

CBS01

**LONDON LOCAL AUTHORITIES ACT 1996 Part III
APPLICATION FOR AN OCCASIONAL SALES LICENCE**

(PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS)

About You

1. Title: Mr Mrs Ms Miss Other | 2. Date of Birth: / /

3. Applicant First Name ----- 4. Applicant Surname -----

5. Applicant Address and Postcode

----- Post Code -----

6. Telephone Number: ----- Mobile Number: -----

7. Applicant's Email address: -----

8. Please tick appropriate box Company Individual Partnership

Complete either (a) Company Name: -----

Company Number: -----

Or (b) Individual Name: -----

National Insurance Number: -----

Or (c) Partnership

Name of Partners ----- NI Number: -----

Name of Partners ----- NI Number: -----

About the Occasional Sale Site

9. Location/Address of sale site

You must provide a separate plan of the property to be used for the sale showing entrances/exits, parking areas, buildings and sales areas.

10 (a) Date of Sale: / /

Time of setup		Time sale starts	
Time sale ends		Time site vacated	

11. Permission of landowner: Y / N

12. Estimated number of stalls/pitches: ----- 13. Estimated number of people attending: -----

14. Person appointed to receive and answer complaints (if different from applicant)

Name: -----

Address: -----

----- Post Code -----

Telephone Number: ----- Mobile Number: -----

Person's Email address: -----

About your Proposed Arrangements and Controls Around Site

15. Car Parking Facilities & Arrangements

16. Control of Road Congestion

17. Control of Litter

18. Control of Noise

Before signing the Declaration below, please check your answers, as incorrect or incomplete information alone can prevent you from being considered for an Occasional Sales Licence. If you have any query about a question or an answer and wish to check this before sending off your form, please telephone **020 8708 5231**.

I have read the guidance provided with this form.

Signed: ----- **Date:** -----

Print Name: -----

When you have completed the application form please send with the appropriate fee to:-

The London Borough of Redbridge, Licensing Service, 10th Floor, Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN

- **Applications must reach us at least 42 days before the date of the proposed sale**
- **Application fees are provided on a separate document or on www.redbridge.gov.uk**
- **Cheques should be made out to "London Borough of Redbridge"**

If you would like to pay by credit/debit card, please phone London Borough of Redbridge on 020 8554 5000, provide the address details of where the licensable activity will be taking place and ask to pay it to the Licensing Service code. You will then need to contact us on 020 8708 5231 with your details, the date of the transaction and transaction number, and post the application form for us to process.