



City of Westminster

# **Notting Hill Carnival Street Trading Licensing Guidance 2019**

May 2019

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## **1. Introduction**

Notting Hill Carnival is Europe's biggest street event held annually over the August bank holiday. The 2019 Notting Hill Carnival dates are Sunday 25th and Monday 26<sup>th</sup> August.

This guidance document has been provided to assist street trading applicants with completing the required application form, understanding the requirements expected of them when trading, accessing the site, vehicle movements and frequently asked questions.

This document provides all information that applicants need to be aware of when applying for a licence. We have enclosed information that must be adhered to on the day.

Contact details for the team can be found at the end of this document should you have any questions, but we strongly recommend that you read this document in full to assist you.

## 2. Pitch locations

The Council, in conjunction with the Metropolitan Police Service has established two onsite and one offsite location where street trading is permitted. The onsite locations are in Westbourne Park Road and Talbot Road. The offsite location is Maida Hill Market.

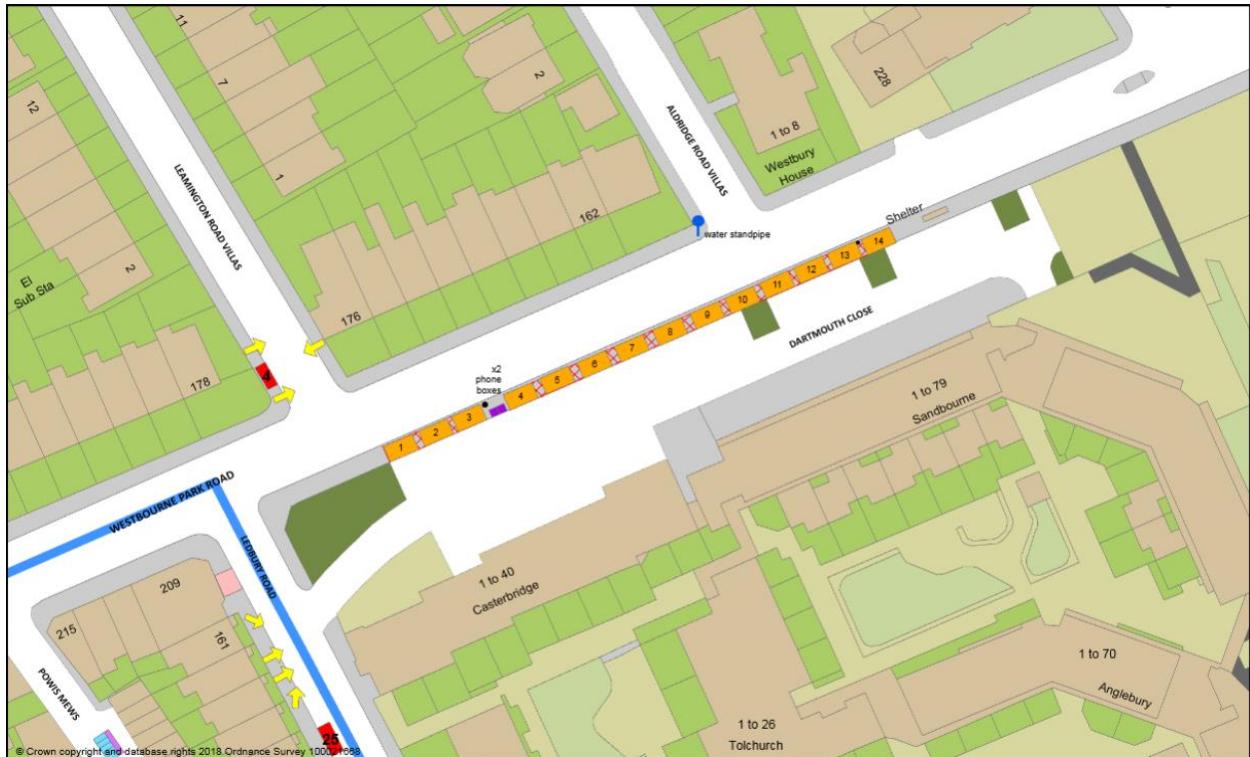
All pitches will be allocated when the licence is granted. Applicants will be able to select a street, a preferred pitch, and a secondary choice. Listing your preferred pitch does not guarantee being allocated that particular pitch and there will be no right to appeal the location that you are allocated to trade from.

There are three types of street trading pitches available and each of the pitch types has a specified maximum size:

Pitch Type	Maximum Size
Cooking pitches (Orange)	5m x 3m
Non Cooking pitches (Blue)	3m x 3m
Trailer Pitch (Green)	6m x 3m (vehicles only)

### Westbourne Park Road

Westbourne Park Road has 14 pitches allocated to it. The pitches are limited to cooking pitches with a maximum footprint of 5 x 3 meters. Each pitch, excluding those where there are natural barriers will have a minimum of a 1 metre void area between each neighbouring pitch for fire safety compliance. See Appendix 2 for a larger map.



## Talbot Road

Talbot Road has a combination of cooking and non-cooking pitches.

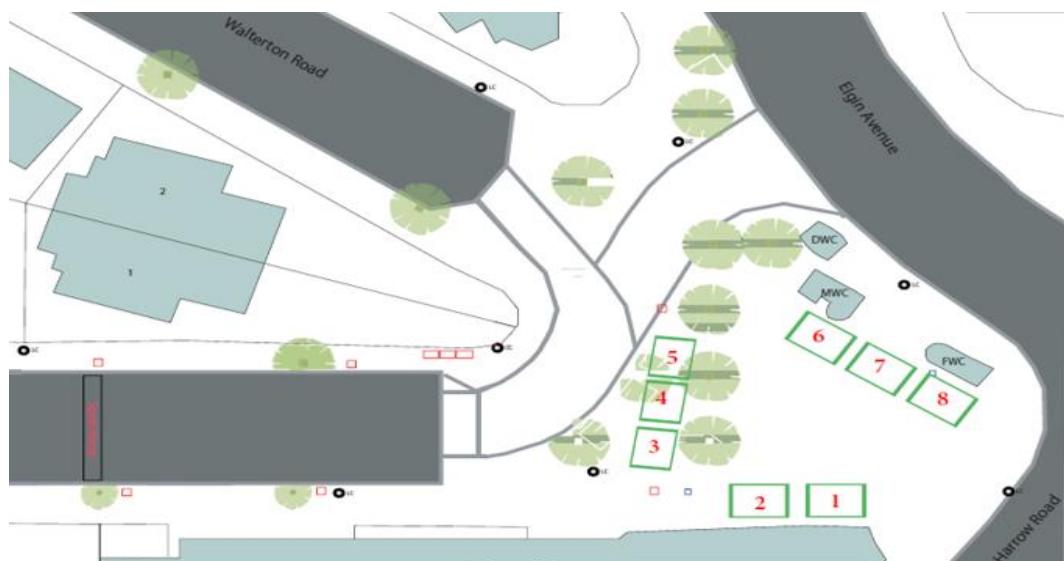
Cooking pitches measure 5m x 3m, trailer pitches, 6m x 3 metres and non -cooking pitches measure 3m x 3m on this road.

**Please note open BBQs are not permitted on the South side of Talbot Road** this is a change from previous years and all traders must note that you will face enforcement action if this is breached. Furthermore traders breaching any conditions will not be able to return in subsequent years. See Appendix 3 for a larger map.



## Maida Hill Market

Maida Hill Market has 8 cooking pitches with a maximum footprint of 3 x 3 meters and traders can apply for a double pitch.



### **3. Application Process & Requirements**

The application form must be completed in full and clearly show where you wish to trade, and what you wish to trade in. I.E hot food or other goods.

The form must be completed in full and emailed into [carnival@westminster.gov.uk](mailto:carnival@westminster.gov.uk) along with copies of the documentation listed below:

- Passport style photograph of the trader and all assistants. – We can accept electronic (JPEG etc) photos taken on a smart phone as long as they are recent and clear face shots.
- Copies of photographic I.D for the applicant and ALL assistants. This must be either a valid passport or a valid driving licence.

All of the above items must be sent together and received by no later than Thursday 20th June 2019.

Late applications received after the deadline date **will not** be considered.

Following consultation with the responsible authorities' all the applications will be determined and pitches will be allocated. Traders will be notified of their application status 21 days after the closing date.

Licences will only be issued to applicants following attendance of one of the mandatory trader training sessions. The dates for the mandatory training sessions are:

Wednesday 7th August 2019                  6:30pm – 8:30pm

Thursday 8th August 2019                  6:30pm – 8:30pm

Monday 12th August 2019                  6:30pm – 8:30pm

The training Sessions will be held at:

Westminster City Hall, 64 Victoria Street, London SW1E 5QP.

## **4. Environmental Health Guidance**

### Food Business Registration

Registration of a 'premises' used for a food business (including stalls, vehicles and other mobile units) is required by law. Registration is required with the Local Authority in whose area this premises is located (where you store your stall or vehicle overnight). If you have not received a Food Hygiene Rating Score then please state awaiting inspection, if you have please give details of the score and date of this inspection.

### Health and Safety Risk Assessment

A health and safety risk assessment should be carried out that is specific to the event. Please use the following link <http://www.hse.gov.uk/risk/controlling-risks.htm> for guidance on this.

Some hazards many include slips, trips and falls, cuts, manual handling, use of LPG, use of generators, burns and scalds, electrocution, asphyxiation, cash handling, use of driving vehicles, etc.

All units must have a First Aid Box that is fully stocked, and it should include blue plasters.

### Electrical Equipment

Electrical equipment being used at outdoor events may be subjected to very harsh conditions particularly if the weather is wet – ensure that any equipment is suitable for outdoor use as equipment can easily become live and can make its surroundings live also.

Equipment operating at 230 volts or higher should be supplied via an RCD (residual current device).

Avoid bad practice including overloading circuits by using multi gang adapters and exposing conductors.

Ensure wires and cables are not trailed where they can be tripped over or walked into and kept as weather proofed as possible.

A PAT certificate should accompany the item (dated within the last year).

### Generators

Only diesel or LPG generators are allowed on to site. There must be no use of petrol generators. A generator needs ventilation, do not cover it or store it near combustible materials.

Generators produce fumes and noise, which can cause annoyance, and can be unpleasant for residents and other members of the public - ensure that your generator is operating efficiently and with minimal pollution.

Ensure generator fumes are directed away from other food stalls and residential properties.

## LPG

A gas safety certificate should accompany all appliances present on site (dated within the last year).

Store spare cylinders upright in a secure well-ventilated area away from any sources of ignition (spares should not be stored in vehicles).

Precautions must be taken when using LPG: detailed fire and safety advice should be discussed prior to the event with the Fire Brigade.

Only regulators, pipe work and connections that have been designed and manufactured to the appropriate British Standard specification must be used.

Ensure all connections are correctly secured. To check for leaks, rub soapy water around joints and look for bubbles.

Never attempt to detach the hose from the cylinder when operational. Crimp clips should be used not jubilee clips. Only use flexible hoses that are not cracked.

## Fire Safety

The means of escape from your unit for you and your staff should be maintained at all times and kept clear.

All combustible materials that could promote fire spread need to be identified and stored away from any ignition source (coals should not be stored under the BBQ).

Structures/marquees, coverings, curtains and drapes should be certificated as flame retardant or adequately treated with a flame retardant.

Wherever any cooking equipment is used, a fire blanket and an annually serviced fire extinguisher should be provided suitable for the activity, the wrong use could make the situation much worse.

## Nuisance

Any equipment used or cooking method employed must not cause odour, smoke or fume nuisance to local residents, other traders or commercial premises in the area.

## Training

Proprietors of food businesses are required to ensure that their employees who handle food are supervised and instructed and/or trained in food hygiene matters sufficient for the work activities they undertake. It is strongly recommended therefore that all food handlers are trained and hold a certificate of competence in basic food hygiene from a recognised and approved training body.

## Food Hygiene

The food you should serve should not make people ill.

The Food Safety and Hygiene (England) Regulations 2013 - the main requirement is that the food business must be operated in accordance to a written Food Safety Management System based on Hazard Analysis and Critical Control Point (HACCP) principles. You can either devise one yourself or adapt a policy (called Safer Food Better Business, SFBB) freely available from the Food Standards Agency which can be downloaded from:  
<http://www.food.gov.uk/business-industry/caterers/sfbb/>

Consideration must be given to the following:

- How the food is prepared/stored before transit
- Transportation
- Storage on site
- Preparation on site
- Cooking/reheating
- Hot/cold holding
- Serving of food
- How you maintain the cold chain (temperature control),
- Cross contamination control
- Cleaning

#### General setup

Units should be in good repair and kept clean throughout the event. They should be suitably weighted, so they remain secure in windy conditions.

Surfaces should be easy to clean and slip resistant. Food contact surfaces and hand contact surfaces should be kept clean throughout. All food preparation should take place under cover.

All cooking equipment should be placed on a stable surface. Hot surfaces should be kept out of reach from the public and remember to consider your means of escape in an emergency.

#### Personal hygiene

Your staff should:

- wear clean overalls/aprons
- wear covered sturdy shoes
- not wear loose jewellery
- tie hair back
- keep nails clean
- cover cuts and sores with blue waterproof plasters
- not cough or sneeze over food
- not smoke or spit whilst on the stall

Hand wash facilities are to be present on all units preparing food. This should have a running warm water supply, with antibacterial soap and blue disposable drying towel. Please note a bowl with soapy water is not acceptable. The hand wash facilities should be set up before your start handling any food.

An example of an acceptable portable system particularly where electrical power and water supply may be limited can be found at the following link:  
[www.tealwash.com/shop/washstand/](http://www.tealwash.com/shop/washstand/). Please note other suppliers may also provide a suitable system.

Hand should be washed after each activity/task.

If you use gloves make sure that you change them each time you change your task.

Allocate specific duties to specific people.

There should be no smoking in the unit or surrounding the unit as this may be near LPG, generators, etc.

#### Storage of food

Food should not be stored on the floor

Food should be suitably covered

Food should be date labelled and this system should be followed

Food should not be prepared / cooked too far in advance

Keep hot food hot (above 63°C) and cold food cold (below 8°C)

Frozen -18°C or below

A probe should be used to check the above temperatures (cleaned in between) and these temperatures should be recorded on a sample of food every 2 hours at least

In a fridge raw food should be stored below ready to eat, to stop any raw juices contaminating ready to eat foods.

If hot food is out of temperature it must be discarded after 2 hours and cold foods after 4 hours. There must be evidence to prove these timings.

#### Cooking of food

You will need to cook and reheat foods to a minimum of 75°C for 2 minutes.

Undercooked food is one of the main causes of food poisoning - make sure you thoroughly cook food through.

#### Cross contamination

Consider how you will ensure there is no cross contamination.

Don't let raw foods or unwashed fruit/veg come into contact with food that is ready to eat.

Whilst cooking, a rotation system should be implemented to ensure raw food does not come into contact with ready to eat foods.

Use separate utensils/chopping boards/knives for raw and ready to eat foods. Or separate these activities with time and cleaning.

Provide a dedicated refuse store such as a rubbish bin.

### Cleaning

Suitable cleaning materials should be used. A sanitiser should be on site – follow the instructions about the contact time. Remember cleaning cloths will also need to be regularly changed. Ideally disposable cloths should be used.

As well a hand wash sink, separate sinks should be provided for food wash and utensil wash. These sinks will also need a hot and cold-water supply. If you only have one sink for these activities (food wash and utensil wash) suitable sanitising will need to take place between tasks.

### Labelling and Allergens

Food labelling must comply with Regulation (EU) No 1169/2011 - Provision of Food Information to Consumers) – particularly with regards to Allergens -further guidance can be found at:

<http://www.food.gov.uk/business-industry/guidancenotes/labelregsguidance>

You should be aware of the 14 main allergens which may be present in the food you sell. You will need to record what is present in each of your dishes and have a copy of this on site.

## **5. London Fire Brigade Guidance**

It is a requirement that all Stallholders provide a fire extinguisher during their attendance at the Notting Hill Carnival.

Stallholders with cooking facilities are to provide a Class B extinguisher (Foam or Dry Powder) of at least 4kg/ 4lt size.

Stallholders not providing food are to provide a Class A fire extinguisher of at least 4.5lt capacity.

Stall holders providing deep frying are to provide Category F Wet Chemical fire extinguisher of at least 4kg capacity

Careful note should be made of the correct method of operation of each extinguisher type.

Stallholders with electrical generators are to provide either a dry powder, carbon dioxide fire extinguisher with a capacity of 4kg.

Generators are to be kept away from combustible materials and be provided with adequate ventilation. When refilling fuel tanks the generator is to be switched off and all persons moved away from the generator whilst re-fuelling takes place and a fire extinguisher positioned nearby.

Fuel cans used for re-fuelling are to be of an approved type for carrying petroleum spirit (diesel not petrol) / fuel oil. Only one can is to be used and stored away from any possible heat source.

### **ACTION IN CASE OF FIRE**

- Ensure the Fire Brigade is summoned.
- Attempt to extinguish the fire without personal risk.
- Move bystanders away from the fire.
- Move combustible material, LPG cylinders and refuse away from the fire. Consider moving adjacent stalls and canopies away from the fire without personal risk.

### **FIRE EXTINGUISHERS GENERAL NOTE**

Fire extinguishers can be either purchased or hired for the Carnival through suppliers listed in the Yellow Pages Telephone Directory under 'Fire Extinguishing Equipment'.

## 6. Waste

In previous years some pitch operators have left huge amounts of waste in and around the immediate area where they have operated.

This has led to additional costs to the Council, health and safety issues for residents and general untidiness.

All pitch operators must ensure that no waste is left at the end of trading each day.

Operators found to have not complied with the above will receive notification and this could be used as evidence to refuse future licence applications.

A commercial food waste scheme will be piloted this year (see below). If you would like to receive more information about our food waste service, opt in for more information using the application form.

**Notting Hill Carnival 2019**

# How does the food waste recycling service work?

For the first time, Westminster City Council is offering traders/stallholders at Notting Hill Carnival the chance to recycle their unwanted food waste.

Thirty per cent of the rubbish thrown away in Westminster during Carnival is food waste. By using this service, all of your food waste can be recycled instead of being sent for incineration.

1. Request a food waste bin – it will be delivered on Sunday morning
2. Simply fill it up with food waste throughout the day
3. At the end of the day leave the bin within the pitch markings of your stall, with the lid closed
4. The bin will be collected in the evening and returned on Monday morning, to use in the same way
5. Leave the bin out on Monday in the same way (lid closed and within your pitch markings)

**What can go in the food waste bin?**

FOOD WASTE	DAIRY	BREAD AND PASTRIES
MEAT AND BONES	TEA AND COFFEE GROUNDS	FRUIT AND VEGETABLES
FISH	RICE, PASTA AND BEANS	

**What can't go in the food waste bin?**

PAPER PLATES	LIQUIDS (MILK ETC)	OIL OR LIQUID FAT
PLASTIC CUTLERY	NAPKINS AND TISSUES	ANY OTHER WASTE

We will be taking a detailed report of the clear up process and will consider prosecution of those found leaving rubbish and litter.

## 7. Sustainability

In the aim for a greener carnival we encourage you to think about how you can make your trading more sustainable for the environment.

You can avoid single-use plastics by consider using the following alternatives:

- Reduce the need for generating excessive amounts of packaging through buying smarter and in bulk.
- Reusable cups, plates, cutlery
- Using paper-based products, ideally from recycled material – e.g. recycled paper plates, cups, napkins and tissues
- Using wood-based materials for items such as cutlery ideally FSC certified wood
- Bamboo or palm leaf-based materials for items such as plates, containers, tubs etc

Metal is very easily captured for recycling whether kept segregate for recycling or thrown away as general waste:

- Metal cans instead of plastic or glass bottles
- Aluminium foil instead of clingfilm

The use of compostable packaging is not recommended. The treatment process for organic waste simply cannot handle them because these materials take too long to break down.

## **8. Access to site and vehicles**

Due to the increased security arrangements on site there will be a requirement for all applicants for a Temporary Street Trading Licence to provide information and documentation associated with their vehicles. The Metropolitan Police Service will be restricting vehicle movements on and off site and also when the Carnival is in operation.

As a result of these additional security checks traders will need to include in their application for a vehicle access pass (VAP):

- Vehicle Registration
- Vehicle Make & Model
- Vehicle Colour
- If hire vehicle, hire company name.

Driver details to include:

- Drivers Name
- Driver Address
- Driver DOB
- Driving License Number

In addition to the vehicle details the drivers and those coming onto site in those vehicles must also be registered. The application form for the licence will enable the full names and other requirement information to be registered. The applicant must also provide a copy of the driving licence for the driver of the registered vehicle.

Access to the site will be restricted and security checks will be put in place for vehicles entering the site. Please note that no vehicle will be permitted to enter the Notting Hill Carnival Parade site after 9:00am on the 25<sup>th</sup> or 26<sup>th</sup> August. If a vehicle arrives after this time it will be turned away by the police. Please ensure you arrive in good time and take potential traffic delays into account.

Parking within the carnival site will be limited. You will be able to apply for a trader parking space once you've been allocated a site. Traders vehicles **must not** be parked within the footprint during the event unless they have applied for and been successful in receiving a trader parking space. Vehicles will be removed or ticketed unless you have both a VAP and a trader parking space issued to you.

Any unregistered vehicles parked within the site past 9am will be subject to seizure.

Egress from the footprint after the carnival will be restricted, in the interest of public safety and cleansing. As a result, vehicle access to the footprint will be restricted after the event until the Metropolitan Police Service deem it safe to re-open the roads.

We would strongly suggest that applicants try reducing the need for parking a vehicle within the footprint of the carnival. We have given the same advice to our sound system operators. The Council will inform those who have indicated a wish to park within the Carnival footprint if that option is possible this year and the cost of that parking permit.

**Please note you will not be able to leave the footprint immediately after the event has finished as the roads need to be cleansed and made safe. Please listen to instructions given by Police and City Inspectors and be aware you may need to wait.**

## **9. Compliance with licence**

All conditions of the temporary street trading licence must be complied with.

Enforcement officers from the Council will be working before, during and after the whole of Notting Hill Carnival. If you have concerns you should raise them immediately.

Enforcement officers will have a zero-tolerance approach to litter and rubbish that is discarded. You are responsible for dealing with your own litter and rubbish.

You must ensure your temporary street trading licence is displayed at all times and that only the registered assistants are working on the stall. You must only trade in the items you have applied for and have been granted to trade.

Traders who continue to operate beyond the times stated on their licence, will be subject to enforcement action and will not be able to return the following year.

You must remain within the boundaries of your allocated pitch. Traders who oversize their pitches will face enforcement action and will not be able to return the following year.

Appendix 1 shows a complete list of all conditions that must be adhered too.

## 10. International Counter Terrorism Awareness

Provided by the Met Police

### Helpful Advice

- Identify and respond to Suspicious Behaviour
- Identify and deal with Suspicious Items
- Respond to a Firearms or Weapons attack
- For further information visit: [www.gov.uk/nactso](http://www.gov.uk/nactso)



### Identifying Suspicious Behaviour

Remember: to focus on behaviour not appearance

On foot

- Loitering in restricted or public areas
- Paying significant interest to: entrances, exits, CCTV or security staff, taking photos
- Concealing face / identity
- Asking unusual or security related questions
- Avoiding security staff
- Activity inconsistent with the nature of the building or area

From a vehicle

- Vehicles parked out of place
- Vehicles retracing the same route
- Trust your instincts, if you see anything suspicious take action

### Reporting Suspicious Behaviour

Who did you see, what did they look like, what were they wearing?

What have you seen, what has happened, what was it that made you suspicious? Where did the situation happen and where were you?

When did it happen – what time?

Don't be afraid and don't worry about over-reacting, have the confidence to act. Your actions could help avert an attack and save lives.

### Identifying Suspicious Items

**Hidden:** has the item been hidden? Has any attempt been made to conceal the item from view or place it where accidental discovery is unlikely? Innocent items are not usually hidden deliberately.

**Obvious:** is the item obviously suspicious? Can wiring or batteries be seen? Is it taped or contains liquids or powders? Has it been found after seeing suspicious behaviour?

**Typical:** is the item typical of what you might reasonably expect to find in the location? Also consider the current threat? Ask has anyone left the item?

## Actions to Take if you Believe the Item to be Suspicious

**Confirm** that the item is suspicious

**Clear** the area to the best of your ability – Do not touch the item and leave it in place

**Communicate** to your team and the police – Do not use radio handsets within 15 metres of the item

**Control** access into the area

## Responding to a Firearms or Weapons Attack

### **RUN**

- If there is a safe route, RUN, if not hide
- Insist others go with you
- Don't let them slow you down
- Leave your belongings behind

### **HIDE**

- If you can't run, HIDE
- Find cover from gunfire
- Be aware of your exits
- Lock yourself in a room if you can
- Move away from the door
- Be very quiet, turn off your phone
- Barricade yourself in

### **TELL**

- Call the police when you are safe
- Give your location
- Describe the attacker
- Can you safely stop others from entering the area

# UNATTENDED ITEMS: LOST... or SUSPICIOUS?



# H

## Hidden?

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.



# O

## Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?



# T

## Typical?

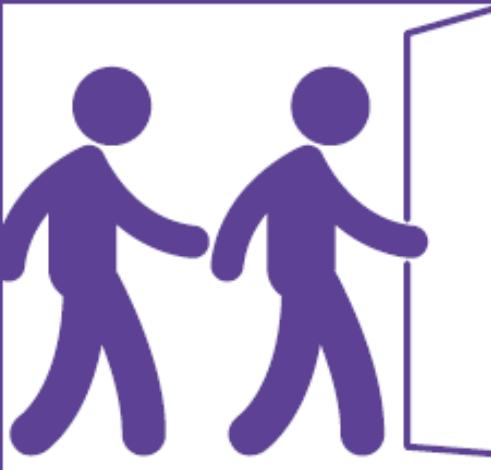
- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

**If after applying the HOT  
protocols you still believe the item  
to be suspicious, call 999.**

**NaCTSO**  
National Counter Terrorism Security Office



## TELL THOSE AFFECTED TO:



### **REMOVE THEMSELVES...**

...from the immediate area to avoid further exposure to the substance. Fresh air is important.

**If the skin is itchy or painful,  
find a water source.**



### **REMOVE OUTER CLOTHING...**

...if affected by the substance.

Try to avoid pulling clothing over the head if possible.

Do not smoke, eat or drink.

**Do not pull off  
clothing stuck to skin.**



### **REMOVE THE SUBSTANCE...**

...from skin using a dry absorbent material to either soak it up or brush it off.

**RINSE continually with  
water if the skin is itchy  
or painful.**



COUNTER  
TERRORISM  
POLICING

**ACT** | ACTION  
COUNTERS  
TERRORISM

**IN THE RARE EVENT OF**  
a firearms or weapons attack

# RUN HIDE TELL



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.

## 11. Frequently Asked Questions

### How long will it take to get your licence?

Your licence will be issued to you in person at the trader briefing session. You will need to select a session to attend on your application form.

### What training am I required to undertake prior to Notting Hill Carnival?

You will be required to attend a Notting Hill Carnival Street Trading Session. This session will cover information from Environmental Health, the Metropolitan Police and London Fire Brigade.

### What do I do if my pitch is obstructed?

You will need to ensure you only set up and occupy your own pitch location.

If you are obstructed, you can ring our enforcement on 020 7641 2000 or use the “Report It” function on our website: <https://www.westminster.gov.uk/report-it>

### Can I move my vehicle once it is parked and inside the Carnival Foot Print (Vehicle Access Permit and Parking Pass holders only)?

Parking within the carnival site will be limited. You will be able to apply for a trader parking space once you've been allocated a site. Traders vehicles **must not** be parked within the footprint during the event unless they have applied for and been successful in receiving a trader parking space. Vehicles will be removed or ticketed unless you have both a VAP and a trader parking space issued to you.

### If some of my assistants do not turn up or are ill can other people work on my pitch?

No, only registered assistants will be permitted to work on the pitches. We are allowing up to 6 assistants to be registered on each application.

### Who can I contact if I have questions about the application process?

Please call 020 7641 6500 or email [carnival@westminster.gov.uk](mailto:carnival@westminster.gov.uk).

## **12. Appendices**

### Appendix 1

#### **Temporary Street Trading Licence Conditions**

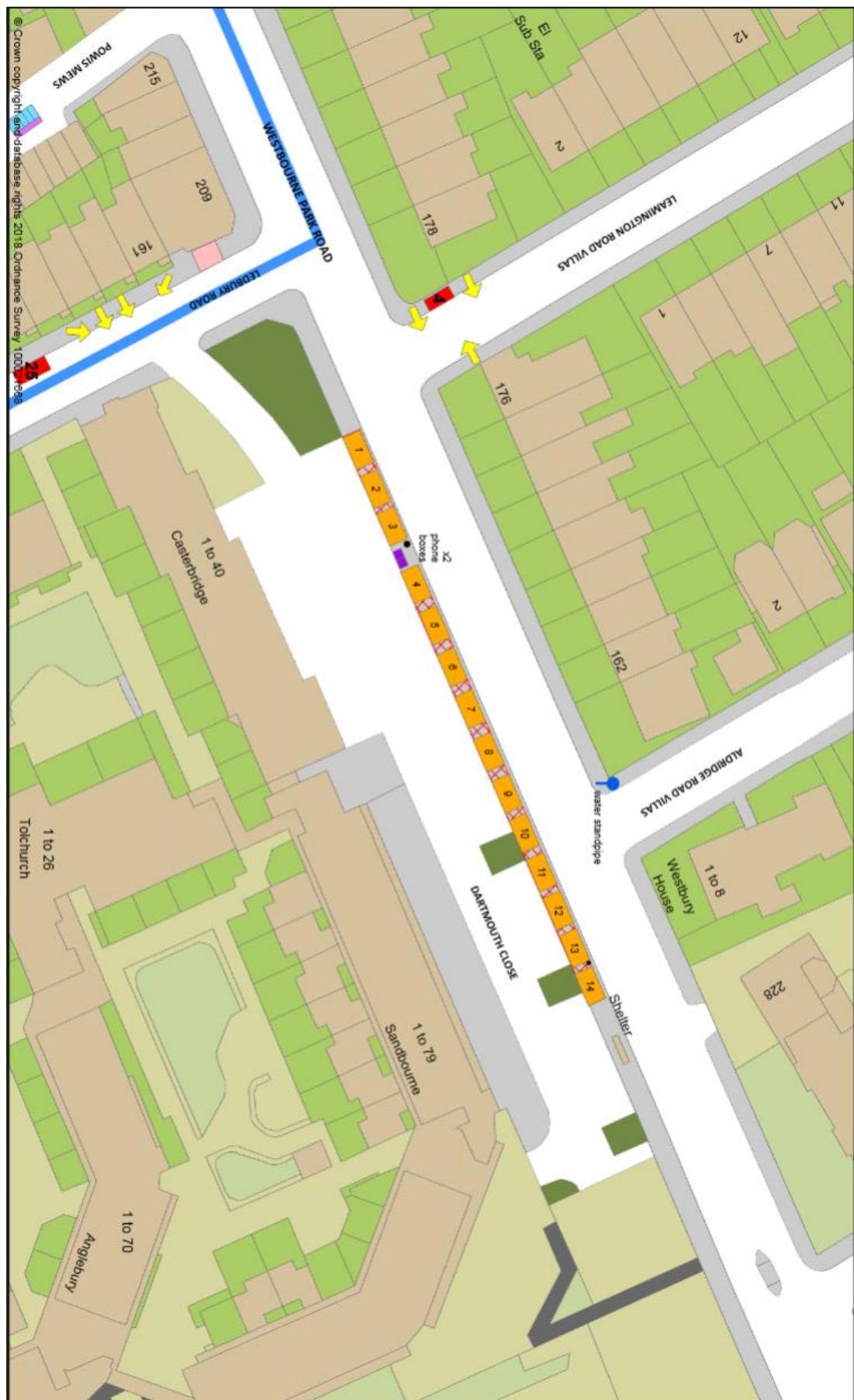
- 1** The licensee shall trade solely in the articles, and at the designated pitch, and on the days specified on the licence.
- 2** Trading at the Notting Hill Carnival is dependent upon production of the licence, in person by the named licence holder.
- 3** The licence shall be displayed at all times whilst in the Notting Hill Carnival area.
- 4** That the licence is granted subject to compliance with any other statutory enactment which is currently in force.
- 5** Traders shall take out third party insurance cover with a minimum liability of at least £5,000,000.
- 6** The sale of alcohol is strictly forbidden. (Sales of alcohol may render you liable to prosecution and drink may be seized.)
- 7** The sale of re-heated/warm/hot food on non-cooking pitches is NOT PERMITTED.
- 8** Stalls shall not be set up earlier than 6:00 a.m. and vehicles removed by 8:00 a.m. on each day.
- 9** Trading shall commence from 10:00 a.m. and cease no later than 7:00 p.m. or at a time specified by the Metropolitan Police.
- 10** Trailers (mobile catering units) shall not be permitted unless it relates to one of the 6.0 metre pitches.
- 11** Temporary licence holders will only be allowed to take one vehicle into the Notting Hill Carnival area unless previous written authority from the City Council has been given.
- 12** No vehicles, other than ice cream/refreshment vehicles authorised by a temporary street trading licence, will be permitted to remain in the Notting Hill Carnival area except where a valid parking permit is in force.
- 13** No vehicles other than those for which parking has been approved and paid for will be permitted to remain in the NHC trading area.
- 14** The notes enclosed entitled "Fire Safety - Extinguishers" shall be fully complied with.
- 15** No cooking equipment shall be located at the front or serving edge of the pitch. Licence holders must ensure that all goods, materials, refuse etc, do not spread outside the licensed pitch area.
- 16** Temporary licence holders shall not dispose of hot ashes, oil, coals or similar materials on to the road or residents private property at any time.

- 17 Barriers will be supplied by the council for all pitches and must be placed around the trading area, barriers being used for general crowd safety purposes must not be removed from the highway by licence holders. 5 barriers will be provided for cooking pitches.
- 18 Traders shall not use, or permit the playing of amplified music through loudspeakers or a sound system on the licensed area or within the immediate vicinity.
- 19 The licence holder will comply with all reasonable requests from authorised officers from the council or the police throughout the trading days.
- 20 All goods on sale will have prices displayed and comply with trading standards legislation.

#### **Informatives**

- a) The grant of this temporary licence is conditional on the licence holder undertaking traders training for that year.
- b) The grant of this temporary licence is conditional on receipt of a valid application and payment of full fee.
- c) Any breeches of licence condition above will result in a warning issued to the licence holder.
- d) Persistent breeches may result in refusal to grant further temporary licence.
- e) Serious breaches may result in suspension in trading this decision by an authorized officer on the day.

## Appendix 2 – Westbourne Park Road



### Appendix 3 – Talbot Road



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## City of Westminster

### Licensing Team

Tel: 020 7641 6500  
Email: [carnival@westminster.gov.uk](mailto:carnival@westminster.gov.uk)  
Web: [www.westminster.gov.uk/licensing](http://www.westminster.gov.uk/licensing)