

# **North Somerset Council**

## **REPORT TO THE LICENSING COMMITTEE**

**DATE OF MEETING: THURSDAY 4 APRIL 2019**

**SUBJECT OF REPORT: REVIEW OF A STREET TRADING CONSENT ST004 -  
NUMBER ONE, BRIDGWATER ROAD, DUNDRY**

**TOWN OR PARISH: DUNDRY**

**OFFICER/MEMBER PRESENTING: DIRECTOR OF DEVELOPMENT AND  
ENVIRONMENT**

**KEY DECISION: NO**

### **RECOMMENDATIONS**

That the Licensing Sub-Committee reviews the current Street Trading Consent which has been granted to Mr and Mrs Hicks trading as Number One and determines whether the Consent should continue.

#### **1. SUMMARY OF REPORT**

- 1.1 On the 4<sup>th</sup> September 2007 a Street Trading Consent was granted to Mr and Mrs Hicks trading as Number One, selling food and refreshment. The consent has been renewed annually since this date. Mr and Mrs Hicks have been sent quarterly invoices for a street trading consent trading as Number One. A sum of £1359.00 remains unpaid to date. Mr and Mrs Hicks have continued gain financial benefit from the Consent issued to them without paying the appropriate fees.

#### **2. POLICY**

- 2.1 On 1 April 2008 the full Council adopted a revised district wide Street Trading Scheme for the North Somerset area. The revised scheme became operative on the 4 June 2008. The application made falls within the Council's street trading scheme.
- 2.2 At the same meeting the Council adopted guidelines for the administration of the Street Trading scheme. A copy of the Guidelines is available to the Committee and has been given to the applicant.
- 2.3 Paragraph 78 of the Council's adopted guidelines specifies that a review of a Consent granted can be undertaken if complaints are received, operation problems encountered or where there is failure to pay Consent fees.

#### **3. DETAILS**

- 3.1 Mr and Mrs Hicks were first granted a Street Trading Consent on 4 September 2007 to trade as Number One. Mr and Mrs Hicks have renewed the Street Trading Consent annually. In June 2012 Mrs Hicks applied to renew the Street Trading

Consent in her name only. The annual fee was to be paid by quarterly payments at her request. The current Consent granted to Mrs Hicks is shown at **Appendix 1**.

- 3.2 An invoice was issued for the Licence fee of £453.00 (for three months trading) on the 11<sup>th</sup> July 2018. Reminders were sent by the finance team on the 14<sup>th</sup> August 2018 and a second reminder on the 28 August 2018. No payment has been received to date for this invoice. A copy of the invoices are shown at **Appendix 2**.
- 3.3 A second invoice was sent for a further licence fee of £453.00 on 3 October 2018. Reminders were sent by the finance team on the 6<sup>th</sup> November 2018 and the 20<sup>th</sup> November 2018. No payment has been received to date for this invoice. A copy of these invoices are shown at **Appendix 3**.
- 3.4 A third invoice was sent for a further licence fee of £453.00 on the 9<sup>th</sup> January 2019. Reminders were sent by the finance team on the 13<sup>th</sup> February 2019 and the 28<sup>th</sup> February 2019. No payment has been received to date for this invoice. A copy of these invoices are shown at **Appendix 4**.
- 3.5 An email was sent on the 22<sup>nd</sup> January 2019 to Mrs Hicks from the licensing section regarding the non-payment of the three invoices. A copy of the email is shown at **Appendix 5**.
- 3.6 A letter was sent on the 25<sup>th</sup> January 2019 to Mrs Hicks from the licensing section regarding the non-payment of the three invoices. A copy of the letter is shown at **Appendix 6**.
- 3.7 The trading unit has been noted trading at the site throughout the period.

#### **4. CONSULTATION**

None

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 A sum of £1359.00 is currently owed to the Council for non-payment of licence fees. Recovery of this sum will be pursued regardless of the decision of this Committee.

#### **6. LEGAL POWERS AND IMPLICATIONS**

- 6.1 The Licensing Authority recognises that its licensing function is only one means of securing the delivery of the service. The Licensing Authority will therefore continue to work in partnership with other stakeholders, such as the Police, Crime & Disorder Partnerships and the Vehicle and Vehicle Standards Agency (DVSA) towards the promotion of any licensing objectives.
- 6.2 In undertaking its licensing function, the Licensing Authority has regard to the following legislation:
  - Town and Police Clauses Act 1847
  - Transport Act 1980 & 1985
  - Road Traffic Act
  - The Local Government (Miscellaneous Provisions) Act 1976, 1982 as amended
  - Environmental Protection Act 1990
  - Health Act 2006
  - The Smoke-free (Premises and Enforcement) Regulations

- The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007
- The Equality Act 2010
- The European Convention on Human Rights, which is applied by the Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002
- Local Government (Miscellaneous Provisions) Acts 1976, 1984
- Highways Act 1980
- Licensing Act 2003
- Gambling Act 2005

6.3 The Licensing Authority also has regard to any other relevant legislation, strategies, policies and guidance in its decision-making.

## **7. RISK MANAGEMENT**

7.1 Regularly reviewing licensing policies and practices and using a risk-rated approach to both proactive and reactive enforcement reduces the risk to the Authority. Ensuring MoU agreements are in place with external partner agencies will also help strengthen roles and responsibilities surrounding Licensing work.

## **8. EQUALITY IMPLICATIONS**

None

## **9. CORPORATE IMPLICATIONS**

9.1 Under the provisions of the Local Government (Miscellaneous Provisions) Act 1982 the Council may revoke a Street Trading Consent if they think fit.

9.2 There are no legal rights of appeal against the Licensing Sub-Committee's decision to revoke a Street Trading Consent. Judicial Review on procedural issues is though possible.

9.3 The provisions of the Human Rights Act 1998 apply to the process of granting Street Trading Consents.

## **10. OPTIONS CONSIDERED**

10.1 The following options are available to the Licensing Sub-Committee with regards to the Street Trading Consent:

1. Revoke the Street Trading Consent based on breach of the terms of the Consent granted.
2. Allow the Consent to continue subject to the outstanding fees being paid within 7 days of the date of the Licensing Hearing. If the fees are not paid officers are authorised to revoke the existing Street Trading Consent with immediate effect

## **AUTHOR**

Caz Horton, Licensing Officer

Tel: 01934 426 800

## **BACKGROUND PAPERS**

The relevant background papers are attached as appendices.

**STREET TRADING CONSENT**  
**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**  
**CONSENT NUMBER: ST004**

The **NORTH SOMERSET COUNCIL** being the Licensing Authority under Section 3 of the above Act

**HEREBY GRANT CONSENT TO Mrs Claire Hicks**

of 12 Redford Crescent, Withywood, Bristol, BS13 8SD

Trading name: **Number One**

To trade at: **South of Yew Tree Lane, Bridgwater Rd, Winford.**

On the following days:

	<b>MON.</b>	<b>TUES.</b>	<b>WED.</b>	<b>THURS.</b>	<b>FRI.</b>	<b>SAT.</b>	<b>SUN.</b>
<b>FROM</b>	0800 hrs	0800 hrs	0800 hrs	0800 hrs	0800 hrs	0800 hrs	0800 hrs
<b>TO</b>	1500 hrs	1500 hrs	1500 hrs	1500 hrs	1500 hrs	1300 hrs	1300 hrs

In the articles of the following description(s): **Food and Refreshments**

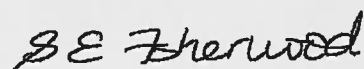
**THERE IS** included in this Consent permission to trade from a **Trailer**

**THIS** Consent is granted subject to the attached general conditions relating to Street Trading Consents and to the special conditions (if any) set out in the attached Schedule.

A fee of £1,200.00 has been agreed to be paid for this Consent.

This Consent shall continue in force from **1 July 2018** until **30 June 2019**

**GRANTED** on 16 July 2018



**Sioux Isherwood, Principal Environmental Protection & Licensing Officer**

on behalf of the said Authority

# **STREET TRADING CONSENT CONDITIONS**

## **GENERAL CONDITIONS**

1. The Consent Holder (which expression where appropriate includes joint holders of this Consent) and any person employed by him to assist him in his trading shall produce the Consent on demand when so required by a duly authorised officer of the North Somerset Council, or by a Police Officer.
2. A copy of this Consent shall be kept onsite by the holder and available for inspection by an authorised officer of the Council, or a Police officer.
3. The Consent Holder shall notify the Licensing Manager of the Council immediately of any convictions or proceedings arising out of the use or enjoyment of the Consent.
4. The Consent Holder shall not assign, underlet or part with his interest or possession under this Consent or any part thereof, but may surrender it to the Council at any time.
5. The Consent Holder shall observe and comply with any directions in relation to the use of the street or public place by a duly authorised officer of the Council.
6. Nothing contained in these conditions shall relieve the Consent Holder or his employees or agents from any legal duty or liability and the Consent Holder shall indemnify the Council in respect of all claims, actions, demands or costs arising from this Consent.
7. The Consent Holder shall at all times maintain a valid Third Party Public Liability Insurance Policy for a minimum of 5 million pounds to the satisfaction of the Council and shall produce a valid certificate of such insurance at any time upon request by an authorised officer of the Council.
8. This Consent does not infer or grant exclusive rights to the holder for use of the location specified in the permission. If at any time at the permitted trading location other statutory bodies or organisations require access and use of the location to carry out emergency or other remedial works, they shall be afforded such access for such time as the required works need to be completed.
9. The Council may vary the Conditions attached to the Consent at any time, subject to reasonable notice being given to the Consent Holder.

## **SITE CONDITIONS**

10. The Consent Holder when operating on a static site shall have access to suitable and sufficient sanitary accommodation for both the Consent Holder, and any persons employed in the street trading activity. The sanitary accommodation arrangements shall be approved by the local authority.
11. The Consent Holder shall not use any television, tape recorder or other device for the reproduction of sound whilst trading which is audible beyond 5 meters from the site.
12. The Consent Holder shall not place on any street or public place, or affix to any equipment placed on the street or public place, any advertising of any description whatsoever except with the previous consent in writing from the Council.
13. Advertisements or other notices must not be placed outside of the immediate area of the street trading site without the approval of the Council. The Consent Holder shall not

make any excavations or alterations of any description in the surface of the street, or land in the ownership of the Council adjoining a street, or place or fix equipment or markings of any description in the said surface except with the previous consent from the Council in writing.

14. The Consent Holder shall not place on the street or in a public place any furniture or equipment other than as permitted by the Council and he must maintain the same in a clean and tidy condition and not place them so as to obstruct the entrance or exit from any premises.
15. The Consent Holder shall keep his trading position and the area within 25m of the pitch in a litter free condition during the permitted hours and also leave the same in a litter free condition at the end of each daily period of use under the terms of this Consent.
16. The Consent Holder shall provide and maintain at his own expense adequate refuse receptacles for litter.
17. Litter and Trade Waste arising from the activities of the Consent Holder shall be removed from the site on a daily basis and disposed of in an approved manner.
18. The Consent Holder shall make such provision as is necessary to prevent the deposit in any street or public place of solid or liquid refuse and shall not discharge any water or effluent from the street trading activity to street surface drainage or other watercourse.
19. Any special costs, other than those legally required to be borne by the Council, incurred in preparing a pitch fit for purpose shall be borne by the applicant.

#### **TRADING CONDITIONS**

20. The Consent Holder shall not carry out street trading activities other than those permitted by the Consent.
21. The Consent Holder shall not trade outside the time and days permitted by the Consent.
22. The Consent Holder shall display on any van, cart, barrow or other vehicle or stall in a conspicuous position that is visible to members of the public a street trading identification plate that has been issued by the Council.
23. The Consent Holder shall not trade in such a way that is likely to cause undue obstruction to any part of any street or public place.
24. The Consent Holder shall not trade in such a way that is likely to cause any injury to any person using the street or public place.
25. The Consent Holder shall not trade in such a way that is likely to cause damage to any property in the street or public place.
26. The Consent Holder shall not trade in such a way as to cause a nuisance or annoyance to persons using the street or public place, or occupiers of premises in the vicinity. Noise from equipment used in connection with consented street trading activity shall not be audible inside nearby residences so as to be deemed a Statutory Nuisance.
27. All street Trading fees are due in advance on the 1<sup>st</sup> April of any year. Annual fees may by agreement be paid by installments. Failure to pay an annual or installment fee will render the consent holder liable to action by the Council to revoke this consent.

28. Static street trading units, vehicles or other equipment associated with the street trading activity shall be removed from the site at the cessation of trading each day.
29. The Consent Holder shall at all times conduct his business in a clean, honest, civil and businesslike manner without interfering with the business of other Traders and Consent Holders.

### **LEGAL PROVISIONS**

30. Nothing contained in these conditions shall relieve or excuse the Consent Holder or his employees or agents from any legal duty or liability.
31. At all times the Consent Holder shall comply with the legislation in force. Particular attention, where appropriate, should be paid to Health and Safety, Food Safety and Food Hygiene, Nuisance and Highways legislation.

### **REVOCATION OR SURRENDER OF CONSENT**

32. This Consent may be revoked by the Council at any time and the Council shall not in any circumstances whatsoever be liable to pay any compensation to the holder in respect of such revocation.
33. The holder of a Street Trading Unit Identification Plate shall return the said plate to the Council immediately on revocation or surrender of the Consent.
34. The holder shall return this Consent to the North Somerset Council immediately on revocation or surrender of the Consent.

## **NOTES TO THE CONDITIONS**

Within the terms of these conditions the following words have the meanings as described:

<b>The Council</b>	Means the North Somerset Council
<b>Street Trading</b>	Means the selling or exposing or offering for sale of any article (including a living thing) in any street,
<b>Street</b>	Includes: (a) Any road, footway, beach or other area to which the public have access without payment. (b) A service area as defined in section 329 of the Highways Act 1980,  and also includes any part of a street.
<b>Consent Street</b>	Means a street in which street trading is prohibited without the consent of the district council.
<b>Authorised Officer</b>	Means an officer employed by North Somerset Council and authorised by the Council to act in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982.

## **THIS CONSENT DOES NOT:**

- 1. Permit trading outside the terms of the Consent.**
- 2. Indicate that planning permission is not required.**

**Please note:**

- (a) That the requirement to obtain planning permission applies to all streets, whether they have been designated Consent Streets or not.**
  - (b) That the grant of one or more street trading consents does not give the trader immunity from planning control.**
  - (c) The Council has discretion whether or not to enforce planning laws in relation to street trading.**
- 3. Indicate that the unit is exempt from business rates.**
  - 4. Over ride parking restrictions or any other traffic regulations.**
  - 5. Imply approval from the highway authority or any other person or authority**



# Invoice

800251984



Invoice Date: 11/07/2018  
 Order Ref:  
 Customer No: AR103458 Mr M & Mrs C Hicks

Mr M & Mrs C Hicks  
 12 Redford Crescent  
 Withywood  
 Bristol  
 BS13 8SD

Income Section  
 Town Hall  
 Walliscote Grove Road  
 Weston-super-Mare  
 BS23 1UJ

licensing@n-somerset.gov.uk

For queries on: Content of this invoice contact: 01934 426800

Payment of this invoice see: **Payment Methods Overleaf**

Details	Qty	Price per unit	VAT	£
Licences - Street Trading Quarter 1 Street Trading fee ref 24601	1.00	453.00	S5	453.00

**Payment is now due**

Vat Code	Description	Rate	Net	VAT	Subtotal VAT	
S5	VAT Outside Scope Sales	0.00%	453.00	0.00	Total	453.00
						0.00
						453.00

VAT Reg. No. 131-2084-20

**Remittance Advice**

Please see overleaf for all payment methods

Mr M & Mrs C Hicks  
 12 Redford Crescent  
 Withywood  
 Bristol  
 BS13 8SD

INVOICE NO: 800251984  
 CUSTOMER NO: AR103458  
 AMOUNT: 453.00

## Payment Information

### How to pay

- 1. Online - [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)**
  - Choose The Option - Do It Online
  - Then Make a Payment
  - Then Click Make A Payment Again
  - Then choose the service you require to pay
- 2. By telephone - 01934 888 121**
  - Quoting your invoice number**Or Telephone - 01934 888144**
  - And Choose Option 8
- 3. Council 'Pay here' kiosks**  
(cash, debit or credit card)
  - Town Hall Weston-super-Mare BS23 1UJ
  - Castlewood, Tickenham Road Clevedon, BS21 6FW
  - Healthy Living Centre, 68 Lonsdale Avenue, Weston-super-Mare BS23 3SJ
- 4. By post (DO NOT SEND CASH)**  
(cheques payable to North Somerset Council).  
Send with the tear off remittance advice at the bottom of the invoice to the address below.

Please enclose a pre-paid envelope if you require a receipt.

- 5. By BACS**  
Send payments to Barclays Bank  
Sort code: 20-95-08  
Account: 43267636  
Quoting your invoice number as the reference

If you are paying multiple invoices you can email your detailed remittance advice to [income.section@n-somerset.gov.uk](mailto:income.section@n-somerset.gov.uk) or mail the advice to the address below

### Queries

If you have a query relating to the goods or services supplied, the amount charged or are having difficulty paying -please get in touch with the person who has sent you this invoice (their name and telephone number are printed above the details on the front of the invoice)

### Please note

North Somerset Council operates a policy of instigating automatic recovery procedures on unpaid invoices 30 days from the date of the invoice.

This authority is under a duty to protect the public funds it administers and to this end may use the information it holds about you in connection with this account for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

This document can be made available in large print, audio, easy read and other formats. Help is also available for people who require council information in languages other than English. For more information contact the sender of this document.

You should be aware that all communications received and sent by this council are subject to the Freedom of Information Act 2000.

Please return to:

Income Section  
North Somerset Council  
Town Hall  
Weston-super-Mare  
BS23 1UJ

**Date:** 14/08/2018  
**My Ref:** AR103458 Mr M & Mrs C Hicks  
**Contact:** Income Team  
**Direct Dial:** 01934 634784



Mr M & Mrs C Hicks  
12 Redford Crescent  
Withywood  
Bristol  
BS13 8SD

Income Team  
Town Hall  
Walliscote Grove Road  
Weston super Mare  
North Somerset  
BS23 1UJ

[Income.section@n-somerset.gov.uk](mailto:Income.section@n-somerset.gov.uk)

## REMINDER

v1.0

<b>Invoice</b>	800251984
<b>Date Raised:</b>	11/07/2018
<b>Original Amount:</b>	£453.00
<b>Amount Outstanding:</b>	£453.00
<b>Details:</b>	Licences - Street Trading Quarter 1 Street Trading fee ref 24601

We note from our records that the above invoice has not been paid and has exceeded the Council's payment terms of 30 days.

We appreciate that this invoice may have been overlooked and would therefore request that payment is made within 14 days of this letter.

If however there is a reason for non-payment, please contact the above telephone number without delay to discuss further.

**Credit Controller**

**Accounts Receivable Team**

## Payment Information

### How to pay

1. **Online - [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)**
  - Choose The Option - Do It Online
  - Then Make a Payment
  - Then Click Make A Payment Again
  - Then choose the service you require to pay

2. **By telephone - 01934 888 121**
  - Quoting your invoice number**Or Telephone - 01934 888144**
  - And Choose Option 8

3. **Council 'Pay here' kiosks**  
(cash, debit or credit card)
  - Town Hall Weston-super-Mare BS23 1UJ
  - Castlewood, Tickenham Road Clevedon, BS21 6FW
  - Healthy Living Centre, 68 Lonsdale Avenue, Weston-super-Mare BS23 3SJ

4. **By post (DO NOT SEND CASH)**  
(cheques payable to North Somerset Council).  
Send with the tear off remittance advice at the bottom of the invoice to the address below.

Please enclose a pre-paid envelope if you require a receipt.

5. **By BACS**  
Send payments to Barclays Bank  
Sort code: 20-95-08  
Account: 43267636  
Quoting your invoice number as the reference

If you are paying multiple invoices you can email your detailed remittance advice to [income.section@n-somerset.gov.uk](mailto:income.section@n-somerset.gov.uk) or mail the advice to the address below

Please return to:

Income Section  
North Somerset Council  
Town Hall  
Weston-super-Mare  
BS23 1UJ

### Queries

If you have a query relating to the goods or services supplied, the amount charged or are having difficulty paying -please get in touch with the person who has sent you this invoice (their name and telephone number are printed above the details on the front of the invoice)

### Please note

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**Date:** 28/08/2018  
**My Ref:** AR103458 Mr M & Mrs C Hicks  
**Contact:** Income Team  
**Direct Dial:** 01934 634784



Mr M & Mrs C Hicks  
12 Redford Crescent  
Withywood  
Bristol  
BS13 8SD

Income Team  
Town Hall  
Walliscote Grove Road  
Weston super Mare  
North Somerset  
BS23 1UJ

[income.section@n-somerset.gov.uk](mailto:income.section@n-somerset.gov.uk)

## REMINDER

v1.0

<b>Invoice</b>	800251984
<b>Date Raised:</b>	11/07/2018
<b>Original Amount:</b>	£453.00
<b>Amount Outstanding:</b>	£453.00
<b>Details:</b>	Licences - Street Trading Quarter 1 Street Trading fee ref 24601

Despite a previous reminder, the above invoice remains unpaid. Please note our payment terms state 30 days from date of invoice.

If no payment is received within 7 days we may have no alternative but to pass your account to a third party or our Legal Department for collection. This will incur additional costs, therefore an immediate settlement would be advisable.

**Credit Controller**

**Accounts Receivable Team**

## Payment Information

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1. **Online - [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)**
  - Choose The Option - Do It Online
  - Then Make a Payment
  - Then Click Make A Payment Again
  - Then choose the service you require to pay
  
2. **By telephone - 01934 888 121**
  - Quoting your invoice number**Or Telephone - 01934 888144**
  - And Choose Option 8
  
3. **Council 'Pay here' kiosks**  
(cash, debit or credit card)
  - Town Hall Weston-super-Mare BS23 1UJ
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  - Healthy Living Centre, 68 Lonsdale Avenue, Weston-super-Mare BS23 3SJ
  
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Account: 43267636  
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Please return to:

Income Section  
North Somerset Council  
Town Hall  
Weston-super-Mare  
BS23 1UJ

Invoice	800258440
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Invoice Date: 03/10/2018  
 Order Ref:  
 Customer No: AR103458 Mr M & Mrs C Hicks

Mr M & Mrs C Hicks  
 12 Redford Crescent  
 Withywood  
 Bristol  
 BS13 8SD

Income Section  
 Town Hall  
 Walliscote Grove Road  
 Weston-super-Mare  
 BS23 1UJ

licensing@n-somerset.gov.uk

For queries on: Content of this invoice contact: 01934 426800

Payment of this invoice see: Payment Methods Overleaf

Details	Qty	Price per unit	VAT	£
Licences - Street Trading Quarter 2 Street Trading fee ref 24601	1.00	453.00	S5	453.00

<b>Payment is now due</b>					<b>Subtotal</b>	453.00
<b>Vat Code</b>	<b>Description</b>	<b>Rate</b>	<b>Net</b>	<b>VAT</b>	<b>VAT</b>	0.00
S5	VAT Outside Scope Sales	0.00%	453.00	0.00	<b>Total</b>	453.00

VAT Reg. No. 131-2084-20

**Remittance Advice** Please see overleaf for all payment methods

Mr M & Mrs C Hicks  
 12 Redford Crescent  
 Withywood  
 Bristol  
 BS13 8SD

INVOICE NO: 800258440  
 CUSTOMER NO: AR103458  
 AMOUNT: 453.00

## Payment Information

### How to pay

- 1. Online - [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)**
  - Choose The Option - Do It Online
  - Then Make a Payment
  - Then Click Make A Payment Again
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BS23 1UJ

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You should be aware that all communications received and sent by this council are subject to the Freedom of Information Act 2000.



**Date:** 06/11/2018  
**My Ref:** AR103458 Mr M & Mrs C Hicks  
**Contact:** Income Team  
**Direct Dial:** 01934 634784



Mr M & Mrs C Hicks  
12 Redford Crescent  
Withywood  
Bristol  
BS13 8SD

Income Team  
Town Hall  
Walliscote Grove Road  
Weston super Mare  
North Somerset  
BS23 1UJ

[Income.section@n-somerset.gov.uk](mailto:Income.section@n-somerset.gov.uk)

## REMINDER

v1.0

<b>Invoice</b>	800258440
<b>Date Raised:</b>	03/10/2018
<b>Original Amount:</b>	£453.00
<b>Amount Outstanding:</b>	£453.00
<b>Details:</b>	Licences - Street Trading Quarter 2 Street Trading fee ref 24601

We note from our records that the above invoice has not been paid and has exceeded the Council's payment terms of 30 days.

We appreciate that this invoice may have been overlooked and would therefore request that payment is made within 14 days of this letter.

If however there is a reason for non-payment, please contact the above telephone number without delay to discuss further.

**Credit Controller**

**Accounts Receivable Team**

## Payment Information

### How to pay

- 1. Online - [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)**
  - Choose The Option - Do It Online
  - Then Make a Payment
  - Then Click Make A Payment Again
  - Then choose the service you require to pay
- 2. By telephone - 01934 888 121**
  - Quoting your invoice number**Or Telephone - 01934 888144**
  - And Choose Option 8
- 3. Council 'Pay here' kiosks**  
(cash, debit or credit card)
  - Town Hall Weston-super-Mare BS23 1UJ
  - Castlewood, Tickenham Road Clevedon, BS21 6FW
  - Healthy Living Centre, 68 Lonsdale Avenue, Weston-super-Mare BS23 3SJ
- 4. By post (DO NOT SEND CASH)**  
(cheques payable to North Somerset Council).  
Send with the tear off remittance advice at the bottom of the invoice to the address below.

Please enclose a pre-paid envelope if you require a receipt.

- 5. By BACS**  
Send payments to Barclays Bank  
Sort code: 20-95-08  
Account: 43267636  
Quoting your invoice number as the reference

If you are paying multiple invoices you can email your detailed remittance advice to [income.section@n-somerset.gov.uk](mailto:income.section@n-somerset.gov.uk) or mail the advice to the address below

Please return to:

Income Section  
North Somerset Council  
Town Hall  
Weston-super-Mare  
BS23 1UJ

### Queries

If you have a query relating to the goods or services supplied, the amount charged or are having difficulty paying -please get in touch with the person who has sent you this invoice (their name and telephone number are printed above the details on the front of the invoice)

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**Date:** 20/11/2018  
**My Ref:** AR103458 Mr M & Mrs C Hicks  
**Contact:** Income Team  
**Direct Dial:** 01934 634784



Mr M & Mrs C Hicks  
12 Redford Crescent  
Withywood  
Bristol  
BS13 8SD

Income Team  
Town Hall  
Walliscote Grove Road  
Weston super Mare  
North Somerset  
BS23 1UJ

[Income.section@n-somerset.gov.uk](mailto:Income.section@n-somerset.gov.uk)

## REMINDER

v1.0

<b>Invoice</b>	800258440
<b>Date Raised:</b>	03/10/2018
<b>Original Amount:</b>	£453.00
<b>Amount Outstanding:</b>	£453.00
<b>Details:</b>	Licences - Street Trading Quarter 2 Street Trading fee ref 24601

Despite a previous reminder, the above invoice remains unpaid. Please note our payment terms state 30 days from date of invoice.

If no payment is received within 7 days we may have no alternative but to pass your account to a third party or our Legal Department for collection. This will incur additional costs, therefore an immediate settlement would be advisable.

**Credit Controller**

**Accounts Receivable Team**

## Payment Information

### How to pay

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North Somerset Council  
Town Hall  
Weston-super-Mare  
BS23 1UJ

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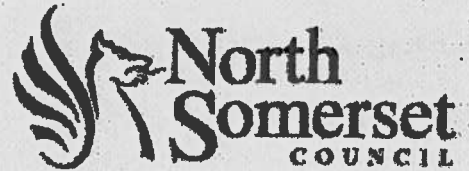
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**COPY**

**Invoice**

800267143



Invoice Date: 09/01/2019

Order Ref:

Customer No: AR103458 Mr M & Mrs C Hicks

Mr M & Mrs C Hicks  
12 Redford Crescent  
Withywood  
Bristol  
BS13 8SD

Income Section  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ

licensing@n-somerset.gov.uk

For queries on: Content of this invoice contact: 01934 426800

Payment of this invoice see: Payment Methods Overleaf

Details	Qty	Price per unit	VAT	£
Licences - Street Trading	1.00	453.00	S5	453.00

Payment is now due

Vat Code	Description	Rate	Net	VAT	Subtotal	
S5	VAT Outside Scope Sales	0.00%	453.00	0.00	VAT	453.00
					Total	453.00

VAT Reg. No. 131-2084-20

**Remittance Advice**

Please see overleaf for all payment methods

Mr M & Mrs C Hicks  
12 Redford Crescent  
Withywood  
Bristol  
BS13 8SD

INVOICE NO: 800267143  
CUSTOMER NO: AR103458  
AMOUNT: 453.00

## Payment Information

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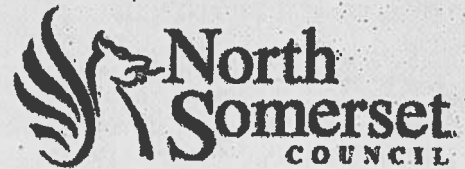
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Please return to:

Income Section  
North Somerset Council  
Town Hall  
Weston-super-Mare  
BS23 1UJ

**Date:** 13/02/2019  
**My Ref:** AR103458 Mr M & Mrs C Hicks  
**Contact:** Income Team  
**Direct Dial:** 01934 634784



Mr M & Mrs C Hicks  
12 Redford Crescent  
Withywood  
Bristol  
BS13 8SD

Income Team  
Town Hall  
Walliscote Grove Road  
Weston super Mare  
North Somerset  
BS23 1UJ

[income.section@n-somerset.gov.uk](mailto:income.section@n-somerset.gov.uk)

## REMINDER

v1.0 **Invoice** 800267143  
**Date Raised:** 09/01/2019  
**Original Amount:** £453.00  
**Amount Outstanding:** £453.00  
**Details:** Licences - Street Trading

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**Credit Controller**

**Accounts Receivable Team**

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**Date:** 28/02/2019  
**My Ref:** AR103458 Mr M & Mrs C Hicks  
**Contact:** Income Team  
**Direct Dial:** 01934 634784



Mr M & Mrs C Hicks  
12 Redford Crescent  
Withywood  
Bristol  
BS13 8SD

Income Team  
Town Hall  
Walliscote Grove Road  
Weston super Mare  
North Somerset  
BS23 1UJ

[income.section@n-somerset.gov.uk](mailto:income.section@n-somerset.gov.uk)

## REMINDER

v1.0 **Invoice** 800267143  
**Date Raised:** 09/01/2019  
**Original Amount:** £453.00  
**Amount Outstanding:** £453.00  
**Details:** Licences - Street Trading

## Payment Information

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Weston-super-Mare  
BS23 1UJ

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North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data. The information you provide will be held and used in accordance with UK and European data protection law. For further details on how we use your personal information in the finance team, please read our full privacy notice available at <http://www.n-somerset.gov.uk/privacy-cookies/how-we-use-your-personal-data/privacy-notices-and-data-protection/>. If you have any concerns about how your personal data is handled, please contact the Data Protection Officer at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk) <<mailto:DPO@n-somerset.gov.uk>>

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**Caz Horton**

---

**From:** Caz Horton  
**Sent:** 22 January 2019 08:59  
**To:** 'hickers1976@hotmail.co.uk'  
**Subject:** Street Trading

**Categories:** Egress Switch: Unprotected

Dear Claire

I am writing with regards to the outstanding fees as listed below

Number One, Ref :AR103458  
11/7/2018 - £453.00 not paid  
3/10/2018 - £453.00 not paid  
9/1/2019 - £453.00 not paid  
Total - £1359.00 outstanding.

To prevent the revocation of the street trading consent please contact the Licensing Office urgently to make payment in full.

Regards

Caz Horton  
Licensing Officer  
Development & Environment  
North Somerset Council

**Tel:** 01934 426800  
**E-Mail:** Caz.Horton@n-somerset.gov.uk  
**Post:** Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ  
**Web:** [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

**Are you a North Somerset business? Help us make it easier for you to comply with regulation – answer our survey now: <https://goo.gl/yD688N>**

**Date:** 25 January 2019  
**My ref:** E&CS/LYC07/024601  
**Your ref:**  
**Contact:** Caz Horton  
**Direct dial:** 01934 426 874  
**Fax:** 01934 426 230  
**Email:** licensing@n-somerset.gov.uk



Licensing Team  
 Town Hall,  
 Walliscote Grove Road,  
 Weston-super-Mare  
 BS23 1UJ

Mrs C Hicks  
 12 Redford Crescent  
 Withywood  
 Bristol  
 BS13 8SD

Dear Mrs Hicks

### **STREET TRADING CONSENT ST0004 – NUMBER ONE OUTSTANDING FEES**

It has come to the attention of the Licensing Office that there are fees outstanding in relation to the above consent. Payments since July 2018 have not been received. The following invoices are still outstanding according to our records copies of the invoices are enclosed:

Ref – AR103458  
 11/7/2018 - £453.00  
 3/10/2018 - £453.00  
 9/1/2019 - £453.00  
 Total - £1359.00

This amount must be paid in full by Thursday 28<sup>th</sup> February 2019 to prevent further action being taken.

Condition 27 of your consent states that failure to pay fees will render the consent holder liable to action by the Council to revoke the consent.

The matter is currently being referred to the Licensing Manager, Mrs Sioux Isherwood and a committee hearing may be arranged to ensure that appropriate action is taken should you fail to pay the current outstanding amount in full.

If you require any further information please do not hesitate to contact me.

Yours sincerely

**Caz Horton**  
**Licensing Officer**

*A great place to live where people, businesses and communities flourish.  
 Modern, efficient services and a strong voice for North Somerset.*

**www.n-somerset.gov.uk**  
 Town Hall, Weston-super-Mare BS23 1UJ

