

Environmental Services & Community Safety

Licensing Team Leader Daliah Barrett-Williams
 Alexandra House, Level 6, 10 Station Road, Wood Green, London, N22 7TR



APPLICATION FORM FOR STREET TRADING LICENCE (TABLES AND CHAIRS IMMEDIATELY OUTSIDE CATERING ESTABLISHMENTS)

LONDON LOCAL AUTHORITIES ACT 1990 as amended - STREET TRADING

Application for Licence to Provide Service

Applicants must complete both Parts A and B of this form

FOR OFFICIAL USE ONLY (Reception) Receipt No. Amount Received: £ Card/Cheque/Other

PART A

SURNAME OR FAMILY NAME:

FORENAMES:.....

DATE OF BIRTH: MR. * MRS. * MISS * MS.

NATIONAL INSURANCE NUMBER:.....

HOME ADDRESS:

HOME TELEPHONE NUMBER: MOBILE NUMBER:

BUSINESS or REGISTERED OFFICE ADDRESS	
TRADING NAME	
ADDRESS OF PREMISES WHERE APPLICANT DESIRES TO PROVIDE SERVICE	
PREMISES TELEPHONE NUMBER	
DAYS & TIMES APPLICANT DESIRES TO PLACE TABLES AND CHAIRS ON FOOTWAY	
Description of Refreshments or Services proposed to offer/provide.	
If alcoholic beverages are to be provided, please give full names and addresses of persons granted the Premise and Personal Licenses as defined under the Licensing Act 2003.	
Please provide name and address of company that insured applicant for external services/displays.	
Where will tables and chairs be stored overnight and other times when not in use.	

Only those Tables and Chairs approved by the Council shall be used. They must be capable of being easily and immediately removable in emergencies and at the end of the trading period.

STATE MATERIALS AND BASIC DETAILS OF CONSTRUCTION OF TABLES AND CHAIRS			
STATE DIMENSIONS OF THE AREA OF FOOTWAY WHICH YOU WOULD LIKE TO USE.	Length	Width	Height

PART B

FOR OFFICE USE ONLY

NAME OF OFFICER ACCEPTING APPLICATION

DATE:

TIME:

You are required to supply the following additional information so that the Council can properly assess your application at this stage. The Council reserves the right to check upon the information provided.

1. State whether applicant is: MANAGER/EMPLOYEE/SECRETARY/DIRECTOR/PARTNER

TICK BOX

2. Is this a renewal or first time application? Renewal First time application

3. **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"/>
(iv) Breach of Condition of Licence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If 'YES' to any of the above - please give brief description including dates of conviction.

4. Have you ever been refused a Street Trading Licence? Yes No

If so, give full details:

5. Have you ever had a Licence revoked by a Local Authority? Yes No
If so, give details, including Council, Date and Reason.

6. If a Solicitor, Friend or other person is helping you complete this Form please state their:

NAME IN FULL

STATUS:

ADDRESS:

CONTACT TELEPHONE NUMBER:

NOW PLEASE READ AN EXTRACT OF THE REGULATIONS OPPOSITE AND THE DECLARATION OVERLEAF AND COMPLETE THE FORM WITH SIGNATURE AND DATE.

**CONDITIONS APPLICABLE TO STREET TRADING LICENCES OUTSIDE SHOPS
EXTRACTS FROM REGULATIONS MADE UNDER SECTION 27(3)
OF THE LONDON LOCAL AUTHORITIES ACT 1990**

A full copy of the Regulations is available on request and is also provided with each Licence issued.

CONDUCT	The Licence Holder and Assistants shall ensure the public are treated fairly and with courtesy. The Licence Holder is responsible for any acts or omissions by employees on the site/premises. A daily fine may be imposed upon conviction for each offence.
SUBLETTING	No Licensed Trader shall sublet the stall or any part of the stall, or the Licensed Street trading pitch.
LIMITS OF DISPLAY	All goods, containers or other articles shall be contained within the Licensed Area. No goods, containers, refuse or other articles shall be placed or stored under the stall.
NATURE AND TYPE OF RECEPTACLE	Only those receptacles approved by the Council shall be used by the trader. Stalls formed by the use of old milk crates and boxes are not acceptable.
DRESSING OF STALL ETC.	Stalls shall be easily and immediately removable with the necessity of undressing the stall.
REMOVAL OF STALLS ETC.	The Licence Holder and/or their assistants shall remove the stalls and goods at close of business and for so long as may be necessary in the event of an emergency or in the exercise of the Council's powers and duties, or if required to do so by a Police Officer or a duly Authorised Officer of the Council. A charge will be made for the removal of goods and stalls left on the pavement when the shop is closed. A further charge will be levied for the storage of such goods and/or stalls whilst in possession of the Council.
REFUSE	The Licence Holder shall ensure that any refuse arising as a result of the external activities is properly stored and disposed of as part of the shop activities.
NOTE	The Licence may be surrendered at any time. It should be delivered by hand to Licensing Team, Techno Park, Ashley Road, Tottenham, London N17 between the hours of 10.00 a.m. and 4.00 p.m. (Monday to Friday excluding public holidays).

THE FOLLOWING GOODS ETC. SHALL NOT BE DISPLAYED ON FOOTWAYS

Alcoholic beverages, explosives, free standing advertisement boards or other such obstructions.

Gambling including lottery tickets, application forms and their dispensers; raffles, tombolas and games of chance.

Ice Cream Vending Machines (*save at Street Festivals*).

Massage and Special Treatment including skin piercing, tattooing and the like.

Medicines, drugs and other restricted dangerous applications, appliances or substances not otherwise specifically itemised.

Motorised vehicles, liquid petroleum gas, pets and livestock.

Second-hand gas and electrical appliances whether or not reconditioned. Tobacco and tobacco products.

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.

DECLARATION

1. I confirm that I have already been provided with a copy of the Regulations and the Council's selection criteria.
2. If I am offered and accept a Licence I hereby undertake to comply with the provisions of Part III of the London Local Authorities Act 1990 as amended and the Regulations made there under prescribing standard conditions and other conditions which include prompt and regular payment of charges rendered by the Council.
3. 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.
4. I understand that the submission of false information is sufficient reason for the Local Authority to refuse the application.
5. I am aware that before signing this, a facility was available for me to discuss with a Council Officer of the Licensing Team any query regarding any question, word or phrase included in this form that I might not have fully understood.
6. I understand that the information I provide on this form will be made available to the National Fraud Team
7. I now hand to the Authorised Officer of the Council two identical full-face photographs of myself taken within the preceding twelve months and signed by me on the reverse.
8. I produce a Certificate of Insurance that covers the trading activities of the business.
9. I produce evidence of a waste disposal contract (*with an approved contractor*) or other relevant information on how refuse arising from the business is stored and disposed.
10. I now present a cheque to the value of £
(*being the current application fee*) made payable to LONDON BOROUGH OF HARINGEY.

11. PROVISION OF THE FOLLOWING INFORMATION IS OPTIONAL

In order to improve and monitor the standard of service provided by the Council, please indicate which language(s) you speak:

ENGLISH CANTONESE GREEK HINDI KURDISH PUNJABI ROMANIAN SERBO CROAT SOMALI
TURKISH URDU OTHER

Signed: Date:

Print Name: