



STD01

LONDON LOCAL AUTHORITIES ACT 1990 (as amended) Part III

APPLICATION FOR AN ANNUAL / TEMPORARY STREET TRADING LICENCE

(PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS)
APPLICANT MUST COMPLETE ALL PARTS OF THIS FORM

PART A – Type of application

- 1) I/we are applying for a new licence ☐ To renew an existing licence ☐ Number
- 2) Annual (6 months or more) ☐ Temporary (less than 6 months) ☐ For how long?
- 3) At: Location number or description

Note: Applications for pitches not on our list may only be considered for a maximum of 6 months at a time.

PART B – Applicant details

- (1) Applicant Full Name (Mr./Mrs./Miss/Ms)
- (2) Maiden Name (if applicable)
- (3) Date of Birth (must be over 17 years to apply for a licence)
- (4) Applicant Address and Postcode (please supply proof of address e.g. copy of driving licence or household bill)
- (5) Company Name if applicable
- (6) Telephone Number/s:
- (7) Email:
- (8) Social media contacts:
- (9) National Insurance Number
- (10) Emergency Contact
- (11) Do you already hold a Street Trading Licence? If so, where?

Reg No:	
No <input type="checkbox"/>	Yes <input type="checkbox"/>

New applicants please now complete Parts C and D.

Renewals – if you are renewing with no changes please go to part D. If you have changes to make please complete ONLY the sections that will change in Part C.

PART C – Pitch information

(1) Trading Name

(2) Goods or services to be sold

(3) Type of stall
None of our locations are suitable for a stall to be constructed/left overnight

Powered Vehicle ☐
Detached trailer ☐
Temporary stall/gazebo ☐
Other – please specify ☐

Description:

(4) Size of stall (metres)

(5) Trading hours required
Please tick days and write hours required

Monday ☐
Tuesday ☐
Wednesday ☐
Thursday ☐
Friday ☐
Saturday ☐
Sunday ☐

(6) Source of electricity to be used if applicable
See Condition 27

(7) Where will the goods be stored overnight?

(8) In the case of ice cream – where will it be manufactured

(9) Details of Food registration if applicable

Rating:

Issued when:

Issued by:

- (9) If granted a Licence who would work at the Stall? (Please give name(s), address(es) and telephone No.(s) and NI numbers of up to 2 Assistants

See Condition No.38

PART D – Declarations and attachments

Please complete and return form DOC01 Declaration of Convictions whether or not you have answered yes to any of these questions.

1. HAVE YOU EVER BEEN CONVICTED FOR:

- | | | |
|---|------------------------------|-----------------------------|
| (i) Unlicensed Street Trading | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ii) Food Hygiene Offences | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iii) Violent Behaviour | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Have you visited the site before making this application? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do you think it is suitable for your needs? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. You have been provided with a copy of the local conditions. Do you think you can fully comply? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

19. IS THERE ANY OTHER INFORMATION YOU WOULD LIKE TO GIVE IN SUPPORT OF YOUR APPLICATION:

If so, please write below or attach to this application form.

NOW PLEASE READ THE DECLARATION BELOW AND COMPLETE THE FORM WITH SIGNATURE AND DATE

Before signing the Declaration below, please check your answers, as incorrect or incomplete information alone can prevent you from being considered for a Street Trading Licence. If you have any query about a question answer and wish to check this before sending off your form, please telephone **020 8708 3774**.

1. I am over the age of 17 years and have read the licence conditions provided.
2. I have completed and enclose form DOC01 Declaration of Convictions.
3. If I am offered and accept a Licence I hereby undertake to comply with provisions of Part III of the London Local Authorities Act 1990 as amended and the Regulations made thereunder prescribing standard conditions and other conditions which include prompt and regular payment of charges rendered by the Council.
4. I declare that the information on this form and other documentation I hereby submit in support of my application to the best of my knowledge and belief is true.
5. I understand that the submission of false information is sufficient reason for the Local Authority to refuse the application.
6. I am aware that before signing this, a facility was available for me to discuss with a Council Officer of the Street Trading Section any query regarding any question, word or phrase included in this form that I might not have fully understood.

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

Print Name:.....

**The Completed Form must be sent
by post or by hand to:**

**Licensing Authority
2nd floor front, Lynton House
255-259 High Road
Ilford, Essex
IG1 1NY**

**Telephone: 020 8708 3774
(Mon – Fri 10-4 ex bank holidays)**

We will confirm receipt of the documents.

If you have not heard back from us within 14 days, please contact us to check they have arrived safely.

Or by email to:

licensing.authority@redbridge.gov.uk

Information provided in this application will be held on our computers and manual records. It will be used to assess your application and may be shared with other departments within the London Borough of Redbridge, The Metropolitan Police, The London Fire & Emergency Planning Authority, sub-contractors contracted to provide any support, administration or similar service and any other parties we are required to consult. It may be disclosed where required by law or in connection with legal or regulatory proceedings. Where the public are entitled to object to a licence or we are required to maintain a public register details of licences & applications may be published on the Council's website.

NOTES

A Street Trading Licence - London Local Authorities Act 1990

Section

- 25(4) (a) shall not be granted -
- (i) to a person under the age of 17 years; or
 - (ii) except where the application is made by a company incorporated under the Companies Acts, or by a partnership, for a licence to carry on ice cream trading to a person, on a corresponding day, days or time, who holds a street trading licence in any other licence street granted under this Part of this Act, but nothing in this paragraph shall prevent the renewal of such a licence; or
 - (iii) except where the application is made by a company incorporated under the Companies Acts, or by a partnership, for a licence to carry on ice cream trading to a body corporate or to an unincorporated association; or
 - (iv) in respect of any application for a licence which is not a temporary licence to trade in a street which is not a licence street; or
 - (v) where the street to which the application relates is a street in respect of which the borough council have by resolution passed under subsection (1)(b) of section 24 (Designation of licence streets) of this Act specified a class of articles or things, or services which they will not prescribe in any street trading licence and the grant of the licence would be contrary to any of the terms of that resolution;
- (b) shall not be granted unless the borough council are satisfied that there is enough space in the street for the applicant to engage in the trading in which he/she desires to engage without causing undue or inconvenience to persons or vehicular traffic using the street.

Grounds for Refusal

Section The council may refuse an application on any of the following grounds:-

- 25(6) (a) that there are enough traders in the street or in any street adjoining the street in respect of which the application is made in the goods in which the applicant desires to trade;
- (b) that the applicant is on account of misconduct or for any other sufficient reason unsuitable to hold the licence;
- (c) that the applicant is an individual who has without reasonable excuse failed personally to avail him/herself of a previous street trading licence;
- (d) that the applicant has at any time been granted a street trading licence by the borough council which was revoked or could have been revoked on the grounds that he/she had refused or neglected to pay fees or other charges due to them in respect of the licence;
- (e) that the applicant has failed to provide or to identify suitable or adequate premises for the storage of any receptacles or perishable goods in which he/she proposed to trade when street trading is not taking place.

There is no right to appeal for refusal to grant a temporary licence.

For an annual licence:

Section Any person aggrieved -

- 30 (1) (a) by the refusal of a borough council to grant or renew a licence on any of the grounds mentioned in subsection (6) (a) to (e) of section 25 (Application for street trading licences);
- 30 (2) An appeal under subsection (1) above may be brought -
- (a) in the case of an appeal under section 30(i)(a) of that subsection, at any time before the expiration of the period of 21 days beginning with the date upon which notification in writing is given of the refusal or decision;
- 30(3) A person desiring to appeal against such refusal or decision as is mentioned in subsection (1) above shall give a written notice to the magistrates' court and to the borough council specifying the refusal or decision against which he/she wished to appeal and the grounds upon which such appeal is made.

Document Checklist

For Applicant:

- Signed Form
- Deposit/payment
- Proof of address
- Proof of ID
- National Insurance Number
- Public Liability Insurance
- Food registration certificate
- Food hygiene certificates for all staff
- Gas Safety – if applicable
- PAT – for all electrical items to be used on the stall
- passport photo
- Signed Terms & Conditions Sheet

For Assistants:

- Employer Liability Insurance
- Proof of address
- Proof of ID
- passport photos

Optional:

- A photo of your setup would be great to visualise how you would fit
- If the location requested is not one of our set pitches, a photo and/or map location would be useful to assist in ensuring we are talking about the correct position