

The London Borough of Hammersmith and Fulham – Street Trading

APPLICATION FORM for a street trading licence

PERSONAL DETAILS:

Full Name: MR/MRS/MISS/MS/Other _____
Address: _____
Address: _____ Post code: _____
Date of Birth: _____ National Insurance No: _____
Home Tel: _____ Mobile: _____
Email: _____ Website: _____
Twitter: _____ Facebook: _____

ASSISTANTS DETAILS: (Max 2)

1. Full Name: _____ 2. Full Name: _____
Address: _____ Address: _____
Address: _____ Address: _____
Post Code: _____ Post Code: _____

LICENCE DETAILS:

Market Location – North End Road Licence Type: TEMPORARY (6 months)

Pitch size available: approximately 4.5 x 1.5 metres (15' x 5')

Commodities to be sold: _____
(Please use separate sheet if necessary)
Company name: _____

Do you hold any other street trading licences? YES ☐ NO ☐

If so, please state with which market: _____

Have you ever had a street trading licence revoked? YES ☐ NO ☐

If so, provide details: _____

Do you have any convictions? YES ☐ NO ☐

If so, provide details: _____

Are you eligible to work in the UK? YES ☐ NO ☐

Signed: _____ Print Name: _____
Date: _____

YOUR NEXT OF KIN: This person will be contacted in the case of an accident or emergency

Full Name: MR/MRS/MISS/MS/Other _____
Address: _____
Address: _____ Post code: _____
Home Tel: _____ Mobile: _____

The personal information that you provide will be handled by LBHF in accordance with the Data Protection Act 1998. It will be used by the Council's Market Team for the purpose(s) of regulating its markets and will be only be used for this and related purposes.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

We are required under Section 6 of the Audit Commission Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise. We advise traders that data held by this authority in respect of your street trading licence will be used for cross-system and cross-authority comparison purposes for the prevention and detection of fraud.

You should also note that you are entitled to see the records that we hold about you providing you give prior notice in writing.

I certify that the information above is correct and I understand that any licence will be issued on the basis of this information and in accordance with the Standard Terms and Conditions for Street Trading approved by the London Borough of Hammersmith and Fulham Council.

A copy of the street trading standard conditions can be found on the website:

http://www.lbhf.gov.uk/Directory/Business/Markets_and_fairs/Markets/176594_Trading_information.asp.

Please see the checklist below for all documentation required to enable an application to be processed and approved.

All documents you are required as the licence holder to bring to the meeting must be originals:

A completed application form:

- ☐ Public Liability Insurance for the year (minimum £10 million)
- ☐ Proof of address (not older than 3 months)
- ☐ Proof of Identification – valid passport or full UK driving licence
- ☐ National Insurance number (NI card or letter from HMRC)
- ☐ Food hygiene certificate (if selling food – not older than 3yrs)
- ☐ Registration of food business certificate/document (if selling food)
- ☐ 2 x passport or small size photographs signed and dated on the back
- ☐ Signed and dated Street Trading Terms and Conditions form

In addition, you will need to bring the following documents for all assistants named on the application form:

- ☐ 1 passport or small size photograph signed and dated on the back
- ☐ Photo ID – passport or driving licence
- ☐ Proof of address (not older than 3 months)
- ☐ National Insurance number (NI card or letter from HMRC)
- ☐ Proof of Employment Liability Insurance if you employ assistants (minimum £5 million)
- ☐ Food hygiene certificate (if selling food – not older than 3yrs)

Send Application & Documents to:

Hammersmith & Fulham Council
Markets Team, 1st Floor
25 Bagleys Lane, London SW6 2QA
Or email to: streettrading@lbhf.gov.uk
T: 020 8753 3916