



Newton Abbot Town Centre Managed Sites Policy

New Policy - Recommendation from Policy & Resources Committee

Date of adoption	Full Council 15 th July 2026, Minute number 26/07()
Reviewed	Policy & Resources Committee 17 th June 2026 – recommendation to Full Council.
Next Review Date	July 2027

Introduction

This guide contains information about the Newton Abbot Town Centre Managed Sites. It provides a brief outline about why these sites have been created, information on who they are managed by and how they are managed.

The importance of public spaces

Newton Abbot Town Council places a great deal of importance on the appearance, vitality and viability of the town centre and as part of this it ensures that within its resources its stewardship of the public streets is managed appropriately. To support this objective, NATC works in partnership with DCC, which owns the public highways, to help control and co-ordinate the activity and quality of activity which takes place in the town centre. NATC works to ensure that what takes place in these areas, supports and does not inconvenience town centre businesses and that it helps attract visitors and shoppers. NATC has established sites within the following pedestrianised areas of the town centre. The following are called 'Town Centre Managed Sites':

1. Courtenay Street
2. Lloyds Bank Corner
3. Wolborough Street
4. Bank Street
5. Highweek Way
6. St Leonard's Tower
7. Golden Lion Square

Retail Markets

Teignbridge District Council is the Markets Authority. The retail markets take place Wednesdays & Saturdays in a section of Courtenay Street, Newton Abbot. For a retail stall, contact should be made with the Estates Department at Teignbridge. TDC regulations and charges apply. The section of Courtenay Street, which is managed by NATC for promotional and entertainment purposes, is the section from Costa Coffee down towards St Leonard's Clock Tower.

Street Trading Controls

For details on street trading please visit Teignbridge District Council's Licensing Team web pages. Please see the contact information at the end of this document.

Street trading within Town Centre Managed Sites

The sites covered by this guide have '**Consent Street**' status. This means that, within parameters set by Teignbridge District Council, street trading can take place. The main parameters that apply are:

- Applications for 'open ended' long term occupancy will not be granted.
- Trading activities should only be ancillary and not be the primary element of the activity being proposed.

Application for use of the sites

Anyone wishing to use one of the town centre managed sites for street collection must apply to Teignbridge District Council for the correct licence.

Prior to occupancy:

- Applicants must agree to the attached terms and conditions.

- The Council must have received payment of any fees.
- The Council require submission of a suitable and sufficient risk assessment prior to approval or occupancy

TERMS & CONDITIONS

Insurance

The applicant/operator is responsible for all safety aspects of the pitch during the letting and must accept liability for any loss, damage, injury or death due to their activity. The applicant/operator must take out Public Liability Insurance Cover or Third-Party Risks (Including products liability where appropriate) for a minimum value of £5 million per claim. Evidence of this insurance must be provided before occupying the site.

Representatives on site

The applicant/operator must have a responsible representative on site at all times and will be responsible for every person involved in the activity.

Safeguarding

Organisations delivering activities involving children or vulnerable adults must have appropriate safeguarding arrangements in place and comply with relevant legislation, statutory guidance and good practice. The Council may request evidence of safeguarding policies and procedures where it considers this appropriate.

Public Access

The public has right of access at all times to pass through the site.

Vehicles

The town centre managed sites have been designed so that slow moving vehicles up to certain weight limits can be placed on the areas. However, all applications that involve vehicles entering the areas should be stated when making an application. Vehicles with a presence on site, must have justification such as liveried vehicles being part of the display. Permission to use the sites does not give permission for 'convenient parking'.

General principles

- Size: No greater than 12m long
- Weight: No greater total gross weight of 7.5ton
- Speed: No speeds greater than 5mph
- Movement/turning: All movements of this type must be kept to a minimum and at very slow speed (2mph max).
- All side opening vehicles must have an opening on the left-hand side of the vehicle.

Vehicle access to & exit from the sites.

With the exception of Lloyds Bank Corner, the areas are pedestrianised. Permission to operate from their vehicle / caravan must be gained by the Town Council. Please see the contact information at the end of this document.

Access and exiting from the sites must only be via the designated locations. Access must take place before 10am. If you wish to remove your vehicle prior to 5pm, you must ensure pedestrian safety at all times.

Cleanliness

The applicant/operator must keep the pitch clean and tidy during the letting period and ensure that the pitch is left clean and tidy upon leaving.

Site damage

The applicant/operator is responsible for any damage to the site or any part of the property. The applicant/operator must ensure that features and fittings on the site – including surfacing, features and furnishings, drainage features etc - are protected from any damage.

Materials

The use of any hazardous materials or substances is not permitted.

Licensing conditions

Depending on the nature of your planned activity it may require various consents from Teignbridge District Council's Licensing Section. In particular you, may need to apply for a street collection license. Please see the contact information at the end of this document.

Layout

Shop entrances must be kept clear to ensure customers can still enter their preferred shop. All materials should be setup within the designated area. Sufficient space must always be allowed for emergency vehicle access. Consideration must be taken on site 6 for residents who may want to access their residential property on Sun Court and Wolborough Street.

Applicants must ensure that activities are accessible and do not unlawfully discriminate against any person under the Equality Act 2010. Adequate pedestrian access, including access for wheelchair users, mobility scooter users and visually impaired people, must be maintained at all times.

Sound amplification.

The applicant/operator must ensure that there is no noise nuisance caused to occupiers of properties surrounding the pitch or users of the surrounding area. The use of any public address system or other amplification methods must first be agreed with the council and must be operated so as not to cause a noise nuisance under the Control of Pollution Act 1974, Section 62.

Breach of Conditions

If the occupant of the site - including those associated with the activity – are found to be in breach of any of these conditions they can be instructed by a council employee to remove themselves and any structures from the site immediately without any reimbursement of any fees.

Fees

Charities / Fundraiser: Local charities are not required to pay a fee. Local not for profit and community organisations are also exempt from the need to pay a fee. National charities signing the public up to direct debits using paid fundraisers will be required to pay the full commercial rates as set out below.

Commercial companies:

£100.00 per day. £500 per week for 7 days.

Charities

If a professional fundraiser is signing up direct debits for a charity, in a public place, they must operate entirely from a gazebo.

Disclaimer

Please note that whilst every effort is made to accommodate the needs of a variety of users, it is not always possible to give permission. Where permission is denied, the applicant will be given a reason for it. Each application is considered in relation to the status of the town centre at that time and council events will take priority.

THESE TERMS & CONDITIONS MAY BE MODIFIED AT ANY TIME WITHOUT PRIOR NOTIFICATION

CONTACTS

Teignbridge District Council

Street Collection Licence:

[Street collection permits - Teignbridge District Council](#)

Street Trading Policy:

[Street trading licence - Teignbridge District Council](#)

Newton Abbot Markets

estates@teignbridge.gov.uk

Newton Abbot Town Council

[Newton Abbot Town Council website](#)

Tel: 01626 201120

Email: info@newtonabbot-tc.gov.uk

Site 1: Courtenay Street



Site 2: Lloyds Bank Corner



Site 3: Wolborough Street



Site 4: Bank Street



Site 5: Highweek Way



Site 6: St Leonard's Tower



Site 7: Golden Lion Square





Newton Abbot Town Centre Product Placement Booking Form

Organisation Name	
Name of Person making the booking	
Position within the organisation	
Address	
Mobile Number	
Email Address	
Name of event	
Date and times requested for the event	
Position of event in town centre	
Description of event	
Notes and exceptions	
Payment to be made via bank transfer to details stated on invoice	

Product Placement Newton Abbot Town Centre - Conditions of Use

- (1) Public liability Insurance to be obtained to cover the minimum sum of £5m per claim and a copy of insurance certificate provided to NATC.
- (2) The Organisers will be responsible for reimbursing the Council for any damage that may be caused to Council property.
- (3) Except in so far as provided for under the Unfair Contract Terms Act 1977, the Council shall not be held liable for any injury to any person or persons, or for damage to the property of such persons unless caused due to the Council's negligence, and the Organisers shall indemnify the County/District/Town Councils in respect of all other claims which may be received for such injury or damage.
- (4) Suitable and sufficient measures must be taken to prevent any highway use from being exposed to any danger through cables and associated equipment.
- (5) The area shall be left in clean and tidy condition after the event with organisers being responsible for the removal of all litter and any other items deposited as a direct or indirect result of the use of the venue. Any failure may result in a charge to cover any work necessary by the Council as a result of the failure of the organiser.
- (6) The guidance given in the Health & Safety Executive Guidance Book "The event safety Guide" (ref HSG195, price £20 (last checked)) to be complied with – available for HSE books on 01787 881165.
- (7) Any electrical appliances and wiring connected to the Council's supply must be certified as safe and PAT tested by a qualified electrician.
- (8) No vehicles may be parked in the area, unless under agreed provision.
- (9) The equipment shall be securely erected on the day of the delivery, , by or under the immediate supervision of a person competent and experienced in carrying out such work. Similarly, all equipment must be removed from the site on the day it is dismantled, upon expiration of the licence.
- (10) Those engaged in Product Placement should not actively approach members of the public on the highway but should be available at the stand to give information.
- (11) **NATC** retains the right to refuse any booking that it considers may not be appropriate or is considered to be contrary to its aims. However, organisations that are likely to be seen as working against the Town Council aims or where an association may carry reputational risk, will be carefully considered.

This may include, but is not limited to:

- organisations promoting hate or discrimination
- extremist or conspiracy groups
- organisations subject to criminal investigation
- companies whose activities conflict with council values
- or organisations whose conduct may bring the Council into disrepute

The Town Council may decline funding, partnerships, sponsorship, promotional activity or product placement opportunities where it reasonably considers that association with an organisation may:

- conflict with the Council's aims, values or duties;
- undermine public confidence in the Council;
- present reputational risk;
- adversely affect community cohesion, public welfare or public safety; or
- bring the Town Council into disrepute.

APPENDIX I

The examples above are illustrative only, and each case will be considered on its individual merits.

(12) Any amplified music must be controlled to reasonable levels to prevent nuisance to neighbours, and the Council reserves the right to stop any performance where performers are not prepared to accept a reasonable request to reduce sound levels.

(13) Amplified music will be allowed daytime only up to 6.00pm at the latest and not for excessively long periods.

(14) Some notice board space may be provided for publicity posters. Please note fly posting is prohibited and will be removed.

(15) Newton Abbot Town Council or Devon County Council shall have the right to revoke the licence at any time by verbal direction to the event organiser or their representative on site.

(16) a site-specific risk assessment should be provided taking into account, the activity, equipment, personnel involved, shoppers and other highway users.

I confirm that I wish to book the area as specified above in accordance with the conditions (1) to (16) above and agree to respond to any reasonable requests from Newton Abbot Town Council, authorised District or County Council staff.

Signed..... Dated.....

Authorised by an Officer of Newton Abbot Town Council

Signed..... Dated.....

Reply to: -
Newton Abbot Town Council
Newton's Place
Wolborough Street
Newton Abbot
TQ12 1JQ

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Email info@newtonabbot-tc.gov.uk