

Worcester Victorian Christmas Fayre 2019

Licensing & Food Business Guidance

As a Worcester business you may find the following guidance useful if you are intending on being involved with this year's Victorian Fayre.

This guidance is intended to help you trade both safely and legally during the Fayre

Retail businesses, shops and food outlets

If your business is located within the footprint of the Fayre, you are welcome to get involved.

You may extend the sale of any goods sold within your premises to the external frontage of your shop, store or outlet without the need to obtain a Street Trading Licence from the Council.

Please ensure that your businesses public liability insurance covers the outside trading area.

Subletting external areas

Please note that the subletting of external frontages or outside areas adjacent to business premises is strictly prohibited.

Any person found trading in the street, highway or public place from a stationary location, that is not an official part of the Fayre and is not a genuine extension of an existing business (as highlighted above) will be instructed to cease trading immediately and may be subject to further formal legal action for illegal street trading.

Temporary Structures, stalls, gazebos, seating or mobile/temporary bars

These may be permitted in certain locations, however please liaise with the Fayre Office in the first instance giving full details of any intended temp structures, this will ensure that they do not conflict with or impede the Fayre layout.

Any temporary structure, stall, gazebo, seating or mobile/temporary bar will be removed if it is found to have been erected or positioned in such a manner that it is causing an obstruction or hazard to pedestrians or emergency / essential vehicles.

Alcohol Sales

If you wish to sell alcohol during the Fayre either on or from your business premises please ensure that you have the correct licensing permissions in place.

- **Licensed premises** - If your business is currently licensed for alcohol sales, please ensure that the permissions extend to any external areas where alcohol sales are intending to take place.

If you are unsure as to the extent of your current licensed premises please contact the Licensing Office for clarification - enquiries@worcsregservices.gov.uk.

- **Temporary Events Notices (TEN)** – If you wish to undertake alcohol sales and do not currently have a premises licence, you will need to apply for a TEN.

To apply online for a Temporary Event Notice please use the following link:

<https://www.worcester.gov.uk/temporary-event-notices>. Please insert the ref “Worcester Victorian Fayre 2019” on the application.

Please be aware that the last day for submitting a TEN application online is **Wednesday 13th November 2019**.

Food Trader Advice

Please make sure you have the following:

- FHS rating on display
- allergen information available
- suitable hand cleaning facilities
- access to hot water [essential for all high risk traders]
- cleaning materials
- sneeze screens to protect cakes and breads
- appropriate temperature controls
- adequate storage facilities
- staff appropriately trained
- public liability insurance
- relevant health and safety certificates

Food safety officers will be visiting the fayre.

Please note

Any person(s) found to be undertaking alcohol sales without a premises licence or valid TEN, will be committing an offence under S136 (1)(a) of the Licensing Act 2003. Any person found guilty of this offence is liable on summary conviction to imprisonment for a term not exceeding 6 months, an unlimited fine, or both.

For further advice or to contact WRS please email enquiries@worcsregservices.gov.uk or call 01905 822799