



City of Westminster

Notting Hill Carnival Street Trading Licensing Guidance 2024

June 2024

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1. Introduction

Notting Hill Carnival is Europe's biggest street event held annually over the August bank holiday. The 2024 Notting Hill Carnival dates are Sunday 25th and Monday 26th 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 locations within the event footprint and one outside of the event footprint where street trading is permitted. The two locations are in Westbourne Park Road and Talbot Road. The other location is Maida Hill Market – some of the Maida Hill market pitches will be located in Fernhead Road.

All pitch allocations will be confirmed 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.

If your licensed pitch becomes unsuitable, the licensing authority (or other authorised officer/Metropolitan Police Officer) will relocate licence holders where suitable alternative pitches are available.

If it is not possible to identify a suitable pitch for relocation on the day, you will be expected to suspend trading whilst the original pitch remains unsuitable. You will be eligible to receive a pro-rata refund that of 30% of the total application fee paid.

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)	2.8m x 1.8m
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. Food pitches only will be provided with 5 barriers to be placed around the trading area. Hours of trading for this location are 10am to 7pm.

See Appendix 3 for a larger map.



Talbot Road

Talbot Road has a combination of 20 pitches. Pitches 16 to 18 (in orange) measuring 5m x 3m are the only pitches that are suitable for BBQ cooking. Pitches 19 to 26 (in blue) are non-food pitches only and measure 2.8m x 1.8m. Pitches 27 to 35 (in green) are trailer pitches only and measure 6m x 3m. Pitches 16 to 18 will be provided with 5 barriers to be placed around the trading area. Non-food pitches and trailer pitches will not be supplied with barriers.

Please note, open BBQs are not permitted on any of the green trailer pitches on the south side of Talbot Road 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.

Hours of trading for this location are 10am to 7pm.

See Appendix 4 for a larger map.



Maida Hill Market

Maida Hill Market has 10 cooking pitches with a maximum footprint of 3m x 3m. Please note that there will only be 5 pitches located in the market square with another 5 located in Fernhead Road. Hours of trading for this location are 10am to 8pm. Please note that all cooking equipment must be included within the 3m x 3m licensed area – this includes bbq's if applicable. Food pitches only will be provided with 5 barriers to be placed around the trading area. Non-food pitches will not be supplied with barriers.

See Appendix 5 for a larger map.



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 submitted online 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 with neutral backgrounds.
- 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 Monday 8 July 2024. To assist applicants, we have created an application checklist (at Appendix 2) to ensure that all evidence is submitted together. Please note that your application will not be assessed until **all** evidence is submitted together – this does not include the car hire information which can be provided by 13th August 2024.

Applications without the required information will be deemed invalid and will not be considered unless all documentation has been received by the closing date. 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 from Monday 5th August 2024.

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

Wednesday 21st August 2024 6:30pm – 8:30pm

Thursday 22nd August 2024 6:30pm – 8:30pm

The briefing sessions will be held at:

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

NB: Vehicle details must be provided no later than 13th August 2024 as all licences and vehicle access passes will be issued at the training sessions. Licences will not be issued if all information (including driver and vehicle details) are not provided before this date. There can be no amendments made to applications, licences or passes once issued as these will have been checked and approved by the Metropolitan Police Service.

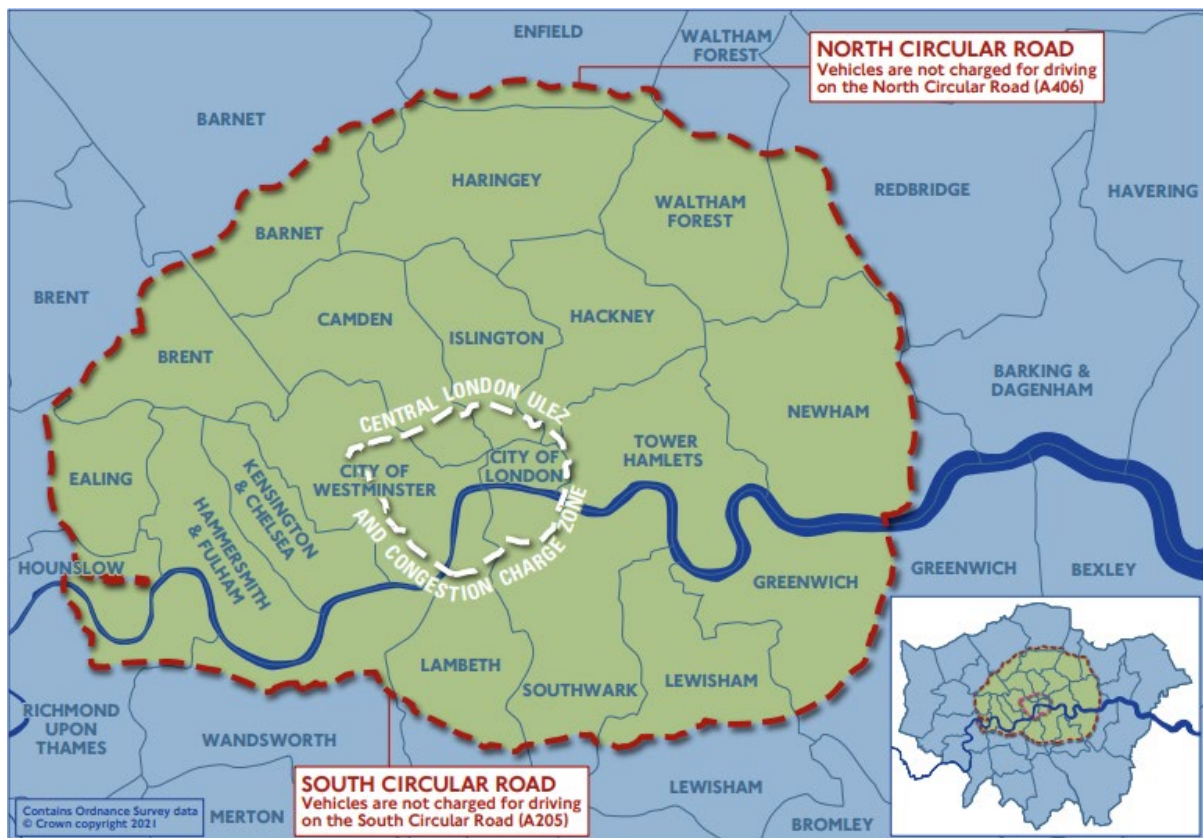
Please be aware that if you, as the lead applicant, fail to attend in person, one of the trader briefing sessions, your application will be cancelled and you would only receive a 30% refund of the fee paid.

4. Ultra Low Emissions Zone (ULEZ)

The 3 trading locations for the carnival are inside the Ultra Low Emissions Zone (ULEZ). The ULEZ operates 24 hours a day every day of the year (except Christmas Day). If you drive within the ULEZ area over 2 days, you will need to pay two daily charges.

The daily ULEZ fee for cars, vans, minibuses or other light vehicles is £12.50 per day. To check whether your vehicle is ULEZ compliant please use the following link: [Check your vehicle \(tfl.gov.uk\)](https://www.tfl.gov.uk/road-users/ulez)

More information about the ULEZ can be found on the TfL website: [Ultra Low Emission Zone - Transport for London \(tfl.gov.uk\)](https://www.tfl.gov.uk/road-users/ulez)



5. 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 - such as 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 must 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). Only 1 spare LPG cylinder per stall will be permitted on site.

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.

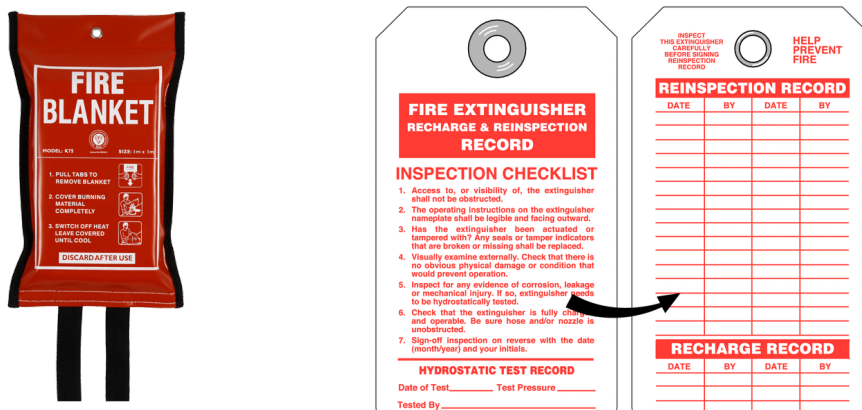
Fire Safety

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.

We also recommend any food traders attend the Street Trader Briefing session(s) organised by Westminster City Council's Licencing and Environmental Health Teams

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.

Water

Only a limited amount of potable water will be supplied. The locations of the water will be confirmed. You will also need to bring some water yourselves. Water must be bought and stored in suitable, appropriately clean water containers.

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/



Please note other suppliers may also provide a suitable system.

Hands 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 temperature probe should be used to check the above temperatures on a sample of food every 2 hours (at least) and the probe should be cleaned in between. These temperatures should be recorded and made available for inspection.

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 to 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.

6. 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 4kg/4lt 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'.

7. Waste

A significant volume of waste from pitch operators is food waste and packaging. A large volume of this is left in and around the immediate area where they have operated.

Poorly managed waste has led to additional costs to the Council, hygiene issues for residents, vermin and general untidiness.

All pitch operators must ensure that all loose waste and litter is contained properly in plastic rubbish bags and that cardboard boxes are securely bundled together for collection after the event. Left over coal and ash from grilling food should never be disposed of in the rainwater gullies since it will block them.

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 provided again this year (see below). The cost of waste management is included in pitch fees. If you would like to use the food waste collection scheme then please opt in using the application form. More information on how this service will work will be provided to those traders who want to use the service.

Notting Hill Carnival 2024
How does the food waste recycling service work?

Westminster City Council is offering traders/stall holders 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. Sign for and collect your signed bin on Sunday morning.
2. Keep your bin **within your pitch boundaries at all times**. Bins must never be accessible for public use.
3. Fill it up with food waste throughout the day - please do not place any food packaging into your food waste.
4. At the end of the day, you must lock your bin. Please leave your bin inside your pitch. Your bin will be collected on Sunday evening and will be returned to your pitch on Monday morning.
5. On Monday, use your bin in the same way, and leave it locked within your pitch for collection on Monday evening.
6. Keys can be returned to a City Inspector at the Carnival.

YES PLEASE ✓

Plate scrapings ✓ All uneaten food and plate scrapings	Meat and bones ✓ Raw meat, cooked meat, bones	Fish ✓ Raw fish, cooked fish, bones	Fruit and vegetables ✓ Raw/cooked vegetables, whole fruit, peelings
Dairy ✓ Dairy products, cheese, eggs (including shells)	Tea bags and coffee grounds ✓ Tea bags, coffee grounds	Rice, pasta and beans ✓ Rice, pasta, beans	Bread and pastries ✓ Breads, cakes, pastries

NO THANKS ✗

Packaging of any kind (including compostable packaging)	Plastic bags
Flowers or garden waste	Oil or Squid Ink
Liquids such as milk	Any glass that is not food waste

City of Westminster COMMERCIAL WASTE VEOLIA

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

8. 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.

As of 1 October 2023, new legislation came into force which bans or restricts the supply of certain single use plastics. This includes expanded/extruded polystyrene food & drink containers, single use plastic cutlery, bowls, plates and trays. Therefore, please note that you are **not permitted** to supply to customers any single use plastic items.

You should instead use:

- 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
- materials and consumables that are free from PFAS and PFOS

For further sustainability measure you can:

- Reduce the need for generating excessive amounts of packaging through buying smarter and in bulk.

Metal packaging is very easily captured for recycling during the waste treatment process using magnets and Eddy Currents, regardless of whether it is kept segregated for recycling or is thrown away as general waste. All metal packaging used at Notting Hill Carnival is recycled so please use:

- 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.

Full details of the government guidance regarding the ban on single use plastics can be found at the following link: <https://www.gov.uk/guidance/single-use-plastics-bans-and-restrictions>

Should you be caught supplying any banned or restricted single use plastic products or extruded/expanded polystyrene products, then you could face a fixed monetary penalty of £200 or an unlimited court fine. Please note that there are numerous other actions that could be taken against you including preventing you from being invited to trade at subsequent carnivals.

9. 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 Licence Number

For your licence and Vehicle Access Pass to be issued to you at the trader briefing session, both vehicle and driver information will have to be provided by no later than **13th August 2024**. **Information provided after this date will not be considered, and you will not be permitted to enter the Notting Hill Carnival Parade site in a vehicle, as all driver details and vehicles must be assessed and approved by the Metropolitan Police Service.**

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 25th or 26th 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 have been allocated a site. Trader 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 permit issued to you. Parking permits will be charged at £50 per day.

If you are a Maida Hill trader you do not require a Vehicle Access Pass; however, you will require a parking permit to enable you to park in a trader parking space within the relevant suspended parking area.

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

Please note that 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.

10. 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 stall's 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, this includes giving away free food after the terminal hour of your 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; this includes cooking equipment such as Drum-BBQ's. 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 to.

11. Emergency Protocols

During Notting Hill Carnival (including set up, live event and de-rig times, there may be a need to deviate from agreed plans due to an emergency.

If an emergency situation arises, the response will be led by the emergency services (Police, Fire, and/or Ambulance Services). To support the response there may be a requirement for traders to modify or cease their activity; for example, by turning off any heated equipment.

In the event of an emergency, instructions to modify or cease activity may be given to traders on the ground by members of emergency services or local authority officers. Any instructions given should be complied with and normal service should only resume once instruction has been given by emergency services or local authority officers that it is safe to do so.

12. 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.protectuk.police.uk



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?

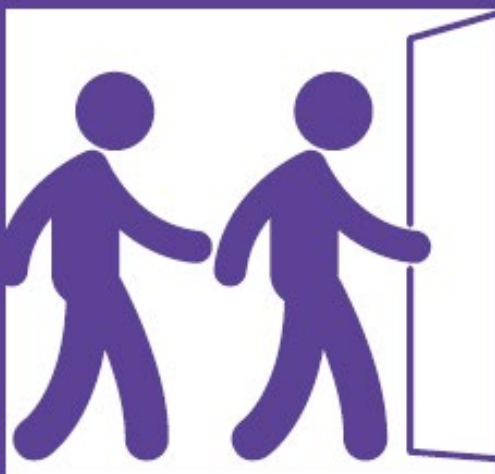
- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

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.

13. 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. Once your licence is issued to you, no further changes to the licence will be possible.

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

You will be required to attend a Notting Hill Carnival Street Briefing Session. This session will cover all of the information that you need to be aware of to trade at Notting Hill Carnival.

What do I do if I am asked to move pitches or am unable to trade due to an obstructed pitch?

If your licensed pitch becomes unsuitable, the licensing authority (or other authorised officer/Metropolitan Police Officer) will relocate licence holders where suitable alternative pitches are available.

If it is not possible to identify a suitable pitch for relocation on the day, you will be expected to suspend trading whilst the original pitch remains unsuitable. You will be eligible to receive a pro-rata refund of 30% of the total application fee paid.

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

As Parking within the carnival site is limited. You **must not** move your vehicle once you are parked in the allocated parking area as this may reduce the amount of parking available for all traders.

Please note that the Metropolitan Police Service close the entrance to the Carnival footprint at 9am, any vehicles that are inside or outside of this closure **will not** be able to enter/leave.

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 07866 019 686 or email carnival@westminster.gov.uk.

14. Appendices

Appendix 1

Temporary Street Trading Licence Conditions – Food/Trailer Pitches

- 1 The licence holder shall trade solely in the articles, and at the place, and on the days specified on the licence.
- 2 The licence holder and registered assistants will only be permitted to trade at Notting Hill Carnival upon production of the licence issued by the Street Licensing Team.
- 3 The licence shall be displayed at all times whilst in the Notting Hill Carnival (NHC) area.
- 4 The licence is granted, subject to compliance all relevant statutory legislation/guidance which is currently in force.
- 5 Stalls shall not be set up earlier than 6:00 a.m. and vehicles removed by 8:00 a.m. on each day, and trading shall commence from 10:00 a.m. and cease at 7:00 p.m. (or 8:00 pm if trading at Maida Hill) or earlier or as specified by the Metropolitan Police.
- 6 Licence holders will only be allowed to take one vehicle into the Notting Hill Carnival area and this must be the vehicle that the Vehicle Access Pass has been issued for.
- 7 The sale of alcohol is strictly forbidden. (Sales of alcohol may render you liable to prosecution and drink may be seized.)
- 8 Trailers (mobile catering units) shall not be permitted unless it relates to one of the 6.0 metre pitches on Talbot Road.
- 9 No trading shall take place unless adequate fire fighting equipment is provided on the stall that is appropriate for the goods on sale, equipment in use and size of the stall. The licence holder shall provide as a minimum:
 - (i) a Class A fire extinguisher of at least 4.5ltrs if they are authorised to sell non-food commodities;
 - (ii) a fire blanket and a Class B extinguisher (Foam or Dry Powder, as appropriate) of at least 4kg/4lt size if they are authorised to use cooking facilities;
 - (iii) a class F type fire extinguisher if they are authorised to use a deep fat fryer;
 - (iv) a dry powder or carbon dioxide fire extinguisher with a capacity of 4kg if they have received consent from the Council to use a generator.The licence holder shall ensure that all fire fighting equipment has been adequately tested by a competent person and is in good working order.
- 10 The licence holder and registered assistants must not dispose of hot ashes, oil, coals or similar materials on to the road or residents' private property at any time.
- 11 No cooking equipment shall be located at the front or serving edge of the pitch. The licence holder and registered assistants must ensure that all goods, materials, refuse etc., do not spread outside the licensed pitch area – this includes drum-BBQ's.
- 12 The licence holder shall take-out third-party insurance cover with a minimum liability of at least £5,000,000.
- 13 5 Barriers will be supplied by the council for all food pitches and must be placed around the trading area. Barriers being used for general crowd safety purposes (not including those 5 issued to licence holders) must not be removed from the highway by the licence holders or their registered assistants.

- 14 The licence holder and registered assistants must not use or permit the playing of amplified music through loudspeakers or a sound system on the licensed area or within the immediate vicinity.
- 15 No vehicles, other than ice cream/refreshment vehicles/trailers authorised by a temporary street trading licence, will be permitted to remain in the licensed pitch areas.
- 16 No vehicles other than those for which parking has been approved and paid for will be permitted to remain in the authorised parking location as stipulated on the parking permit.
- 17 The licence holder will comply with all reasonable requests from authorised officers from the council or the police throughout the trading days, this includes requests to suspend trading or relocate if your licensed pitch becomes obstructed or is no longer suitable for trading.
- 18 All goods on sale will have prices displayed and comply with trading standards legislation.

Temporary Street Trading Licence Conditions – Non-Food Pitches

1. The licence holder shall trade solely in the articles, and at the place, and on the days specified on the licence.
2. The licence holder and registered assistants will only be permitted to trade at Notting Hill Carnival upon production of the licence issued by the Street Licensing Team.
3. The licence shall be displayed at all times whilst in the Notting Hill Carnival (NHC) area.
4. The licence is granted, subject to compliance all relevant statutory legislation/guidance which is currently in force.
5. Stalls shall not be set up earlier than 6:00 a.m. and vehicles removed by 8:00 a.m. on each day, and trading shall commence from 10:00 a.m. and cease at 7:00 p.m. (or 8:00 pm if trading at Maida Hill) or earlier or as specified by the Metropolitan Police.
6. Licence holders will only be allowed to take one vehicle into the Notting Hill Carnival area and this must be the vehicle that the Vehicle Access Pass has been issued for.
7. The sale of alcohol is strictly forbidden. (Sales of alcohol may render you liable to prosecution and drink may be seized.)
8. The sale of re-heated/warm/hot food on non-cooking pitches is PROHIBITED.
9. No trading shall take place unless adequate fire fighting equipment is provided on the stall that is appropriate for the goods on sale, equipment in use and size of the stall. The licence holder shall provide as a minimum:
 - (i) a Class A fire extinguisher of at least 4.5ltrs if they are authorised to sell non-food commodities;

The licence holder shall ensure that all fire fighting equipment has been adequately tested by a competent person and is in good working order.
10. The licence holder shall take-out third-party insurance cover with a minimum liability of at least £5,000,000.
11. The licence holder and registered assistants must not use or permit the playing of amplified music through loudspeakers or a sound system on the licensed area or within the immediate vicinity.
12. No vehicles, other than ice cream/refreshment vehicles/trailers authorised by a temporary street trading licence, will be permitted to remain in the licensed pitch areas.

13. No vehicles other than those for which parking has been approved and paid for will be permitted to remain in the authorised parking location as stipulated on the parking permit.
14. The licence holder will comply with all reasonable requests from authorised officers from the council or the police throughout the trading days, this includes requests to suspend trading or relocate if your licensed pitch becomes obstructed or is no longer suitable for trading.
15. All goods on sale will have prices displayed and comply with trading standards legislation.

INFORMATIVES APPLICABLE TO BOTH FOOD AND NON-FOOD LICENCES

- a) Any breaches of licence condition above will result in either a verbal or written warning being issued to the licence holder and you may not be permitted to return the following year.
- b) Serious breaches may result in the immediate suspension of trading; this decision will be made by an authorised officer on the day and you will not be eligible for a refund of fees paid.

Document checklist for Notting Hill Carnival 2024

Please complete the following checklist to ensure that you are submitting all of the documents required to support your application to trade at Notting Hill Carnival 2024.

Document Type	Completed ✓
<u>Applicant documents</u>	
Full-face photograph from last 12 months	
Valid passport or proof of ID	
Proof of residential address	
Valid Food safety certificate (food handlers)	
<u>Stall documents</u>	
Layout plan of stall	
Photograph of handwashing facilities	
Public Liability Insurance Certificate	
<u>Vehicle details</u>	
Evidence of Hire Agreement	
Driving licence of driver	

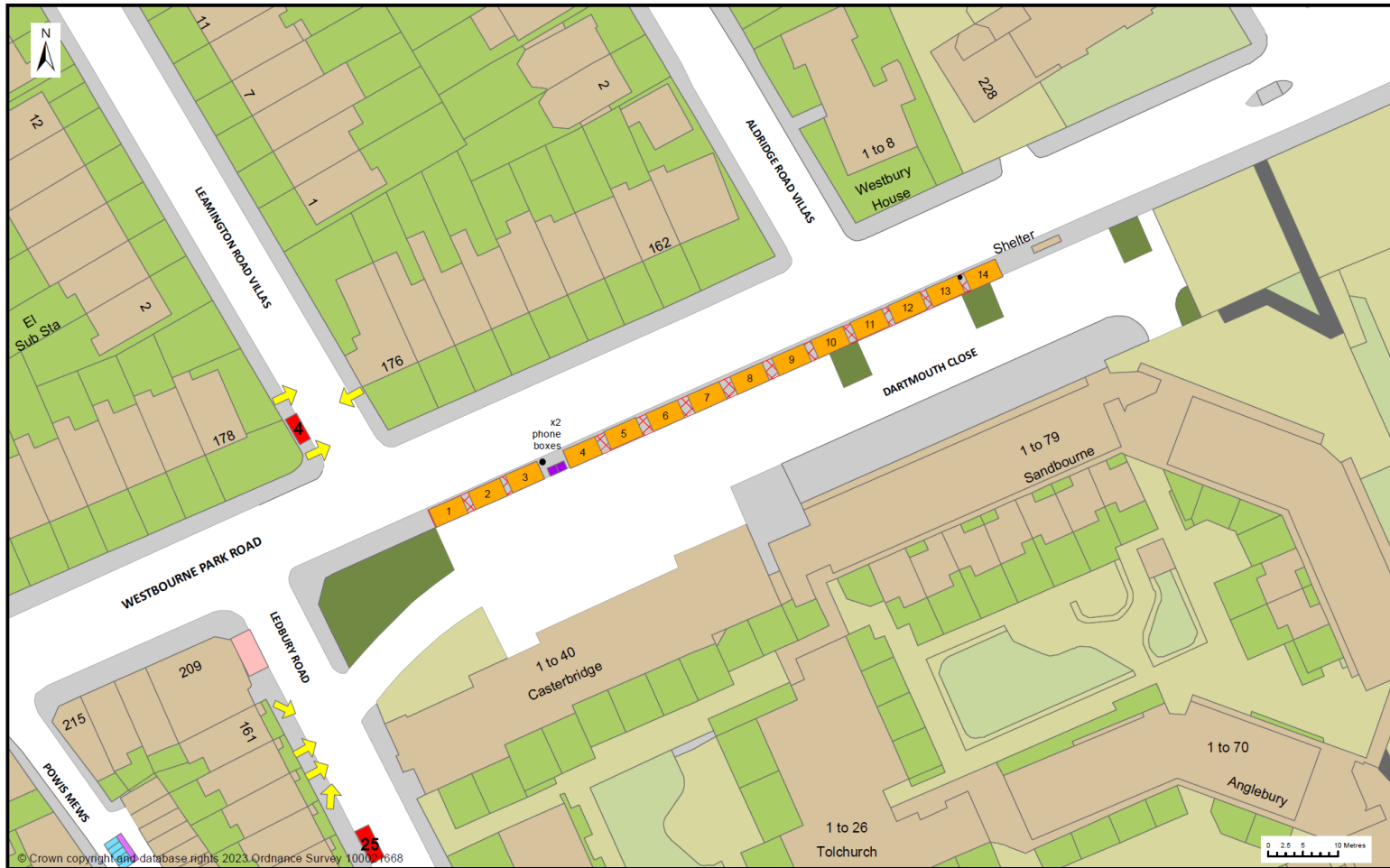
<u>Assistant 1 documents</u>	
Full-face photograph from last 12 months	
Valid passport or proof of ID	
Proof of residential address	
Valid Food safety certificate (food handlers)	
<u>Assistant 2 documents</u>	
Full-face photograph from last 12 months	
Valid passport or proof of ID	
Proof of residential address	
Valid Food safety certificate (food handlers)	

<u>Assistant 3 documents</u>	
Full-face photograph from last 12 months	
Valid passport or proof of ID	
Proof of residential address	
Valid Food safety certificate (food handlers)	
<u>Assistant 4 documents</u>	
Full-face photograph from last 12 months	
Valid passport or proof of ID	
Proof of residential address	
Valid Food safety certificate (food handlers)	
<u>Assistant 5 documents</u>	
Full-face photograph from last 12 months	
Valid passport or proof of ID	
Proof of residential address	
Valid Food safety certificate (food handlers)	
<u>Assistant 6 documents</u>	
Full-face photograph from last 12 months	
Valid passport or proof of ID	
Proof of residential address	
Valid Food safety certificate (food handlers)	

All of the items in this checklist must be submitted together and be received by no later than Monday **8 July 2024**. Please note that your evidence will not be assessed until **all** evidence is submitted together – this does not include the car hire information which can be provided by 13th August 2024.

Applications without the required information will be deemed invalid and will not be considered unless all documentation has been received by the closing date. Late applications received after the deadline date will not be considered.

Appendix 3 – Westbourne Park Road



Pitches 1-14,
Sector 5
Sound System 4 and 25

Westbourne Park Road

- Legend**
- Cooking Pitch (5m x 3m)
 - Non Cooking Pitch (2.8m x 1.8m)
 - Trailer Pitch (6m x 3m)
 - Fire Break (1m)
 - Sound System

Appendix 4 – Talbot Road



Pitches 16 - 35,
Sector 5
Sound System 10 and 36

Talbot Road

- Legend**
- Cooking Pitch (Suitable for BBQ's). Size: 5m x 3m
 - Non Cooking Pitch. Size: 2.8m x 1.8m
 - Trailer Pitch (no BBQ's). Size: 6m x 3m
 - Fire Break (1m)
 - Sound System

Appendix 5 – Maida Hill



Pitches 1 - 10

Maida Hill

Legend

■ Cooking Pitch. Size: 3m x 3m

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City of Westminster

Street Licensing Team

Tel: 07866 019 686

Email: carnival@westminster.gov.uk

Web: www.westminster.gov.uk/notting-hill-carnival