

STREET TRADING LICENCE APPLICATION FORM

(London Local Authorities Act 1990 Part III as amended)



Please refer to information sheet before completing. If you are applying on behalf of a registered company you **MUST** complete Section 1a below

Section 1

Applicant's full name:	Title (Mr/Mrs/Miss/Ms/Other):	
	First name:	
	Surname:	
Home address:		
	Post Code:	
Date of birth:	National Insurance No:	
Place of birth:		
Telephone number(s):	1:	Email:
	2:	

Section 2

If you are applying as a limited company:

Registered company name:	
Registered company number:	
Registered company address:	Post Code:

For all applicants:

Trading Name:	
---------------	--

Section 3

Please fill out the appropriate sections depending on which licence you wish to apply for (please tick appropriate box):

<p>Forecourt</p> <p><input type="checkbox"/></p> <p>Complete section 3</p>	<p>Tables and Chairs</p> <p><input type="checkbox"/></p> <p>Complete sections 3 & 4</p>	<p>Street Trading Pitch (e.g. catering van, non-market stall)</p> <p><input type="checkbox"/></p> <p>Complete section 5</p>
--	---	---

Section 4 (Forecourt and Tables & Chairs Licences)

Please state the address of the premises for which you need a licence:
Please state the exact area from which you wish to trade, please provide a plan with measurements (use a separate sheet if necessary):

Section 5 (Tables & Chairs Licence)

Please state the number of tables and chairs you wish to place on the public highway:

Section 6 (Street Trading Pitch Licence)

Please state the pitch location you are applying for:

Please give the dimensions of the vehicle/stall from which you wish to trade, providing a plan (use a separate sheet if necessary):

For ALL applications please complete the following sections:

Section 7

Goods, Articles or Services Offered for Sale:		
Please state your intended: - Days:		
	Times: From:	To:

Section 8

Do you wish to obtain a Temporary Street Trading Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This will cover your street trading up to the date of the committee hearing to determine your application. Trading on the public highway without a licence is an offence. If you do not wish to obtain a temporary licence to cover your trading, there must be no use of the public highway until a licence has been granted.		

Section 9

Do you currently hold public liability insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(You will be required to provide proof of your <u>PUBLIC</u> liability cover to the value of £2,000,000 and valid from the start of any licence)		

Section 10 – You MUST complete this section if you intend to employ an assistant.

Please refer to the information sheet before completing.

Assistant's full name:	Title (Mr/Mrs/Miss/Ms/Other):	
	First name:	
	Surname:	
Home address:		
	Post Code:	
Telephone number:	Date of birth:	
National Insurance No:	Place of birth:	

You must supply with this application 2 full face passport photographs of yourself and 2 of any assistant/s. These photos must have been taken in the last 12 months and signed on the reverse.

Your application will only be considered if all appropriate parts of the form have been completed.

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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <http://www.merton.gov.uk/legal.htm>

Section 11

Declaration

I confirm the information I have given on this form is correct. I realise that giving false information could lead to prosecution.

Signature of applicant:

Date:

Return address: Regulatory Services Partnership
Merton Civic Centre,
London Road
Morden
Surrey
SM4 5DX

Telephone: 020 8545 3025
Fax: 020 8545 4025
Email: Licensing@merton.gov.uk

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

Failure to do so may result in the application being returned

- 1) Application Fee
- 2) 2 full face passport photographs of yourself and 2 of any assistant/s. These photos must have been taken in the last 12 months and be signed on the reverse.
- 3) Details of your public liability insurance. The cover must have a minimum limit of indemnity of £2 million.
- 4) Photocopies of your:
 - Passport or photo Driving Licence
 - Proof of National Insurance number
 - Two utility bills (no more than 2 months old).

If your application is successfully we will need to see the originals.

LONDON BOROUGH OF MERTON USE ONLY						
Photographs checked	Insurance details	Original seen and copies taken of:			Date received	Officer
		Passport	Driving Licence	Proof of address		

The Application Process

Street trading licences are granted by local authorities to allow members of the public to setup small businesses and trade from the street. The legislation governing street trading seeks to regulate this trading environment to allow fair and open practices for both shoppers and traders alike.

In Merton the application process comes in two stages. Each application submitted is considered for both a designation and the issuing of a licence.

Designation

In Merton we designate parts of the public highway for the use of street trading. These take the form of individual stalls, shop-front displays, tables and chairs outside of restaurants, and street markets. Following a 28 public consultation, a committee of elected members votes on whether to designate a piece of the highway for the purposes of street trading. Once designated, a site can be used for street trading subject to obtaining a licence.

If you require a designation for a new location please indicate this by checking the box on the form. The details supplied for the licence will be used for the designation.

Street Trading Licence

A licence allows the holder to trade in the goods described, at the location described and at the times described on the licence and its attached conditions.

If the location you are applying for is already designated you will be able to apply for a licensed area up to the maximum size stipulated by the designation. If an increase is still requested the application will have to go to committee for a new designation.

Once we receive your completed form we will determine which committee meeting it will be presented at (if a new designation is required). As meetings occur every three months there can be a considerable period of time between the application for and granting of a licence. This period of time can be covered by a **Temporary Street Trading licence** which we can issue for the location up to a maximum of six months. If you wish to obtain a temporary licence it is necessary to declare this on your application. Our fees structure has different price bandings dependant on the size of the area requested. These bandings apply to full and temporary licences. Please contact the office to determine the cost of a temporary licence for the period leading up to a committee meeting.

Renewals

Licence renewals use the same application form as new applications. The forms are used to update the details of the trader that are held on our system. Under the legislation we must request this information. Licences are renewable on an annual basis. It is the responsibility of the trader to renew their licence. Renewals can be made not later than two months or earlier than three months before the licence runs out.

Completing the Street Trading Licence application form:

1. Section 1

This section needs to be completed by the person wishing to hold a street trading licence. This person will be responsible for all actions taken under the licence, including responsibility for any breaches that may occur. Breaches of licensing conditions may result in a Fixed Penalty Notice or court action being taken.

2 Section 2

If you are applying for a licence in the name of a registered company. For example: we may issue a licence to a national restaurant company rather than the individual manager, who may change more frequently. If your company is not registered with Companies House then please provide the trading name.

3 Section 3

This section covers the type of licence being applied for.

Forecourt licence

If you wish to place a display of goods outside your shop on the public highway then you will need a forecourt licence. If you have a private forecourt you may not require a licence. Please contact the street trading officer to discuss the location before applying.

Tables & Chairs Licence

If you intend to place tables and chairs outside your premises on the public highway you will require a tables & chairs licence, unless it is on a private forecourt. As with the forecourt licences please contact us to see if you require a licence.

Street Trading Pitch Licence

If you wish to operate a catering van or an individual market stall, not located in one of our markets, you will need to apply for a street trading licence. These areas are specially designated for street trading subject to obtaining a licence.

4 Section 4

Complete this section if you are applying for either a **forecourt licence** or a **tables & chairs licence**. Please refer to our fees and charges as the cost of these licences are determined by size.

5 Section 5

Complete this section only if you are applying for a **tables & chairs** licence. It is necessary for us to know how many items of furniture you intend to place on the highway and whether it is appropriate due to the size of the pavement and the location of street furniture in the area.

6 Section 6

Complete this section if you are applying for a **street trading licence** for an individual stall or catering van pitch.

7 Section 7

This section covers the additional information necessary to help us process your application. Providing us with intended days and times allows us to assess whether the site you have chosen is suitable for trading. These days and times will form the basis of your licence.

8 Section 8

This section covers the option of applying for a Temporary Street Trading licence as part of your full application. If you wish to place either tables & chairs or goods on the highway before your application is heard it will be necessary for you to hold a Temporary licence.

9 Section 9

The Council requires Public Liability Insurance cover in respect of placing any objects or stock on the highway. The minimum level of cover required is £2,000,000 in respect of any one incident. When providing this information we will need a copy of the insurance cover page containing details of the person/company insured, as well as a breakdown of the policy cover showing the public liability category.

You do not need to provide evidence of cover now, but please note that if your application is accepted, the Council will require you to provide evidence of cover before you start to place goods or tables & chairs on the highway.

ALL traders need Public Liability Insurance. Licences will **not** be issued without proof of insurance.

10 Section 10

This section covers the additional information necessary if you intend to employ an assistant on your stall. Any assistant is employed to carry out the street trading during the trader's temporary absence and not in place of them.

11 Section 11

As the application for a street trading licence is a legal document, the applicant is required to sign this declaration in full knowledge that they would be committing an offense if the details are found to be untrue.

12 Fees and charges

All application types carry a processing fee. You must send payment with your application. The amount may vary depending on the type of licence you wish to apply for. Please refer to the fees and charges at the end of this document.

All application fees are non-refundable

13 Where to send this form

This form (and any other documents you may later send to the Council) should be delivered personally or sent by recorded delivery post to:

**Regulatory Services Partnership
London Borough of Merton
Merton Civic Centre
London Road
Morden
Surrey SM4 5DX**

14 Age Limit

Applicants must be over seventeen years of age.

15 If you decide not to use a licence

If you are granted a licence and then choose not to make use of it, you should surrender it by returning it with a covering letter to the address given above.

16 Renewals

If you are granted a licence, you can apply to have it renewed on the expiry of the licensed period. Please contact the street trading office for fees and charges closer to the time of renewal. It is the licence holders' responsibility to ensure their licence is valid and up-to-date. Lapsed licences may not be reinstated.

LONDON BOROUGH OF MERTON
LONDON LOCAL AUTHORITIES ACT 1990 PART III (as amended)
(STREET TRADING)

Licence Fees

VALID FROM 1ST April 2017 – 31ST March 2018

Unless otherwise stated all fees are for a period of 1 year.

Administrative Fees

Street Trading Licence Application Fee	£100
Licence Street Designation & Street Trading Licence App. Fee	£200
Renewal Licence Processing Fee	£30
Variation of existing Licence or Registration	£75
Market Trader Registration Fee	£30

Forecourt or Tables & Chairs Licence

Up to 1 sq m	£105
Over 1 sq m up to 6 sq m	£589
Over 6 sq m up to 12 sq m	£884
Over 12 sq m up to 18 sq m	£1,179
Over 18 sq m	£1,769

Temporary Monthly Licence for Forecourt, and Tables & Chairs where a full application is being processed.

Up to 1 sq m	£9
Over 1 sq m up to 6 sq m	£49
Over 6 sq m up to 12 sq m	£74
Over 12 sq m up to 18 sq m	£98
Over 18 sq m	£147

Remote Pitch (catering van, individual stall etc.) £1,387

Market Fees (Temporary Licence per pitch per trading day)

Regular Market	£12
Regular Market food stalls	£15
Casual Market	£20
Casual Market food stalls	£25

Specialist Market Fee £515

(min. ten stalls/pitches for up to 4 days or part thereof)

Other Temporary Licences

Daily	£53
Weekly	£268
Monthly	£1072

These fees are calculated to reflect the reasonable costs of the Council in administering street trading in the borough and include administration, regulation, enforcement, and other costs incurred by the Council.

Street Trading
London Borough of Merton
Merton Civic Centre
London Road
Morden SM4 5DX