



## Catering Vans/Mobile Traders in Council Parks and Countryside Sites Procedure (Updated 2025)

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Introduction

The Council's parks and countryside sites are managed by Community Greenspace (CG) for public benefit. They contribute to the quality of life and wellbeing for local people and are popular visitor attractions, particularly at weekends. While the majority of visitors walk, often with friends or dogs, jogging, cycling, organised events, and competitive games are all common activities in many parks. Public facilities vary, most sites have paths and car parks, and children's play areas and football pitches or kick about areas are provided in most parks. A few parks have toilets and pavilion-style catering, others are near shops, however, in most cases, there is no opportunity to buy snacks. The Council does not provide catering, but where it is available, it can add to some visitor's enjoyment and possibly extend their stay. Popular park-based pavilions are established at the South Inch in Perth and at MacRosty Park in Crieff.

This procedure summarises the Councils' requirements which all traders must meet and operating principles which they should aim to adopt on greenspace sites. This ensures potential applicants have the same information and informs the public of the operating standard and code of conduct that traders operating on Council greenspace sites should follow. These 'rules' ensure a positive experience for all concerned and that any potential negative effects, such as littering or noise, do not occur.

The arrangements for each trader will be detailed within individual Council consents and agreements. These are specific to the site and the individual trader and does not allow for subletting. Traders are given exclusive rights for the site for the agreed period, except for organised events, which may use their own caterers.

## Planning Permission

Planning permission must be applied for all sites where the period of occupation is more than 28 days in total in any calendar year. Advice on how to apply for planning permission is available on the council website at [Perth & Kinross Council - Submitting an application \(pkc.gov.uk\)](https://perth.gov.uk/submitting-an-application)

All planning applications and the supporting documents are made available for public comment on the council website at [Perth & Kinross Council - View and comment on planning applications \(pkc.gov.uk\)](https://perth.gov.uk/view-and-comment-on-planning-applications). A period of 21 days from the notification date is allowed for public comment or objection. The applicant will be notified of the decision and any conditions which may apply.

Although this is a requirement and will take time to submit and get a decision, all other licences and permissions as listed below must be in place prior to applying for planning permission. An initial discussion with Community Greenspace as site managers is the best place to start with this process.

## Food Hygiene Standards Required

## Certificate of Compliance

All mobile food units must be registered as a food business with a Local Authority. There is no charge for registration or for the food hygiene inspection carried out by a Council's Environmental Health Team, which will ensure the unit is adequately equipped to operate hygienically as defined by the Mobile Traders Food Hygiene National Standard. A Certificate of Compliance is issued if it meets this standard and is required to apply for a Street Traders Licence (see below). The certificate has the vehicle's registration, is valid for three years and must be displayed while trading.

## Food Hygiene Certificate

The Council's Environmental Health Food Safety Team inspects premises, including mobile units, to ensure that food hygiene is meeting food safety legislation standards (Food Safety Act 1990). The Food Hygiene Certificate, where issued should be displayed while trading to give confidence to customers, although display is not required.

## Licensing Requirements

A Council [Street Trader's Licence](#) is required to operate within Perth and Kinross. This ensures public safety by checking that every trader is a 'fit and proper' person. The licence includes a photograph of the trader which must be worn because only licensed traders can sell goods and handle money. This licence restricts trading in any one place to a maximum of one hour. Traders wanting to operate for longer than an hour from a particular location, such as a park, need to obtain a variation to their licence and landowner's permission.

Licensing is a function of the Council's Legal Services, who consult with Environmental Health, the Police and CG (or Roads if not in a greenspace) prior to granting the licence. Variations also require public consultation regarding the intention to trade in the location, so residents and others who are likely to be most affected can comment. Any written objections or representations from consultees require consideration of the application by the Licensing Committee. Licences can be applied for for 1 year or 3 years, and for a variation, there is another charge per location

The conditions attached to the licence require that public health and safety considerations are fulfilled. This includes ensuring adequate:

- Hygiene standard (as detailed above)
- Product standard & labelling
- Litter/waste removal
- Noise limitation

Further information and an application form for the licence are available on the Council website. Those with existing licences need a variation to trade for each location.

Where a trader applies to operate in a greenspace area (including parks and countryside sites), the permission of CG is also required. CG will provide a further detailed agreement for discussion with the applicant. This includes the specific location, period and hours of trading and other conditions which should be met by the applicant (as discussed below). This signed agreement is required to inform the application for the variation of the Street Trader's Licence.

The Council reserves the right to agree on separate catering arrangements for specific self-contained events at parks and in the countryside.

## Public Liability Insurance

The Council requires everyone trading or running events on Council land to have Public Liability Insurance Cover for Third Party Risks (including product liability) for at least £5 million. The Trader must indemnify the Council against all claims arising from any loss or damage, or injury or death arising from the permission to trade on Council land. A copy of the Public Liability Insurance Certificate must be provided prior to any agreement being finalised (ideally at the time of applying).

## Operating Hours and Fee

For greenspace sites, the maximum daily operating hours are during daylight hours (7am – 10pm in summer). There is a charge which must be paid in advance, plus a refundable deposit is also required on receipt of the signed agreement, which will be returned in full at the end of the agreed period of operation, assuming all conditions have been met. The circumstances for which the deposit will not be returned are detailed within the agreement (eg vehicle damage to the grass).

## Communications and the right to Terminate the Agreement

The agreement will be between the licensed trader and the Council. A named council officer will be given as a contact. If concerns arise, and particularly if there are incidents involving the public, these should be discussed, and any appropriate remedial action agreed upon. Any serious accident or altercation should be reported to CG ASAP and certainly within 24 hours.

CG retains the right to withdraw permission in the event that required conditions are unmet, or public complaints arise and are substantiated. The trader has the right to terminate the agreement, giving a minimum of 7 days' notice. CG and the trader

must provide the other party with reason(s) for termination of the agreement in writing.

At the end of the season, a brief written summary of the trading experience (including an estimate of the number of customers/final profit) should be submitted to the CG contact, which will inform future CG/trader considerations. A basic feedback form is given as an annexe to this policy.

## Appropriate Locations for Catering Vans /Mobile Units

The Street Trader Licence conditions require mobile units to be at least 100m from the nearest shop selling similar goods, and only one catering van per park or countryside will be authorised. The careful location of a catering van within any site is essential, it must be obvious to potential customers, while not intrusive to other users. Van-associated signage and furniture (bins, tables and chairs) and positioning of queues must also be considered. The most obvious place is within, or near to, the car park and main access point. Where there are tracks or paths wide enough for vehicles, vans can get access to play areas and other attractions where people gather. It is advised to avoid targeting children too directly. vans must be at least 100 metres from the play area if possible. Vans must be on hardstanding and use the prescribed access route to avoid damage to amenity grass areas. Vans must also be positioned to avoid creating an obstruction for user groups (which may include those with prams and wheelchairs). Any gates /barriers must be closed (relocked if lockable) after use. The specific location within any site for the trader will form part of the agreement with CG and be annotated on a site plan.

The Council reserves the right to instruct vans to move locations for whatever reasons that the Council's Civic Government Licensing Officer determines are valid reasons for the van to be moved.

## Code of Conduct

Greenspaces are provided for public enjoyment, fresh air and exercise. It is therefore appropriate and desirable for traders to provide a high standard of customer service, provide healthy snack options and be environmentally responsible ('green' as detailed below).

The details of the following trading options must be agreed upon with the Council in advance. Some are required, others are optional, as clarified within the checklist given in the summary section.

### Staffing and Customer Service

The licence is for a named trader who should be on site and is responsible for any assistants. All staff must be suitably clothed and trained to offer a friendly and courteous service and be paid at least the minimum wage by the trader. Traders and staff should familiarise themselves with the site and area and be able to answer basic orientation enquiries.

### Food and Drink

Vans in greenspaces will be expected to offer a good quality product with options for different customer preferences. This should extend to vegetarian food and non-fizzy/sugary drink options, and a healthy eating approach should be taken. Home-baked and food cooked and served on site is preferable to pre-packaged food. Unnecessary wrapping and distribution of disposable utensils should be avoided or minimised. Products must be accurately described, and the prices displayed.

The sale of alcohol, cigarettes or e-cigarettes is not allowed. The trader and staff must not smoke while on site.

### Litter Bins and Removal of Waste

Traders are responsible for the collection and disposal of all litter and other waste created by them and for encouraging customers to use the bins they provide. At the end of each day, the trader must ensure there is no litter left around the outlet. The trader will not tip waste materials into waste bins or drains/gullies.

Returnable schemes for bottles and segregated bins to aid recycling, or the use of biodegradable cups, containers, serviettes and utensils, should be used.

### Engines, Power and Noise

A speed limit maximum of 5mph must be observed on site, vehicles must give way to non-motorised users. Electric vehicles are preferred. Engines should be turned off while on site, unless required as a catering power source, to avoid emissions and noise. Generators are preferable but must be quiet models or fitted with sound-proof casing, insulators and/or mufflers (noise output not to exceed 60 db).

The trader must provide all necessary equipment for the operation of the van, including fire-fighting equipment, and ensure that all equipment is serviced regularly in accordance with the relevant statute.

### Signage, Advertising and Furniture

Signage and advertising of the catering facility are acceptable. No subsidiary or associated advertising is permitted, however, requests from the community to advertise a park/site-based event (or voluntary group) can be accommodated if possible.

Awnings, tables and chairs and decorations (eg floral) can be set out by the trader if space allows and may encourage more and regular custom and provide additional

opportunity for trader/customer relationships to develop. Water dishes for dogs may also be welcome.

All signage and furniture must be positioned to avoid obstruction or nuisance to the public, must be secured against wind, be provided within operating hours only and is solely the responsibility of the trader.

## Summary checklist

The list below provides a quick reference to show trader requirements and options.

Requirement	Option
Planning permission is required if on site for longer than 28 days. Any condition must be complied with.	
Registration of food business & Certificate of Compliance per van/unit must be displayed.	
The Food Hygiene Pass Certificate must be displayed.	
Street Trader's Licence displayed	
Public Liability Insurance Certificate (min £5M) must be displayed.	
Landowner permission (CG Agreement)	
Fee (£150/month) & Deposit £500 (returnable)	
Good customer care	
At least minimum wage for employees	
Healthy eating options are available.	Home-baked/ food cooked on site (rather than pre-packaged)
Food must be accurately labelled.	
Prices displayed	
No smoking /sale of smoking products or alcohol	
Bins provided & all waste removed from site daily	
Minimise packaging waste	Recycle or use biodegradable items.
Minimise sound output (60 db or less)	
	Self-promotion & furniture