Policy CS7 Retail and Centres
The vitality and viability of centres in the retail hierarchy will be maintained and enhanced. These centres will form the focal point for uses, services and facilities serving the surrounding population. In addition to meeting local needs, the role of the retail sector in attracting visitors and contributing to the economy will be supported. This will be achieved by:

1. Protecting the vitality and viability of centres by encouraging a balance of retail and supporting uses which are appropriate in scale to the relative position of each centre in the retail hierarchy. The retail hierarchy is designated as:
   i. Newcastle Retail Centre - is the regional retail centre and is the priority for strategic retail growth (this is defined in policy UC2);
   ii. Gateshead Primary Shopping Area - the priority will be for retail-led mixed-use development;
   iii. District Centres - provide key services including shopping, local services, leisure, public and community facilities:
      In Newcastle (Figure 9.1a): 1) Adelaide Terrace, 2) Chillingham Road, 3) Denton Park, 4) Gosforth High Street, 5) Great Park, 6) Kingston, Park, 7) Shields Road and 8) West Road.
      In Gateshead (Figure 9.1b): 1) Blaydon, 2) Birtley, 3) Coatsworth Road, 4) Felling, 5) Low Fell, 6) Ryton, 7) Whickham and 8) Wrekenton.
   iv. Local Centres - provide easy access to small scale shopping, services and local community facilities to meet day-to-day needs:
      In Gateshead (Figure 9.1b): 9) Askew Road, 10) Chopwell, 11) Crawcrook, 12) Ellison Road, 13) Fewster Square, 14) High Spen, 15) Old Durham Road, 16) Pelaw, 17) Ravensworth Road, 18) Rowlands Gill, 19) Saltwell Road, 20) Sheriffs Highway, 21) Sunniside, 22) Swalwell and 23) Winlaton.

2. Outside the retail hierarchy local community facilities and small shopping parades, including single shops, will be retained where they provide an important service to the local community and remain viable.

3. For retail proposals outside of the defined centres in the retail hierarchy:
   i. Only permitting proposals where it can be demonstrated that there is not a sequentially preferable site in, or on the edge of, centres;
   ii. Requiring an impact assessment in accordance with national planning guidance; and
   iii. Considering impacts where there could be a significant adverse impact (regardless of development size) on a designated centre.
4. Applying 3 i-iii above to proposals for other main town centre uses outside the Urban Core, District and Local Centres.

5. The role of the Metrocentre, as an existing out-of-centre regional shopping destination, will be sustained and supported with proposals being assessed in line with national policy.

Policy CS14 Wellbeing and Health
The wellbeing and health of communities will be maintained and improved by:
1. Requiring development to contribute to creating an age friendly, healthy and equitable living environment through:
   i. Creating an inclusive built and natural environment;
   ii. Promoting and facilitating active and healthy lifestyles;
   iii. Preventing negative impacts on residential amenity and wider public safety from noise, ground instability, ground and water contamination, vibration and air quality;
   iv. Providing good access for all to health and social care facilities, and
   v. Promoting access for all to green spaces, sports facilities, play and recreation opportunities.

2. Promoting allotments and gardens for exercise, recreation and for healthy locally produced food.

3. Controlling the location of, and access to, unhealthy eating outlets.

Policy NC1 Newcastle Central Sub-Area
Promoting the continued success of the Central Sub-Area will be achieved through:
1. Protecting the retail centre and enhancing the role of Newcastle as the regional centre by:
   i. Only permitting A1 and A3 within the Primary Retail Frontages (as designated in Figure 16.1) at ground floor level. Change of use from A1/A3 will only be permitted in exceptional circumstances where it can be demonstrated that the proposed use would make a significant contribution towards the vitality and viability of the retail centre; and
   ii. Permitting A1, A2, A3 and other supporting uses within the Secondary Retail Frontages (as designated in Figure 16.1) at ground floor level which make a demonstrable contribution towards the vitality and viability of the centre.

2. Improving the environment and accessibility by:
   i. Increasing pedestrian and cyclist priority on Blackett Street by upgrading the public realm and reducing bus movements;
   ii. Upgrading the public realm on Northumberland Street and reducing servicing vehicles;
   iii. Upgrading the public realm on Northumberland Road and improving pedestrian links across College Street and John Dobson Street;
iv. Providing and improving at-grade crossings at Swan House Roundabout; and
v. Narrowing John Dobson Street and providing a cycle route as part of the Great North Cycle Way.

3. Continuing the regeneration of Grainger Town through:
   i. The re-use and conversion of the vacant or underused upper floors principally for residential uses; and
   ii. Safe, secure and sensitively designed ground floor entrances to upper floors which respect the historic buildings.

4. Refurbishing Central Gateway by:
   i. Increasing pedestrian space and pedestrian priority including undertaking improvements to Neville Street;
   ii. Enhancing links to the Primary Shopping Area via Grainger Street, Newcastle College via Westmorland Road, Science Central via Pink Lane and Bath Lane and also links to the Stephenson Quarter Key Site and Gateshead; and
   iii. Removing traffic from the Central Station portico.

5. Regenerating the Old Newcastle area by:
   i. Refurbishing and reusing the Black Gate; and
   ii. Improving access into the Castle Keep, signage, interpretation and the surrounding public realm.

Appendix 2 - Licensing Act 2003 - Late Night Refreshment License

Licensing Act 2003 - Late Night Refreshment License

The Licensing Act 2003 changed the law relating to the provision of late night refreshment between the hours of 11 p.m. and 5 a.m. If you wish to sell hot food and/or hot drink to the general public between the hours of 11 p.m. and 5 a.m. then you must apply to the City Council for a Premises Licence.

Application forms and details of the application fees and the annual charges can be found on the City Council website http://www.newcastle.gov.uk/business/licences-and-permits

All applications for licences and decisions made by the City Council when considering applications must promote the four licensing objectives, which are:

• The prevention of crime and disorder
• Public safety
• The prevention of public nuisance
• The protection of children from harm.

When considering applications for licences, the Council will also have regard to its Licensing Policy. A statement of that Policy has been published and is available from the Licensing Office at the Civic Centre or it can be viewed and downloaded via www.newcastle.gov.uk.

For further advice contact the Licensing Authority on 01912787878
Appendix 3 - Maps of centres within Newcastle’s retail hierarchy showing locations of hot food takeaways as at August 2016
Primary Shopping Area
Appendix 4: Citywide Map showing locations of hot food takeaways

Hot Food Takeaways (A5) as at August 2016
Appendix 6 Plans showing individual School Exclusion Zones
Appendix 6 Plans showing individual School Exclusion Zones
Appendix 6 Plans showing individual School Exclusion Zones

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Investment and Development Directorate

School Exclusion Zone

St Marys Comprehensive

Scale: 1:6,000 @A3
Date: 09/06/2016

Drawn by: Transport Development

Kath Lawless, (Bsc.MSc),MRTPI
Assistant Director of Planning
Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8QH
www.newcastle.gov.uk
Appendix 6: Plans showing individual School Exclusion Zones
Appendix 6 Plans showing individual School Exclusion Zones

Walbottle Campus

Investment and Development Directorate

School Exclusion Zone

Scale: 1:6,000  @A3  Date: 09/06/2016

Drawn by: Transport Development

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Appendix 6 Plans showing individual School Exclusion Zones

Walker Technology College

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Appendix 6 Plans showing individual School Exclusion Zones
Appendix 6 Plans showing individual School Exclusion Zones
Appendix 6, Plans showing individual School Exclusion Zones

Dame Allan's

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Appendix 6: Plans showing individual School Exclusion Zones

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Appendix 6 Plans showing individual School Exclusion Zones
Appendix 6 Plans showing individual School Exclusion Zones

Gosforth Academy

School Exclusion Zone

Scale: 1:6,000 @A3 Date: 09/06/2016

Drawn by: Transport Development

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Appendix 6 Plans showing individual School Exclusion Zones

Heaton Manor

School Exclusion Zone

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Appendix 6 Plans showing individual School Exclusion Zones

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Appendix 7

Hot Food Takeaway Supplementary Planning Document (HFT SPD): - Secondary School Pupil Walking Assessment

Introduction

Planning has an increasingly important role to play in creating healthy environments. The Core Strategy and Urban Core Plan (CSUCP) Policy CS14 is the Council’s adopted policy approach enabling the Council to control the number of hot food takeaways. Childhood obesity is one of the biggest public health challenges the Council faces. Current levels of obesity in children in Newcastle are higher than the figures for England.

Purpose of Secondary School Pupil Walking Assessment

The purpose of the assessment is to identify areas that are accessible to pupils within a reasonable walking distance from secondary school entrances. These areas will then inform the identification of hot food takeaway school exclusion zones which will be included in the Hot Food Takeaway SPD.

Whilst a number of local authorities have chosen a simple radius to delineate the food environment around schools, a number of research papers have suggested that exposure to the food environment along routes to school would improve the estimated exposure\(^1\)\(^2\)\(^3\). This approach has been used by the Council.

Assessment Methodology

Newcastle City Council has carried out the assessment by analysing the accessibility of a location by pupils walking from a secondary school site.

This assessment was undertaken in two stages:

- **Stage 1: 400 metres radius**
- **Stage 2: Actual routes on the highway**

**Stage 1: 400 metres radius**

This measures a simple 400 metres radius (as the crow flies) from the school entrances. 400 metres is regarded as a standard walking distance to a destination.

The power of a destination determines how far people will walk to get to it. For bus stops in residential areas, 400 metres has traditionally been regarded as a cut-off point (DOENI, 2000) (Planning for Walking, CIHT, April 2015).

Due to the simplistic nature of a 400 metres radius it does not take into account physical barriers such as rivers, rail lines or buildings. However it is useful in setting a control to ensure coverage of areas where off highway footpaths (e.g. short cuts through areas of open space) could be easily utilized.

\(^2\) Rossen L et al. (2013) Food Availability en Route to School and Anthropometric Change in Urban Children *Journal of Urban Health* 90(4) pp653-666
\(^3\) Cetateanu A and Jones A (2016) How can GPS technology help us better understand exposure to the food environment? *A systematic review SSM – Population Health* 2 pp196 - 205
Stage 2: Actual routes on the footpath network

The second stage was to assess how far pupils could walk on the highway footpath network as defined by the ordinance Survey ITN road network excluding roads with no footpaths, travelling at a speed of 3.5 kilometres per hour (600 metres).

The speed of 3.5 kilometres per hour has been used as this reflects the fact that the journeys will be undertaken by children and includes the potential time spent at pedestrian crossings.

This methodology assesses each school equally and does not take into account the size of the school or the number of pupils that attend.

School Exclusion Zones Mapping

The results of stage 1 and 2 assessments have been combined to create a single school exclusion zone. A separate map has been created for each secondary school in Newcastle.

Figure 1: School Exclusion Zones
Appendix 8 Guidance on Extraction Systems

Guidance on Extraction Systems
When a planning application in relation to food or drink premises is received by the Council, an environmental assessment of the application is carried out by the Commercial Team, Public Safety and Regulation.

The aim of the assessment is to ensure that the proposed development has an adequate ventilation system that will not lead to complaints from neighbouring properties about cooking smells or noise from equipment such as fan motors. Other environmental issues are also considered, such as the likelihood of disturbance to neighbours by customers late at night.

The Council has powers under the Environmental Protection Act 1990 to take action against takeaways and other food and drink premises if they cause a nuisance. However, it is much better for the relevant details to be incorporated into planning applications to ensure that such problems are unlikely to occur.
In most cases a high level of protection is to be incorporated into an extraction/ventilation system for all hot food takeaway uses, regardless of the type of food to be cooked. This is because, once planning permission is granted for this, the premises can be used for any range of food preparation, including those which have the potential to cause odours.

Adequate ventilation/extraction must be provided in hot food takeaway premises to remove steam, cooking odours and grease-laden air. Natural ventilation is insufficient and an extract duct with a fan and filters is required to ventilate cooking fumes and remove odours without causing a nuisance to neighbouring properties. Getting the right ventilation/extraction system can be complex it is recommended that the applicant contact a specialist contractor who can carry out a ventilation survey and advise on accordingly.

<table>
<thead>
<tr>
<th>Minimum ventilation rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>- An internal ambient air temperature of 28°C maximum</td>
</tr>
<tr>
<td>- Maximum humidity levels of 70%</td>
</tr>
<tr>
<td>- Internal noise level should be between NR40 – NR50</td>
</tr>
<tr>
<td>- Dedicated make up air system to be approximately 85% of the extract flow rate</td>
</tr>
<tr>
<td>- Minimum air change rate of 40 per hour (bases on canopy and general room extraction)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum requirements for canopy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Velocity requirements</td>
</tr>
<tr>
<td>- Light loading – 0.25 m/s (applies to steaming ovens, boiling pans, bains marie and stock-pot stoves)</td>
</tr>
<tr>
<td>- Medium loading – 0.35 m/s (applies to deep fat fryers, bratt pans solid and open top ranges and griddles)</td>
</tr>
<tr>
<td>- Heavy loading – 0.5 m/s (applies to chargrills, mesquite and specialist broiler units)</td>
</tr>
</tbody>
</table>

Material of construction

- A material that would comply with the food hygiene requirement is stainless steel
Grease filtration
- Have a minimum performance the same as a baffle filter
- Be easy to clean

Ducting
Ducting should be as straight and short as possible, to ensure that fumes are discharged as effectively as possible. Care should be taken when designing the route of ducting to avoid proximity to residential or office windows on neighbouring properties which could give rise to complaints.

Ducting systems should extend to at least one metre higher than the eaves of the property or 1 metre above the nearest openable window on the property. In some cases ducting may need to extend to the roof ridge where there are openable rooflights. Ducting should not be routed through residential rooms.

Ductwork should be fitted with anti-vibration mountings to minimize the vibration caused by air passing through. Even if you are applying for planning permission only for external ducting, it is important to remember that vibration from the ductwork inside the building could also cause a nuisance to adjacent domestic or residential properties, particularly if ducting is fixed to a ceiling or party wall. Anti-vibration mountings should be used for all ductwork fixings.

Minimum requirements for ductwork
- All ductwork should be Low Pressure Class ‘A’ and constructed in accordance with HVCA Specification DW/144 with a minimum thickness of 0.8mm
- Duct should be as follows:
  - Supply (m/s) | Extract (m/s)
  - Mains run | 6-8 | 6-9
  - Branch runs | 4-6 | 5-7
  - Spigots | 3-5 | 5-7
- All internal surfaces of the ductwork should be accessible for cleaning and inspection. Access panels should be installed at 3.0m centres and should be grease tight using a heat proof gasket or sealant.
- Duct work should not pass thorough fire barriers
- Where it is not possible to immediately discharge the captured air, fire rated ductwork may be required.

Minimum requirements for Odour Control
Discharge Stack
- The discharge stack should:
  1. Discharge the extracted air not less than 1m above the roof ridge of any building within 20m of the building housing the commercial kitchen
  2. If 1. Cannot be complied with for planning reasons, then the extracted air shall be discharged not less than 1m above the roof eaves or dormer window of the building housing the commercial kitchen. Additional odour control measures may be required.
  3. If 1. Or 2. Cannot be complied with for planning reasons, then an exceptionally high level of odour control will be required.
• Low level discharge is not acceptable.
• Use of Chinaman’s hats or other cowls is not recommended.

Filters
Various types of filters will usually be required in order to eliminate grease and odours from the cooking fumes

Grease filters
Grease filters ensure that grease is removed from the cooking fumes. This helps prevent it from building up inside the ducting, which can cause hygiene and odour problems, cause the grease to leak through joints in the ductwork, and pose a fire risk. Grease filters should be incorporated into the cooker hood and should be easily removable for cleaning before they become clogged. Proper maintenance of grease filters is essential, as grease accumulation further up the ventilation ducting can be very difficult to remove. When fitting grease filters, mesh type filters are preferable to baffle type filters as they are considered to be more effective.

Carbon and Pre-filters
Carbon filters are also required and are essential when preparing fried foods and/or foods with strong odours in a food premises close to residential or office properties. Properly maintained carbon filters can eliminate the majority of odours created when food is cooked. Carbon filters should be fitted internally to the ductwork, after the grease filters, and should be positioned so that they can easily be accessed for cleaning.

The carbon filter unit selected should include pre-filters, as these help ensure that no grease enters the carbon filters themselves. Carbon filters can be ruined by operating the extraction system without effective removal of grease. This can be very expensive and it is therefore essential to ensure grease and pre-filters are installed and that they are kept in good working order and used at all times when cooking.

Achieving suitable dwell time is essential to ensure cooking odours are correctly managed. It is important that the air being filtered through the carbon filter system remains in contact with the carbon filter for sufficient time. It should have a low pressure drop (80-100pa) and a high surface area to improve efficiency. The final choice of fan size will depend on the required dwell time of a particular carbon filter system. The enclosed table Minimum Requirements for Odour Control set out the required dwell times.

Electrostatic precipitation
Electrostatic separators (ESP) are used to separate solid or liquid particles from ventilation air. The particles distributed in the gas are electrostatically charged so that they stick to collection plates. The Main components of an ESP are the filter housing, discharge and collecting electrodes, power supply, gas guides or baffles and a rapping system for cleaning the collecting plates. ESPs can be designed to eliminate extensive quantities of smoke however the effectiveness of an ESP is limited to removing the grease that adheres to smoke and should not be considered to be a primary source of odour control. Where installed, pre-filters should be fitted upstream of the ESP to provide some protection from large contaminants that may pass through the grease filters. Where an ESP is used to treat oily fumes the collecting plates can become
fouled, rendering them less effective. Weekly servicing should be the minimum requirement and they should be cleaned immediately as soon as there is any sign of deterioration in fume control.

**In-line oxidation systems**
Oxidation using ozone and/or activated oxygen ions has been used to treat odour emissions from commercial and industrial kitchen processes. Due consideration needs to be given to the residual ozone that may arise from these systems. Complete degradation of ozone is unlikely to take place within the duct work and therefore extraction system must discharge at high level. There will need to be restricted application of these systems in areas housing multiple commercial kitchens. Such systems are not considered to be a primary source of odour control.

**Odour neutralizing and counteracting agents**
There are a number of products on the market claiming that odour emissions can be 'neutralised' by the addition of certain components into the air stream. Counteracting agents are added to the air stream and result in a reduced response to the odour by the human nose by reducing the perceived intensity. As this type of system does not remove odour the level of odour removal is likely to be negligible. Again, such systems do not provide a primary source of odour control.

**Minimum Requirements for Odour Control**
A suitable vapour barrier must be installed to prevent fugitive odours permeating the building.

<table>
<thead>
<tr>
<th>Minimum requirements for Odour Control</th>
<th>Odour arrestment plant performance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low to medium level control may include:</strong></td>
<td></td>
</tr>
<tr>
<td>• Fine filtration or ESP followed by carbon filtration (carbon filters rated with a 0.1 second residence time)</td>
<td></td>
</tr>
<tr>
<td><strong>High level odour control may include:</strong></td>
<td></td>
</tr>
<tr>
<td>• Fine filtration or ESP followed by carbon filtration (carbon filters rated with a 0.2 – 0.4 second residence dwell time)</td>
<td></td>
</tr>
<tr>
<td><strong>Very high level odour control may include:</strong></td>
<td></td>
</tr>
<tr>
<td>• Fine filtration or ESP followed by carbon filtration (carbon filters rated with a 0.4 – 0.8 second residence time)</td>
<td></td>
</tr>
<tr>
<td>• Fine filtration or ESP followed by carbon filtration and by counteractant/neutralizing system to achieve the same level of control as 1.</td>
<td></td>
</tr>
<tr>
<td>• Double pass ESP followed by carbon filtration (carbon filters rated with a 0.6 – 0.8 second residence time)</td>
<td></td>
</tr>
<tr>
<td>• Fine filtration or ESP followed by carbon filtration and by counteractant/neutralizing system (carbon filters rated with a 0.8 – 1 second residence time)</td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance must be carried out to ensure these performance levels are always achieved</strong></td>
<td></td>
</tr>
</tbody>
</table>
Charcoal grills and log burning ovens
The City of Newcastle upon Tyne is a smoke control area, which means that it is an
offence to emit smoke from a chimney of a building that is, high level extraction systems.
It is also an offence to use an ‘unauthorised fuel’ unless it is an ‘exempt’ appliance, and,
even then, it must be a specified fuel for that exempt appliance. Whilst you may be able
to purchase suitable fuels for use within a smoke control area, Newcastle City Council
does not permit their use within any food premises.

Currently there is no guidance available as to how the harmful effects, namely carbon
monoxide which can arise from the burning of these fuels can be adequately controlled
under the Health and Safety at Work etc Act 1974. Therefore only gas or electrically
operated equipment is allowed in commercial kitchens.

Applicants are recommended to contact the Commercial Team, Public Safety and
Regulation for further assistance and to consult the DEFRA Guidance on the Control of
Odour and Noise from Commercial Kitchen Exhaust Systems available at
https://www.gov.uk/government/publications/guidance-on-the-control-of-odour-and-
noise-from-commercial-kitchen-exhaust

Fans
A fan will be required to pull cooking fumes from the cooker hood to the point of
discharge at roof height. The size of the fan motor must be adequate to ensure proper
ventilation, taking into account the length and design of the ductwork and the filters
used. A ventilation contractor will be able to advise on the appropriate size of fan motor
for the ducting and on the adequacy of air changes.

Fans should be located within the building wherever possible, in order to minimise the
likelihood of fan noise and vibration causing nuisance. If the fan cannot be located
internally, details of the noise levels the fan makes are required. Even with fans located
inside the building, consideration should be given to making sure that any vibration and
noise from the fan will not cause a nuisance to adjacent properties.

**Minimum requirements for fans**
- Fans must be capable of dealing with the operating static pressure within the
duct work and should be designed with a minimum 10% pressure margin.
- Backward curved centrifugal, mixed flow or axial flow impellers are preferred
  as they are less prone to imbalance and are more easily maintained/cleaned
due to their open construction. Fixed or adjustable metal impellers with a
  robust and open construction should be used.
- Fan motors should be rated to IP55 with no need to mount the motor outside
  of the air stream. For fans that have motors within the air stream and are
  ventilating cooking equipment that produce high levels of temperature and
  humidity the specification for the motor should be upgraded to withstand more
  onerous conditions.

**Minimum requirements for noise control**
- For new premises or premises covered by planning conditions restricting the
  impact of noise the system should be designed to prevent an acoustic impact
  on the external environment and therefore harm to the amenity, as well as
  ensuring that noise exposure of kitchen staff does not constitute a hearing
  hazard.
For existing premises not covered by planning conditions restricting the impact of noise, the system should be designed to avoid statutory nuisance and should comply with the principles of Best Practicable Means.

To achieve these objectives the noise control system should include:
- Control of noise at source to the greatest extent possible
- Control of noise to the environment by taking acoustic considerations into account within the duct, grille and termination design

The control system should meet the requirements laid down in BS4142: 2014 Methods for Rating and Assessing Industrial and Commercial Sound and should not exceed the existing background noise level as measured or calculated at the nearest residential property.

### Sound insulation

In order to prevent the structural transmission of vibration and regenerated noise within adjacent or adjoining premises the following is required:
- All ductwork must be fitted with anti-vibration couplings or mountings to minimise the vibration caused by air passing through.
- A suitable scheme of insulation is required where residential use and commercial use will share a separating floor or wall. It is expected the scheme will deliver NR20 within habitable rooms.

### Maintenance

Proprietors of commercial kitchens have a duty to ensure that the ventilation system serving the respective premises are maintained and operated effectively. Good maintenance is a prerequisite for ensuring that a system complies with Best Practicable Means under statutory nuisance provision and will form a key element of any scheme designed to minimise harm to the amenity under planning regulations. Good maintenance is required by the food hygiene regulations and will also minimise the risk of fire.

Proprietors of commercial kitchens have a duty to ensure that the ventilation system serving the respective premises are maintained and operated effectively. Good maintenance is a prerequisite to ensuring that a system complies with Best Practicable Means under statutory nuisance provision and will form a key element of any scheme designed to minimize harm to the amenity under planning regulations. Good maintenance is required by the food hygiene regulations and will also minimize the risk of fire. The recommended cleaning period for extract ductwork is:

<table>
<thead>
<tr>
<th>Usage</th>
<th>Cleaning Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy use</td>
<td>12-16 hours per day</td>
</tr>
<tr>
<td>Moderate use</td>
<td>6-12 hours per day</td>
</tr>
<tr>
<td>Light use</td>
<td>2-6 hours per day</td>
</tr>
</tbody>
</table>

### Recommendations for maintenance of odour control system include:
- System employing fine filtration and carbon filtration
  - Change filters every two weeks
  - Change carbon filters every 4 to 6 months
- System using ESP and other in line abatement
  - Clean every 2-6 months
Further Information
Consideration must also be given to the visual impact of flues with all planning applications and care should be taken to locate them where they will not appear prominent. The council will take into account issues of visual amenity in deciding whether or not a proposed extraction system is acceptable.

Where practicable, but especially in conservation areas or within the setting of a listed building, equipment should be installed predominately within the building. Where external flues are proposed colour-coated flues that complement the existing building materials, should normally be used.

Where it is intended to reline internal flues or erect an external flue on a property in joint ownership or involving a party wall, all interested planning officers for guidance and legal consent obtained from all of those parties prior to any development work starting on site.

Submission of Planning Application
Details of design, size, siting, acoustic treatment, finish, odour abatement techniques of the flue extraction system to be installed must be submitted with all applications for hot food takeaways. Where such details are not submitted the application may be refused on the grounds of insufficient information.
Appendix 9 Provision of Sanitary Accommodation

Provision of Sanitary Accommodation

When food and/or drink are intended to be consumed in catering premises it is the policy of this Council, under the provisions of Section 20 of The Local Government (Miscellaneous Provisions) Act 1976, to require the provision of sanitary accommodation for the public. The following extract of the Council’s policy for the provision of sanitary accommodation in ‘relevant places’ is provided for the guidance of applicants.

When the main use of the premises is takeaway sales and no more than 10 seats are provided for brief use this requirement may be waived.
Appendix 10 Starting a New Food Business

Starting a New Food Business


All food businesses are legally required to register the business with this Authority 28 days before starting to trade. There is no fee for registration it simply involves completing a form online. Public Safety and Regulation is able to offer advice regarding design of catering premises, correct food handling techniques, food hygiene training and food safety hazard analysis.