

STD04

**LONDON LOCAL AUTHORITIES ACT 1990 (as amended) Part III
APPLICATION FOR AN ANNUAL PAVEMENT TRADING LICENCE**

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

PART A – Premises outside which trading will take place

Subject to the Council's agreement the area can only be used to display goods or provide services that are available within the premises. Payment for goods must take place within the premises. All material including display stands must be removed from the pavement outside permitted hours.

Premises trading name				
Premises Address & Postcode				
Telephone Number				
Type of goods or services that will be displayed				
Days & times you wish to display goods				
Size of area applied for	Width (in metres)		Depth (in metres)	
Source of electricity to be used (if applicable)				
Please give details of your public liability insurance here & enclose a photocopy of the certificate with your application				

PART B – Applicant details

Full/Company Name (Mr/Mrs/Miss/Ms)	
Maiden Name (if applicable)	
Address & Postcode or registered office (if different from above)	
Date of Birth	
Town of Birth	
Telephone Number	

Previous Address & Postcode (if living at above address for less than 5 years)	
Do you hold any other street trading licence. If so please give details	
Have you ever been refused a street trading licence. If so please give details	Name & Address of Insurer / Sum Covered / Policy No. / Date of Expiry
Have you ever been convicted of unlicensed street trading?	Yes/No (if yes please give details)
Have you ever been refused a street trading licence?	Yes/No (if yes please give details)
Have you ever had a Licence revoked by a Local Authority?	
Have you ever been convicted of food hygiene offences?	Yes/No (if yes please give details)
Have you ever been convicted of violent behaviour?	Yes/No (if yes please give details)
	Please complete form DOC01 Declaration of Convictions whether or not you have answered yes to any of the above questions

PART C – General

Is there any other information you would like to give in support of your application?	
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You will be visited by an officer of the council to assess the proposed site after which other bodies such as the Highways Authority will be consulted.

If there are no objections you will be invoiced separately for payment of the fee. Please note your application will not proceed until payment is received

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 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 5716

1. I have read the licence conditions provided with this application form.
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:.....

WHEN YOU HAVE COMPLETED THE DETAILS OVERLEAF PLEASE POST THIS FORM OR HAND DELIVER TO THE UNDERMENTIONED:-

**PUBLIC PROTECTION
PERTH TERRACE,
ILFORD, ESSEX
IG2 6AT**

PLEASE NOTIFY THE OFFICER OF ANY CHANGE OF NAME, ADDRESS, TELEPHONE NO. OR CLASS OF GOODS YOU WISH TO SELL.

**For any query on Street Trading
you may call
020 8708 5716
between 8.30a.m. and 5.00p.m.
Monday to Friday excluding
Public Holidays**

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.