

H&F first time application and renewal form for a street trading licence

PERSONAL DETAILS:

Title: Mr Mrs Miss Ms Other If Other, give your title:

First Name: Surname:

Address:

Address: Post code:

Date of Birth: National Insurance Number:

Home Tel: Mobile:

Email:

Website: Twitter:

Facebook: Instagram:

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

1. Full Name:

Address:

Address: Post code:

Date of Birth: National Insurance Number:

2. Full Name:

Address:

Address: Post code:

Date of Birth: National Insurance Number:

3. Full Name:

Address:

Address: Post code:

Date of Birth: National Insurance Number:

4. Full Name:
Address:
Address: Post code:
Date of Birth: National Insurance Number:

LICENCE DETAILS:

Market Location:
Licence type: Temporary licence Permanent licence
Application type: First time application Renewal application
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:

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

Title: Mr Mrs Miss Ms Other If Other, give their title:
First Name: Surname:
Address:
Address: Post code:
Date of Birth: National Insurance Number:
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 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 council website:

[Traders' information | LBHF](#)

Signed:

Print Name: Date:

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

- 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 3 years)
- Registration of food business certificate/document (if selling food)
- Gas Safety Certification (if applicable)
- Portable Appliance Testing (PAT) certificate (if applicable)
- 2 passport or small size photographs signed and dated on the back
- Signed and dated Street Trading Terms and Conditions form
- Registration fee

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)

Send your application and documents to streettrading@lbhf.gov.uk

If you have questions or need help filling in this form, you can call us on 020 8753 3916 or email us at streettrading@lbhf.gov.uk

Finding out more about you

The following questions are all **optional** and they ensure we can monitor and analyse how we deliver our services now and in the future. This survey will only take a few minutes of your time to complete.

These questions are asked as part of our commitment to equalities monitoring and will help us to ensure that we are reaching a wide range of people with different backgrounds and experiences. The information that you give us will help us to make sure that everyone is treated fairly. We do not use it to identify individuals.

We ask these questions to ensure that:

- our engagement activity reaches all sections of the community
- to understand possible differences in views between sections of the community (for example to consider if the level of support for a scheme varies between age groups) and
- to improve the effectiveness of the way we communicate with you.

All personal details will be kept confidential. Further information is available in our privacy policy.

What is your age group?

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85-89
- 90+
- Prefer not to say

What is your gender. This helps ensure that a balanced group of people have been reached.

- Agender or gender neutral
- Male
- Female
- Non-binary
- Trans man
- Trans woman
- Other
- Prefer not to say

Please tell us your ethnic group

Why we are collecting this data

You are much more than a statistic to us. We would like to better understand the ethnicity of those we serve and work with.

These categories are not about nationality, place of birth or citizenship. They relate to ethnic group categories based on the Census.

We recognise that these ethnic groups may not represent how you identify yourself. If you feel you don't identify with any groups in the suggested list, we encourage you to write your ethnicity using your own words in the free text box.

Please tick the box that most accurately describes you or use the free text box if appropriate.

- Asian or Asian British - Bangladeshi
- Asian or Asian British - Chinese
- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Another Asian or Asian British background
- Black or Black British - African
- Black or Black British - Caribbean
- Another Black or Black British background
- Mixed - Asian and White
- Mixed - Black African and White
- Mixed - Black Caribbean and White
- Mixed - Another Mixed background
- White - British, English, Northern Irish, Scottish or Welsh
- White - Irish
- White Irish Traveller, Gypsy or Roma
- Another White background
- Other - Arab
- Other - Another ethnic group
- Prefer not to say

If Other, enter your ethnic group:

Do you consider yourself to be a disabled person? (This is based on the social model of disability that recognises people are disabled by barriers in society, not by their impairment or difference). This definition includes non-visible impairments and long-term health conditions).

- Yes
- No
- Prefer not to say
- Other

If Other enter your Disability status:

Thank you for sharing your information

Thank you for sharing your information with us, we appreciate the time you have spent to complete this survey. If you wish to make any further comments or questions about your experience today, please contact us at streettrading@lbhf.gov.uk