chosen No for Is the application process for street trading consent clear and accessible?

What improvements can be made to streamline and/or simplify the application process?

(Required)

# 2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences

H&F Have Your Say

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Section 9 of the new [policy](#) refers to 'Shop front trading licences'. There are no current Shop front trading licences issued by the council. The council wants businesses to make better use of the space in front of their shops, which might otherwise be unused, by using eye-catching displays of their products outside their premises to attract more customers and increase impulse buys from passers-by. Clear guidelines will help to ensure that businesses maintain orderly and safe public spaces, provide a level playing field for all businesses, ensure clear and accessible pathways for pedestrians, reducing the risk of accidents.

Do you think that it is a good idea for the council to start issuing Shop front trading licences?

(Choose any one option) (Required)

- ☐ Yes  
☐ No  
☐ Not sure

To maintain public safety and consistency in approach and processes, the council propose to issue private market operators' licences with Private Market Operator Licence Terms & Conditions. Do you agree with this?

(Choose any one option) (Required)

- ☐ Yes  
☐ No  
☐ Not sure

The council can make regulations prescribing standard conditions which are attached to a permanent or temporary street trading licence. The standard conditions will apply to any person authorised by a street trading licence. The Street Trading Regulations 2004 have been reviewed and updated, and new [prescribed standard conditions](#) have been produced, which complement the new draft [Markets and Street Trading Licensing Policy](#). Do you foresee any challenges in traders complying with the new conditions?

(Choose any one option) (Required)

- ☐ Yes  
☐ No  
☐ Not sure

Do you have any comments about the updated [prescribed standard conditions](#)?

(Choose any one option) (Required)

- ☐ Yes  
☐ No

# 2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences

## H&F Have Your Say

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Answer this question only if you have chosen Yes for Do you have any comments about the updated prescribed standard conditions?

Please use the space below to tell us what you think about the updated [prescribed standard conditions](#)?

(Required)

The updated Regulation of Commodities provides a simpler and clearer commodities list for traders, with less restrictions and greater flexibility on what traders can and cannot sell. The updated list also includes details about prohibited items. Do you have any objections to the [updated commodities list](#)?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No
- ☐ Not sure

Answer this question only if you have chosen Yes for The updated Regulation of Commodities provides a simpler and clearer commodities list for traders, with less restrictions and greater flexibility on what traders can and cannot sell. The updated list also includes details about prohibited items. Do you have any objections to the updated commodities list?

What about the [Regulation of Commodities for Street Trading Licences 2025](#) do you think needs to be changed?

(Required)

Do you have any overall thoughts, general comments or suggestions for improving the draft [policy](#) or anything related to this consultation?

(Choose any one option) (Required)

- ☐ Yes
- ☐ No

Answer this question only if you have chosen Yes for Do you have any overall thoughts, general comments or suggestions for improving the draft policy or anything related to this consultation?

Please use the space below to tell us your overall thoughts, general comments or suggestions for improving the draft [policy](#) or anything related to this consultation?

(Required)

We would like to get to know you better

May we ask you some additional questions so we can get to know you better? Your answers will help us monitor and analyse how effective our services and communications with you are.

You don't have to answer all these optional questions, but it would be helpful.

We ask these questions to ensure that:

- our engagement activity reaches all our communities
- to understand possible differences in views across all our communities (for example to consider if the level of support for a scheme varies between age groups) and
- to improve the effectiveness of the services we deliver and the way we communicate with you.

All personal details will be kept confidential. Further information is available in our [privacy policy](#).

Would you be happy to tell us more about yourself by answering our additional questions ?

(Choose any one option)

- ☐ Yes
- ☐ No

Answer this question only if you have chosen Yes for We would like to get to know you betterMay we ask you some additional questions so we can get to know you better? Your answers will help us monitor and analyse how effective our services and communications with you are.You don't have to answer all these optional questions, but it would be helpful.We ask these questions to ensure that:our engagement activity reaches all our communities to understand possible differences in views across all our communities (for example to consider if the level of support for a scheme varies between age groups) andto improve the effectiveness of the services we deliver and the way we communicate with you.All personal details will be kept confidential. Further information is available in our [privacy policy](#).Would you be happy to tell us more about yourself by answering our additional questions ?

What age group do you belong to?

(Choose any one option)

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐

# 2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences

## H&F Have Your Say

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- ☐ 55-64
- ☐ 65-74
- ☐ 75-84
- ☐ 85-89
- ☐ 90+
- ☐ Prefer not to say

Answer this question only if you have chosen Yes for We would like to get to know you betterMay we ask you some additional questions so we can get to know you better? Your answers will help us monitor and analyse how effective our services and communications with you are.You don't have to answer all these optional questions, but it would be helpful.We ask these questions to ensure that:our engagement activity reaches all our communities to understand possible differences in views across all our communities (for example to consider if the level of support for a scheme varies between age groups) and to improve the effectiveness of the services we deliver and the way we communicate with you.All personal details will be kept confidential. Further information is available in our privacy policy.Would you be happy to tell us more about yourself by answering our additional questions ?

Please tell us your gender

(Choose any one option)

- ☐ Gender neutral/Agender
- ☐ Intersex
- ☐ Male
- ☐ Non-binary
- ☐ Trans man
- ☐ Trans woman
- ☐ Female
- ☐ Prefer not to say
- ☐ Other (please specify)

Please tell us your ethnic group

Why we are collecting this data

You are much more than a statistic to us. We would like to better understand the ethnicity of those we serve and work with.

These categories are not about nationality, place of birth or citizenship. They relate to ethnic group categories based on the Census.

We recognise that these ethnic groups may not represent how you identify yourself. If you feel you don't identify with any groups in the suggested list, we encourage you to write your ethnicity using your own words in the free text box.

Please tick the box that most accurately describes you or use the free text box if appropriate.

(Choose any one option)

- ☐ Asian or Asian British - Bangladeshi
- ☐ Asian or Asian British - Chinese
- ☐ Asian or Asian British - Indian
- ☐ Asian or Asian British - Pakistani
- ☐ Another Asian or Asian British background
- ☐ Black or Black British - African
- ☐ Black or Black British - Caribbean
- ☐ Another Black or Black British background
- ☐ Mixed - Asian and White
- ☐ Mixed - Black African and White

# 2025- 2030 and updated Prescribed Standard Conditions for Street Trading Licences

## H&F Have Your Say

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- ☐ Mixed - Black Caribbean and White
- ☐ Another mixed background
- ☐ White - British, English, Northern Irish, Scottish or Welsh
- ☐ White Irish Traveller, Gypsy or Roma
- ☐ Another White background
- ☐ Another - Arab
- ☐ Prefer not to say
- ☐ Other (please specify)

Answer this question only if you have chosen Yes for We would like to get to know you betterMay we ask you some additional questions so we can get to know you better? Your answers will help us monitor and analyse how effective our services and communications with you are.You don't have to answer all these optional questions, but it would be helpful.We ask these questions to ensure that:our engagement activity reaches all our communitiesto understand possible differences in views across all our communities (for example to consider if the level of support for a scheme varies between age groups) andto improve the effectiveness of the services we deliver and the way we communicate with you.All personal details will be kept confidential. Further information is available in our privacy policy.Would you be happy to tell us more about yourself by answering our additional questions ?

Do you consider yourself to be a Disabled person?

(This is based on the social model of disability that recognises people are disabled by barriers in society, not by their impairment or difference). This definition includes non-visible impairments and long-term health conditions).

(Choose any one option)

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Do you have any comments on the [Inclusive and Accessible Markets and Street Trading Guidance](#)?

(Choose any one option)

- ☐ Yes
- ☐ No

Answer this question only if you have chosen Yes for Do you have any comments on the Inclusive and Accessible Markets and Street Trading Guidance?

Please leave your comments about the [Inclusive and Accessible Markets and Street Trading Guidance](#) below.



**A summary of the key changes to the Prescribed Standard  
Conditions for Street Trading Licences**

<b>Subject area</b>	<b>Changes made</b>
Expanded Structure	The 2023 regulations are significantly more detailed, structured into 32 sections with appendices for specific sites.
Site-Specific Appendices	New appendices outline rules for North End Road, Lyric Square, Wood Lane, Isolated Pitches, and Football Match Day trading.
Transfer of Stalls and Succession	New provisions allow traders to nominate a successor in case of death, retirement, or ill health.
Cancellation Policy	Temporary traders must give 48 hours' notice to cancel a pitch.
Adverse Weather Conditions	Traders must assess risks, and the council may cancel trading with 24 hours' notice.
Social media and Advertising	Traders must notify the council if they use social media for business promotion.
Zero Tolerance Conduct Policy	Stronger language and enforcement around harassment, discrimination, and abusive behaviour.
Fire Safety, Gas, and BBQ Use	Detailed safety requirements for gas appliances, BBQs, and fire prevention.
Waste Management	More comprehensive rules on waste segregation, oil disposal, and animal by-products.
Temporary vs Permanent Licences	Clearer distinctions and renewal timelines (6 months for temporary, 12 months for permanent).
Non-Renewal for Arrears	Licences won't be renewed if traders appear on arrears reports 3+ times in 12 months.
Fee Transparency	Direct link to council website for current fees and charges.
Registered Assistants	Only registered assistants can trade; helpers cannot be left alone or handle payments.
Notification Requirements	Traders must notify the council 7 days before employing new assistants.
No Overpitching	Strict enforcement against trading outside designated pitch limits.
Structure Requirements	All stalls must be stable, flame-retardant, and within pitch boundaries.

Headroom and Accessibility	Reinforced 2.6m clearance rule and emphasis on keeping walkways clear.
Earlier Notification	Absences must be reported by 9:00am (previously 10:00am).
No Refunds for Non-Trading	Traders receive no credit for failing to trade, regardless of weather.
Holiday and Illness Policy	Up to 2 weeks' credit for illness with a doctor's note; long-term absence reviewed case-by-case.
Electricity and PAT Testing	Annual Portable Appliance Testing (PAT) required; preference for battery power over generators.
Gas Safety	Annual gas safety certificates required; strict storage and usage rules for LPG.
Generator Use	Must be approved and not cause noise or fume nuisance.
Annual Risk Assessments	Traders must conduct and submit annual risk assessments.
Waste Segregation	Traders must separate recyclables, avoid single-use plastics, and provide waste carrier documentation for oil/fat disposal.
Stronger Enforcement Tools	Includes fixed penalty notices, seizure of goods, and immediate suspension for serious breaches.
Assistant Accountability	Traders are responsible for breaches committed by their assistants.
No Refunds for Non-Trading	Traders receive no credit for failing to trade, regardless of weather.
Holiday and Illness Policy	Up to 2 weeks' credit for illness with a doctor's note; long-term absence reviewed case-by-case.

# London Borough of Hammersmith & Fulham

## STREET TRADER STALLS Location Map

