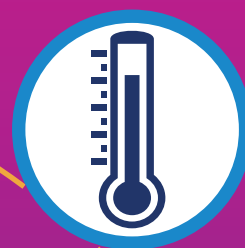
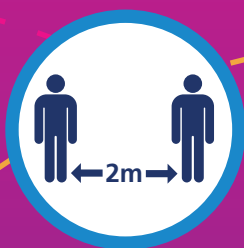


Reopening your business in Shropshire

Toolkit for Businesses – Update Annexe
(for 4 July 2020 opening)

July 2020, Revision 1.1



Toolkit for Businesses – Update (for 4 July 2020 opening)

We recently issued the Toolkit to support businesses to operate and open safely as lockdown restrictions were lifted. With more businesses being permitted to reopen from the 4 July we have provided further guidance.

Please note, information in this document is correct at the time of publication and relates to England only. The links provided to the GOV. UK website will be automatically updated as the Government update the guidance available.

Businesses opening from 4 July 2020

From 4 July 2020, many businesses and venues will be permitted to reopen and will be expected to follow COVID-19 secure guidelines on **working safely** as part of the UK government's **COVID-19 recovery strategy**. These include:

- hotels, hostels, bed and breakfast accommodation, holiday apartments or homes, cottages or bungalows, campsites, caravan parks or boarding houses **link to advice**
- places of worship
- libraries
- community centres
- restaurants, cafes, workplace canteens, bars, pubs that are self-contained and can be accessed from the outside **link to advice**
- hair salons and barbers, including mobile businesses
- cinemas
- theatres and concert halls
- funfairs, theme parks, adventure parks and activities
- outdoor gyms and playgrounds
- museums and galleries
- bingo halls

- outdoor skating rinks
- amusement arcades and other entertainment centres
- model villages
- social clubs
- indoor attractions at aquariums, zoos, safari parks, farms, wildlife centres and any place where animals are exhibited to the public as an attraction
- indoor and outdoor areas of visitor attractions including, gardens, heritage sites, film studios and landmarks

Useful **guidance for the hospitality** sector is available from UK hospitality.

Businesses remaining closed:

The following businesses will need to remain closed, as they cannot yet be made sufficiently COVID-19 secure:

- nightclubs
- casinos
- bowling alleys and indoor skating rinks
- indoor play areas including soft-play
- spas
- nail bars, beauty salons and tanning salons
- massage, tattoo and piercing parlours
- indoor fitness and dance studios, and indoor gyms and sports venues/facilities
- swimming pools and water parks
- exhibition or conference centres - where they are to be used for exhibitions or conferences, other than for those who work for that venue.

These changes will apply from 4 July. Until then, you should observe existing social distancing guidelines and must only gather indoors with people outside of your household if you have formed a support bubble with them.

Commercial use of outdoor spaces for businesses

As current COVID-19 restrictions are further relaxed, we are continuing to explore ways to support local businesses, particularly to allow greater use of outdoor space to boost the local economy over the coming months whilst ensuring we are Covid secure.

The Government is introducing temporary measures through the **Business and Planning Bill** to support businesses selling food and drink through the economic recovery as social distancing guidelines remain in place by introducing a temporary streamlined process to obtain permission from the Council for the placement of tables and chairs on the pavement outside their premises.

The Bill will provide a new streamlined and cost effective procedure enabling businesses serving food and drink to apply for a temporary pavement licence to enable the placement of removable furniture on the highway. This will be a bespoke procedure, which will run in parallel to the current pavement permit scheme (which can still be utilised by businesses).

The Bill is currently going through Parliament and is expected to be made into law no earlier than 21 July 2020. Once the bill has been passed and comes into force, the Council will issue guidance on its website to explain the application process along with other documents required.

Trading on the pavement

Businesses, in particular, pubs restaurants and cafes, who currently have a pavement permit under the existing Highways Act 1980 may continue to use their designated area from the 4 July which is when the lock down restrictions will be lifted. Where such a business wishes to utilise on a temporary basis either additional outdoor space or an area which was not previously available following changes which have been made to the highway to enable social distancing for pedestrians, then that business will need to apply for a pavement licence once the **Business and Planning Bill** has been enacted. As this legislation is not currently in force the Council will not be requiring businesses to submit an application at this time but they must ensure if they choose to use any additional or new highway space that it is managed responsibly in order to protect pedestrians, particularly those with mobility or visual impairments and other disabilities.

Businesses will also need to ensure that all pedestrian and vehicular requirements are considered so as not to cause an obstruction, that the use of an area does not cause a nuisance to local residents or other businesses, that they do not use an area which already has an established use (eg a Saturday market, another trader's permitted area), that they have adequate public liability insurance and that they do not endanger the public. Details of how to apply for a 'pavement permit' and when available the new 'pavement licence', together with full details of the conditions that must be complied with is available [here](#).

Pop-up Markets

Businesses that wish to trade in outdoor spaces are encouraged to collaborate with other like-minded businesses and to seek support from those with market experience, eg existing market operators, to create 'pop-up markets'.

Your local Council Member, Business Improvement District, our Council's Estates Team and Town and Parish Councils will support where appropriate the identification of open spaces that could be used for 'pop-up markets' and other outdoor temporary commercial opportunities. The Community Reassurance Team can help connect businesses to community groups who are helping people who are isolating at this time and can also promote outdoor trading.

The pedestrianised areas that have been created by the emergency and experimental traffic regulation orders as part of the town centre restart initiatives are available for outdoor trading and we can provide further guidance to facilitate the use of these areas.

Street Trading

If you are a business who wishes to trade outdoors as part of a 'pop-up market' or other organised business collaboration, a Street Trading Licence **will not** be required.

A Street Trading Licence **will be** required for those businesses that wish to trade individually on the street or in open access areas that fall within the legal definition of 'street' under existing street trading legislation provisions. However, in a bid to support businesses, the Council is offering a 'Fast Track' street trading application process as set out below:

- **Early commencement of the consultation period**

We are allowing the consultation period to start at the point a full application form has been received rather than when we have a complete application, i.e. with all supporting documents.

This allows the business to complete the application during the consultation period, which helps to reduce the period of time a business would wait for a licence to be granted.

- **Payment instalment plan**

For those businesses wishing to apply for a full year licence, a payment instalment plan is available, consisting of an initial payment of £123.50 at the point of application and three more payments of £123.50 at three monthly intervals. Alternatively, a daily licence is available with no payment instalment plan.

More information on street trading can be found [here](#).

Supply of alcohol

As previously stated in the section about outdoor spaces, the Government is introducing temporary measures through the Business and Planning Bill to support businesses selling food and drink through economic recovery. Until introduced, only Premises with 'off sales' permitted on their licence and no restrictions (please check Annex 2 and 3 of licence) can supply alcohol to the public for consumption off those premises.

If you are planning to supply alcohol, either as part of a 'pop-up market' or as an individual street trader, you must take into consideration the controls that exist under the Licensing Act 2003. Further information can be found [here](#).

Businesses are strongly reminded that they must continue to promote the four licensing objectives at all times; these are:

- **the prevention of crime and disorder**
- **public safety**
- **the prevention of public nuisance**
- **the protection of children from harm**

Considering the way in which open spaces may be used for the supply of alcohol and the potential absence of a premises licence, businesses will need a Temporary Event Notice (TEN) in place. You do need to have regard to the limitations involved when applying for a TEN. More information can be found [here](#).

An applicant for a Temporary Event Notice must ensure they are sufficiently aware of and ensure compliance with the current regulations and restrictions due to coronavirus.

You are advised to read **The Health Protection (Coronavirus, Restrictions) (No.2) (England) Regulations 2020** ('the Regulations'), which can be found on the GOV.UK [website](#), and ensure you understand the implications for your event. A summary of the main provisions that are likely to be most relevant to your event are set out below.

A **"gathering"** is when people are present together in the same place in order to engage in any form of social interaction with each other, or to undertake any other activity with each other.

Outdoor and Private Gatherings

Gatherings of 30 or more people that take place in private dwellings, including houseboats, are prohibited.

Gatherings of 30 or more people that take place:

- on a vessel (not being used for public transport), or
- in a public outdoor place (unless it is operated by a business, charitable, benevolent or philanthropic institution or a public body as a visitor attraction or is part of premises used for the operation of a business, charitable, benevolent or philanthropic institution or a public body).

Are only lawful if all of the following criteria apply:

- the gathering has been organised by a business, a charitable, benevolent or philanthropic institution, a public body, or a political body; and
- the person responsible for organising the gathering (“the gathering organiser”) has carried out a risk assessment which would satisfy the requirements of regulation 3 of the Management of Health and Safety at Work Regulations 1999, whether or not the gathering organiser is subject to those Regulations; and
- the gathering organiser has taken all reasonable measures to limit the risk of transmission of the coronavirus, taking into account the risk assessment, and for this purpose any relevant guidance issued by the government must be taken into account.

Indoor Gatherings

“Indoor raves” consisting of more than 30 persons are prohibited.

Gatherings of any number of people that take place indoors (but not in a private dwelling), eg in pubs, bars, restaurants, cinemas and theatres, and do not fall within the definition of an “indoor rave”, are permitted, providing they are “COVID-secure”. Further government guidance is available at [here](#) to assist you to determine what this means.

Premises and businesses that must remain closed

There are a number of premises and businesses that must remain closed. Full details are available in Schedule 2 to the Regulations. Of particular relevance to your event is that the following businesses must remain closed:

- Nightclubs
- Dance halls, discotheques, and any other venue which opens at night, has a dance floor or other space for dancing by members of the public, and provides music, whether live or recorded, for dancing.

However, these business can remain open if they **cease to provide music and dancing**.

Following numerous questions the Licensing Team have produced the following document for 'reopening of licensed premises', to assist with risk assessments, off sales, capacities, gatherings, queues, outside areas and entertainment, this is available [here](#).

Further Government guidance that you are strongly advised to familiarise yourself with includes (but is not limited to):

- Closing certain businesses and venues in England, including the additional guidance is available [here](#).
- Coronavirus outbreaks FAQs: what you can and can't do, particularly the section entitled "Gatherings, public spaces, and activities" is available [here](#).

COVID-secure outdoors and the two-metre social distancing rule

What does 'COVID-secure' mean for your business, including if you are planning to trade outdoors? To find out more, read the information on how to trade safely and undertake COVID risk assessments in our **Business Re-opening Toolkit** (page 7).

Further health and safety information [click here](#). For low cost COVID risk assessment training [click here](#).

For the Government sector specific guidance [click here](#).

From 4 July 2020, **government guidance on social distancing** is changing. If you cannot keep a 2 metre distance, reduce the risk to yourself and others by maintaining a 1 metre distance where possible, and taking other suitable precautions.

Further advice

Direct guidance is available to individual businesses. Please contact the Licensing Team at licensing@shropshire.gov.uk or on **0345 678 9026**.

Going to work / Safer spaces

In the first instance, employers should make every effort to support working from home, including by providing suitable IT and equipment as they have been already. This will apply to many different types of businesses, particularly those who typically would have worked in offices or online.

Where work can only be done in the workplace, tailored guidelines for employers have been set out to help protect their workforce and customers from coronavirus while still continuing to trade or getting their business back up and running. The Government has published detailed **COVID-19 secure guidelines**, which have been developed in consultation with businesses and trades unions.

These **COVID-19 Secure guidelines** apply to those in essential retail like:

- **supermarkets and other retail, like clothing and electronic stores**
- **those in construction and manufacturing**
- **those working in labs and research facilities**
- **those administering takeaways and deliveries at restaurants and cafes**
- **tradesmen, cleaners and others who work in people's homes**
- **those who are facilitating trade or transport goods**

Critical workers

Critical workers are those working in health and care and other essential services, who can take their children to school or childcare, regardless of year group, and can use hotels and other accommodation services for work related purposes - for example if they can't get home after a shift or need to isolate from their families. This critical worker definition does not affect whether or not you can travel to work – if you are not a critical worker, you may still travel to work if you cannot reasonably work from home.

Travelling to work

If you need to travel to work or make an essential journey, you should cycle or walk if you can, but you can use public transport if this is not possible. Before you travel on public transport, consider if your journey is necessary and if you can, stay local. Try to reduce your travel. This will help keep the transport network running and allows people who need to make essential journeys to travel safely.

The government has set out further advice on **how to stay safe during your journey.**

General guidance

What you can and can't do until 4 July

The safe use of multi-purpose community facilities

What you can and cant at do after the 4 July

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