



**Michael Flanagan – Head of
Property & Development**

Postal applications only to:
**Markets Team – Care of
403-405 Green Street
London E13 9AU**

**Market Office -
Tel No: 0208 475 8971**

APPLICATION FOR STREET MARKET TRADING LICENCE

Thank you for enquiring about taking up a pitch in one of the council's markets.

Please complete the attached application form and return it to the Markets Team as soon as possible to consider your application (**subject to availability – please check by phoning first**), by post to the address above, or preferably by hand to:

**The Markets Team Office
Shop 7 Queens Market
Upton Park
London E13 9BA**

The office is open on market days during market hours. (See below)

You can contact the team directly with any queries:

**Mr Jim Eller - Senior Market Inspector - 07748 137264
Jim.Eller@newham.gov.uk**

**Mr Tony Patten - Market Inspector - 07814 253534
Tony.Patten@newham.gov.uk**

**Ms Alethea Lewis - Market Inspector – 07814 253551
Alethea.Lewis@newham.gov.uk**

Rathbone Street Market, Barking Road, Canning Town E16

Trading Days: Tuesday, Thursday, Friday and Saturday
Trading Hours: 9.00am – 6.00pm
Charges: £24.00 per week pitch rent
*****1st **four weeks free rent!*******
Licence Fee: £25.00 (for twelve months April to March)
Non-refundable

We also have a mini market in Rathbone Street, run on a casual basis, on Tuesday, Thursday and Friday selling **ONLY** second-hand goods. Stalls for this market are available on first come, first serve basis for £11.00 per day, with the Friday **Free Rent!** (only if trading on Tuesday & Thursday the same week) Licence fee £25.00 non-refundable.

Kelland Road Mini-Market, off Barking Road, Plaistow E13

Trading Days: Monday to Saturday
Trading Hours: 9.00am – 6.00pm
Charges: £43.00 per week pitch rent
Licence Fee: £25.00 (for twelve months April to March)
Non-refundable
Deposit: £172.00 equivalent to four weeks pitch fees.

Stratford Indoor Market, Stratford Shopping Centre Broadway, E15

Trading Days: Monday – Saturday
Trading Hours: 9.00am – 6.00pm
Charges: £91.00 per week pitch rent
Licence Fee: £25.00 (for twelve months April – March)
Non-refundable
Deposit: £364.00 equivalent to four weeks pitch fees

There are currently **NO** vacancies on this market, and the long waiting list is currently closed.

Stratford Outdoor Market, The Broadway Stratford E15

Trading Days: Tuesday, Thursday, Friday and Saturday
Trading Hours: 9.00am – 6.00pm
Charges: £74.00 per week pitch rent
Licence Fee: £25.00 (for twelve months April to March)
Non-refundable
Deposit: £296.00 equivalent to 4 weeks pitch fees

At present there are **NO** vacancies on this market, but please contact the office if you wish to be added to the waiting list.

Queens Market, Green Street, Upton Park, E13

Temporary Street Trading Licences Only Available – Casual Trading Possible
Depending On Space & Clash Rule (must have public liability insurance on the day) –
NO Fruit & Vegetable Traders – NO Second Hand/Used goods

Trading Days: Tuesday, Thursday, Friday and Saturday
Trading Hours: 9.00am – 6.00pm
Charges: £85.00 per week pitch rent
(Casual trading £25.00 per day)
Licence Fee: £25.00 (for twelve months April to March)
Non-refundable
Deposit: £340.00 equivalent to 4 weeks pitch fees
Casual One Day Licence: £25 per pitch

Queens Sunday Casual Market, Green Street, Upton Park, E13

One Day Casual Street Trading Licences Only Available

Trading Day: Sunday only
Trading Hours: 11.00am – 17.00pm
Charges: £10.00 per pitch per day

Queens Square Market, Green Street, Upton Park, E13

Temporary Street Trading Licences Only Available

Trading Days: Tuesday to Sunday
Trading Hours: 09.00am-6.00pm (Tuesday to Saturday)
11.00am-5.00pm (Sunday)
Charges: £100.00 per week per pitch
Licence Fee: £25.00 (for twelve months April to March)
Non-refundable
Deposit: £400.00 equivalent to 4 weeks pitch fees
Casual One Day Licence: £25 per pitch

Queens Market - The licence holder is responsible for the registering and purchase of electricity from a provider of their choice. The Council does not provide this facility.

All licence holders must keep and maintain his/her own public liability insurance up to date at all times.

The sale or distribution of religious or political material, weapons and explosives, any pornographic material and counterfeit goods is prohibited in all markets.

Documentation all prospective traders will be required to provide.

All applicants for a street trading licence will be required to attach photocopies of the following documents with their applications.

- **National Insurance Number**
- **Three proofs of address e.g. utility bills, bank statements, driving licence etc**
- **Please provide 4 recent passport sized photographs signed on the reverse**
- **Passport**
- **Public Liability Insurance**
- **Applicants intending sell food must obtain a food hygiene certificate**
- **You will be required to produce the originals of the above mentioned documents when invited to attend an interview.**
- **Deposit**

Advice for Applicants

All applicants are advised for the avoidance of doubt, that the Council may verify with the Department of Work and Pensions (DWP) and the local authority where you live that you are not in receipt of benefits to which you are not entitled. The Council may where it seems appropriate, verify your immigration or residency status within the UK.

You are advised that all street trading business details may be forwarded to the Inland Revenue and Department of Works and Pensions.

The Council may also carry out checks to see if a Street Trading Licence has been issued at any time by any other London Borough.

Application To Trade in The Councils Markets

- **Money Laundering**

The London Borough of Newham operates a policy that complies with the 1993 Money Laundering Regulations and the Financial Services and Markets Act 2000. All suspicious transactions will be reported to the appropriate

authorities where the Council has reasonable grounds to suspect that an offence has or may be committed.

- **Fraud**

The London Borough of Newham is under a duty to protect the public funds it administers and to this end may use within the Council information you have provided on this form for the prevention and detection of fraud. For these purposes it may also share this information with other bodies administering public funds.

I understand the London Borough of Newham fraud policy and authorise all details obtained in the course of this application to be disclosed to whichever relevant government/public body or other agency that controls or administers public funds as and where it is deemed appropriate by the Council.

Signature of applicant:

Please print name:.....

- **Declaration:**

I authorise you to make any enquiries you believe necessary to confirm the details on this form.

Signed:..... **Date:**.....

Please complete the form below.

Forenames:

Surname:
Mr / Mrs / Ms

Date of birth:

National Insurance No:

Home Address:

.....

Home telephone No:

Mobile telephone No:

Email address:

Please indicate only ONE market.

Kelland Rd - goods to be sold:

Rathbone Street - goods to be sold:

Stratford Outdoor goods to be sold:

Stratford Indoor good to be sold:

Queens Road - goods to be sold:

Queens Square goods to be sold:

Signed: **Date:**

Equality Monitoring Form

Newham Council is committed to eliminating discrimination and promoting equal opportunities. We want to deliver and improve our services and ensure that services are available to all members of our community and the data collected on this form will help us to achieve this. It will also be used to report on the needs of different groups of people. The information that you provide on this form will remain confidential and will be used for the purposes of monitoring.

Q1. Are you:

- Male
- Female
- Prefer not to say

Q2. Is your gender identity the same gender you were assigned at birth ?

- Yes
- No
- Prefer not to say

Q3. What age group are you in?

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85+
- Prefer not to say

Q4. Do you consider yourself to be a disabled person? The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.” This includes people with physical impairments, visual impairments, hearing impairments, deaf BSL users, people with learning difficulties including people with specific learning difficulties like dyslexia, people with mental health needs and people living with a health condition. E.g. **HIV**, multiple sclerosis, cancer

- Yes
- No
- Prefer not to say

Q5. It helps us to know whether we are reaching all disabled people. Can you please select the relevant impairment (disability) group below? You can tick more than one box, if appropriate.

- Physical impairment
- Hearing impairment
- Learning difficulties
- Mobility impairment
- Visual impairment
- Deaf BSL user
- Blind
- A health condition e.g. HIV, multiple sclerosis or cancer
- Other
- Prefer not to say

Q6. How would you describe your ethnic origin?

A. White

- British
- Irish
- Eastern European (specify) _____
- Any other white background (specify) _____

B. Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other white background (specify) _____

C. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Sri Lankan Tamil
- Any other Asian background (specify) _____

D. Black or Black British

- African
- Caribbean
- Nigerian
- Somali
- Ghanaian
- Any other Black background (specify) _____

E. Chinese or Chinese British

- Chinese
- Other (specify) _____

F. Other ethnic groups

- Irish Traveller
- Roma Gypsy / Traveller
- Other (specify) _____
- Prefer not to say

Q7. How would you describe your religion or beliefs?

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Paganism | <input type="checkbox"/> Atheist |
| <input type="checkbox"/> Agnostic | <input type="checkbox"/> None |
| <input type="checkbox"/> Any other religion or belief (specify) _____ | |
| <input type="checkbox"/> Prefer to not say | |

Q8. How would you define your sexual orientation?

- Lesbian
- Gay man
- Bisexual
- Heterosexual
- Other (specify) _____
- Prefer not to say