

The London Borough of Hammersmith and Fulham – Street Trading
RENEWAL APPLICATION FORM for a TEMPORARY street trading licence

PERSONAL DETAILS:

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

ASSISTANTS DETAILS: (Max 4 for permanent traders and 2 for temporary traders)

| | |
|---------------------|---------------------|
| 1. Full Name: _____ | 2. Full Name: _____ |
| Address: _____ | Address: _____ |
| Address: _____ | Address: _____ |
| Post Code: _____ | Post Code: _____ |
| 3. Full Name: _____ | 4. Full Name: _____ |
| Address: _____ | Address: _____ |
| Address: _____ | Address: _____ |
| Post Code: _____ | Post Code: _____ |

LICENCE DETAILS:

Market Location: _____
Licence Type: TEMPORARY
State trading days _____
Commodities to be sold: _____
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 (no photocopies):

A completed application form:

- Updated Public Liability Insurance for the year (only if expired since last application)
- Proof of address (not older than 3 months)
- 2 x passport size photographs signed and dated on the back
- £56.00 registration fee for a permanent licence or £30.00 for a temporary licence (payable by credit/debit card)
- Signed and dated Street Trading Terms and Conditions form (to be signed at interview)
- Food hygiene certificate (if selling food – not older than 3yrs)

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

- 1 passport size photograph signed and dated on the back (only if new assistant)
- Photo ID – passport or driving licence (only if new assistant)
- Proof of address (not older than 3 months)
- National Insurance number (NI card or letter from HMRC) (only if new assistant)
- Proof of Employment Liability Insurance if you employ assistants (only if expired)
- 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