



**TEMPORARY  
TOWN CENTRE  
STREETSPACE FUND**  
**Prospectus**

## FUND OVERVIEW

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London Borough of Barnet's Temporary Town Centre Street Space Fund has been set up to help businesses make the most of the outdoor space in front of their premises to support them to trade safely and help customers follow social distancing rules.

The space in front of a property is called street space.

If you are a town centre business, venue or community group, this fund can help support you with:

1. access a fast-track street trading license for an initial period of 3 months and in some cases where eligible free of charge.
2. get the relevant permissions to allow you to make use of the street space in front of your premises.
3. design, fund and install temporary planted furniture to create a safe attractive enclosed area.

For any queries regarding the fund please email [towncentres@barnet.gov.uk](mailto:towncentres@barnet.gov.uk).

To access the application forms please go to [www.barnet.gov.uk/streetspace](http://www.barnet.gov.uk/streetspace).

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## **COUNCIL PRIORITIES**

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We will support applications from businesses that can:

- tell us how using the street space outside your property will positively contribute to the visitor and/or evening economy within your town centre.
- be willing to support the council in our work, through your business:
  1. to improve the opportunity for visitors particularly the elderly and/or vulnerable to rest along the street
  2. increase access to cycle infrastructure in our town centres
  3. Improve public access to toilet facilities and free drinking water. Through signing up to a Community Toilet Scheme and/or Water Refill Scheme.
- we will also look favourably on applicants who want to collaborate with neighbouring businesses and apply for the fund together

## KIT OF PARTS

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Organisations that submit an application that is reviewed positively, will receive a drawn up and costed proposal by the council. This proposal will include usage of a combination of the furniture shown below, used to create a barrier between public realm and business street space as required. All items will be initially planted by Barnet Council.

The applicant will be responsible for maintaining and taking care of the plants provided; and will be responsible for any costs associated with occupying the new outdoor space with the street furniture such as tables, chairs etc. that they require to operate within this space.

**Planted Bicycle Lock**

L900mm X W400mm



**Corner Planters**

L700mm x W700 mm



**Trough Planters**

L1200mm x W400mm



## ELIGIBILITY CRITERIA

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The Business and/or Organisation applying for this fund **MUST**:

1. You must be a business or organisation located within a Barnet town centre. The location and boundaries of these town centres are defined within [Barnet Local Plan: Development Management Policies DPD: Appendix 5.](#)
2. Have a premises located on the ground floor
3. Be legally constituted. For example, Self-employed/Sole trader, Charity, Community Interest Company, Partnership, Limited Company or other.
4. Demonstrate your need to extend into outdoor trading because social distancing rules have reduced your usual trading space
5. Set out a clear proposal identifying a suitable location, intended use, hours of operation and demonstrate a consideration of how the proposal will not impede on existing social distancing around theirs and neighbouring premises.
6. Have no previous prosecutions around street trading offences and/or are currently under investigation for street trading offences.
7. Have and will maintain public liability insurance at a minimum of £2 million during the temporary license period
8. Are willing to take responsibility for regular maintenance and upkeep of the area within the designated license, this includes any street furniture and/or planting provided through this fund.

## FUNDING LEVELS

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There are three levels of grant funding available to a Business, Venue and/or community organisation. A Business and/or Organisation can only apply to access this fund once.

To qualify for **FULL** support the business will need to confirm it is a small or micro business in accordance with the definition provided within the Companies Act 2006. (See the Application form for the full definition).

If the business has multiple premises or are operating through a franchise model you will be only able to apply for the **SUPPORT** level.

No monies through this fund will be granted directly to the business. The Council will allocate funding as required and deemed necessary for any associated costs to implement the public realm and/or highways works including the purchase, installation and removal of the items shown above in the kit of part. Should the maximum funding amount not need to be spent, then the Council is under no jurisdiction to give any of the remaining monies allocated from the fund to the applicant.

The following table sets out the different funding levels available to applicants:

<b>FULL FUNDING</b> (Small or Micro Business only)	<p>Applicant who clearly demonstrates an operational need resulting from COVID-19 and how their proposed use will provide great additionality to the town centre.</p> <p>The applicant will benefit from:</p> <ol style="list-style-type: none"><li>1. A Temporary street trading fast track license for 3 months offered at no cost.</li><li>2. Receive support with retrieving the required licenses, traffic orders and permissions to use a piece of public realm for trading purposes.</li><li>3. Access the required funding - up to an amount of £5,000 - to implement their proposal. The funding can only be used on items identified in the kit of parts see page 4. Any additional costs associated to undertake proposal will need to be covered by the applicant.</li></ol>
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<b>SUPPORT</b> (Any Eligible Business)	<p>Any small or micro local business who applies that demonstrates no additional operational need resulting from COVID-19.</p> <p><b>Or</b></p> <p>Any Franchise or medium to large businesses that clearly demonstrates an operational need and how their proposed use of the public realm will provide great additionality to benefit the town centre.</p> <p>The applicant will benefit from:</p> <ol style="list-style-type: none"> <li>1. Access to the fast-tracked license for £100. All costs associated with this will be covered by the applicant.</li> <li>2. Support with retrieving the required licenses, traffic orders and permissions to use a piece of public realm for trading purposes.</li> <li>3. All costs associated with the implementation of these proposals as set out in the kit of parts will need to be covered by the applicant.</li> </ol>
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## **HOW TO APPLY**

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The Temporary Town Centre Streetspace Fund is a one stage application process. We will look to review applications on an ongoing basis going forward.

To submit your application, you will need to download the application form from [www.barnet.gov.uk/streetspace](http://www.barnet.gov.uk/streetspace), complete and respond via email including any necessary attachments to the following email address [towncentres@barnet.gov.uk](mailto:towncentres@barnet.gov.uk).

## **HOW WILL YOUR APPLICATION BE ASSESSED?**

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Your application will be assessed in two stages.

### **PART 1: PRE-REQUISITE CHECK**

Applications will be checked by relevant council teams to assure legitimacy and suitability of applicant and their proposed location. Businesses will need to pass this pre-requisite assessment to be considered for the quality scoring.

### **PART 2: QUALITY ASSESSMENT**

The Council will then review the applications and undertake an assessment as to the quality of the application with respect of the Council's Priorities for this fund. This assessment will allow the council to decide whether they can support the application.

### **PART 3: THE AWARD**

At this stage the applicant will be informed of decision. Any decision made by the council is final.

Successful applicants will be provided with a temporary street trading license agreement and a proposal for public realm/highways. The applicant will not be able to start trading from the space until:

1. Applicant agrees and signs street trading license agreement;
2. Applicant agrees and makes payment of any additional costs associated for works to be undertaken;
3. Installation of the measures required to make the space safe within the public realm and highways has been completed by the Council.

The award of this fund, available to cover license fees and the installation of temporary barriers, is allocated on a first-come-first served basis. The total amount of funding is capped and we cannot commit to funding eligible businesses once all available funding has been allocated.

Due to the temporary nature of all licenses granted there will be no formal consultation prior to granting these licences. Should valid public concerns be raised in relation to any licence that has been granted; the Licensing team will investigate this and if necessary, the licence will be revoked immediately. The trader will then have the opportunity to apply under the normal process with the full consultation taking place.