

APPLICATION FOR A TEMPORARY STREET TRADING LICENCE

This application form should only be used for applications for street trading involving the use of stalls (including, vehicles, units, tables, and other apparatus or installations).

This form must not be used for:

- Applications for street trading that involves leafleting and other forms of advertising distribution, or walking/stationary human advertising (e.g. persons with billboards), without the use of stalls etc. Please use application Form B for those types of street trading.
- The licensing of markets or any street trading in a market.

It is important that applicants read the following documents prior to completing this application form:

- Rules Governing Applications
- Standard Conditions
- Guidelines For Determination of Applications
- Notes for Applicants

The completed application form together with the required documents and fee must be submitted to:

The Licensing Team
1st Floor
Town Hall Annexe
330-354 Barking Road
London E6 2RT

1. APPLICANTS DETAILS

Please complete section A if you are making an application in an individual or individual names or section B if you are applying as a corporate body.

<u>A: Individuals</u>	
1. First name:	
2. Family/Surname:	
3. Residential Address:	
4. Business Address (if different from residential address):	
5. Date of Birth:	

Form A



6. National Insurance Number	
7. Main Telephone Number:	
8. Other Telephone Number:	
9. E-Mail address:	

1. First name:	
2. Family/Surname:	
3. Residential Address:	
4. Business Address (if different from residential address):	
5. Date of Birth:	
6. National Insurance Number	
7. Main Telephone Number:	
8. Other Telephone Number:	
9. E-Mail address:	

Please complete a separate sheet containing the above details if the licence is to be held by more than two persons.

<u>B: Corporate bodies</u>	
Name:	
Registered Office:	

Form A



Principal trading address:	
Registration number:	
Country of incorporation:	

Give details below of the Director or manager who will be responsible for ensuring that the operation of the stall etc will be carried out in accordance with the terms and conditions of any licence granted:

1. First name:	
2. Family/Surname:	
3. Residential Address:	
4. Date of birth:	
5. National Insurance Number	
6. Telephone Number:	
7. E-Mail address:	

2. WHERE YOU WANT TO TRADE:

2.1. Address and details of the land where you propose to trade, or if no address a full description of where the land is situate: - (NB only one trading address/location per application form)

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2.2. If the stall is to be on a public highway/footpath please answer section A below. If the stall is to be on private land please answer section B below: -

A: PUBLIC LAND

- (i) Are you the legal occupier of any adjacent premises YES/NO
If YES, give details below (e.g. freeholder, lease holder, tenant):

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(ii) Do you trade from the adjacent premises YES/NO
If yes, give details (including the trading activities) and address below:

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(iii) Are any adjoining premises that you occupy or trade from liable for Business Rates YES/NO

B. PRIVATE LAND

(i) What legal right do you have, or will have, to occupy the land to carry out the trading – give details below and enclose proof with this form: -

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(ii) Does the land on which you want to trade form part of any adjoining business land/premises that you use for commercial activities: YES/NO
If the above answer is YES. what are the other parts of the land/premises used for?

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(iii) Are any adjoining premises that you occupy or trade from liable for Business Rates YES/NO

C. PLANNING CONSENT

Do you have planning consent to trade from this location YES/NO

If YES please supply planning consent notice.

If NO Please provide an explanation as to why you believe it the stall is exempted from the requirement to seek planning consent.

3. TRADING DETAILS:

3.1. Trading name to be used at the stall (if any): -

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3.2. Give details of all the goods and services that you want to offer or sell: -

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3.3. Give full details of any 'age-restricted' products be sold or offered for sale (e.g. videos/DVD, knives, alcohol etc) and the steps you will take to prevent underage sales (e.g. 'Challenge 25' policy and training): -

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3.4. When do you want the licence to start?

3.5. When do you want the licence period to finish?
(Note: licences can not exceed 6 months in duration and are not renewable)

3.6. On what days and during what times do you want to trade (use 24 hour clock): -

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Form A



3.7. Description of stall etc (dimensions, materials used, layout etc): -

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3.8. Will the stall be a mobile unit or vehicle placed on the land: YES/NO

3.9. How long will it take for: -

a) the stall to be set up:

b) the stall to be taken down and the area cleared:

3.10. What are the arrangements for the setting up and taking down of the stall. Give full details, including where vehicles are to be unloaded/loaded and what land has to be crossed: -

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3.11. Where will goods and items used in connection with the stall be stored when not on sale/display or being used in the stall: -

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3.12. Give details of how and when new goods or equipment will be delivered to the stall during trading hours, including where delivery vehicles are to park: -

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3.13. What arrangements will be made for the regular collection of any litter or other rubbish in the vicinity of the stall that have been caused by the operation of the stall: -

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3.14. What arrangements will be made for the storage of any litter, waste, rubbish etc prior to its permanent removal: -

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3.15. How and when will the litter, waste, rubbish etc be collected from storage and disposed of:

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3.16. Will a trade waste agreement be entered into for the collection the litter, waste, rubbish etc, YES/NO

If the answer to the above question is 'Yes' with who is the agreement to be made (give name and address): -

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3.17. Will the operation of the stall cause any smells or fumes: YES/NO

If the answer to the above question is 'Yes', what will cause the smells/fumes and how will you manage the smells or fumes so that they do not cause a nuisance: -

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318. Will there be any amplified music, announcements or other sounds (apart from music etc played through headphones for the benefit of staff or customers): YES/NO

If YES, give details: -

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3.19. Give details of any source of electricity to be used at the stall for lighting, heating etc, including the routes and flown height of any electrical cables serving the stall. (Note: please see numbers 30 to 32 of the Councils Standard Licence Conditions): -

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3.20. Presence at stall. (Please note that if an applicant is to be present at the stall for less than 75% of the trading hours on each day, the Council may require a 'designated assistant' to be present and in control of the stall in the absence of the applicant).

- Individual applicants: How long (approximately) will the applicant be present at the stall on each day whilst trading is being carried on: give as a percentage of the trading day (e.g. 0%, 5%, 75% etc):

.....%

- Corporate applicants: How long (approximately) will a Director of the applicant be present at the stall on each day whilst trading is being carried on: give as a percentage of the trading day (e.g. 0%, 5%, 75% etc):

.....%

3.21. Will you be appointing a 'designated assistant' to be present and in control of the stall whilst you are absent from the stall at any time: Yes/No

3.21. Please give any other information which you believe will be of assistance to the Council in its consideration of the application:

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DOCUMENTS ETC TO BE SUBMITTED WITH THIS APPLICATION FORM:

I/we have enclosed the following documents etc with this application form	State Yes or No
The fee	
If the land is private, proof of your right to occupy the land as required by 2.2.B(i) of this application form	
Proof that the land to be traded on has the appropriate planning consent or an explanation as to why the use of the stall is exempted from such planning consent.	
Four plans in accordance with number 3.2(a) of Part A of the Rules Governing Applications	
Four plans in accordance with number 3.2(b) of Part A of the Rules Governing Applications	

DECLARATION OF APPLICANT

I/we hereby declare that:

- I/we have read the Councils:
 - Rules Governing Applications (Part A)
 - Standard Conditions (Part A)
 - Guidelines For Determination of Applications
 - Notes for Applicants
- I/we are aware that ‘tacit approval’ does not apply to the application and that the proposed licensable street trading must not be carried out prior to any licence granted by the Council coming into effect
- I/we are aware that if the Council are minded to grant the application that I will have to obtain the necessary Public Liability Insurance.
- That the Council may send copies of this application form and any supporting documents to other Council departments and also to the Metropolitan Police Service, HM Revenues and Customs, and the UK Border Agency as part of any consultation process, or as part of any information sharing process between them and those bodies.
- The details contained in this application and any attached documents are correct to the best of my knowledge and belief.

Signed	
Print Name	
Dated	

Form A



Signed	
Print Name	
Dated	