



STREET TRADING

CONDITIONS AND APPLICATION FORM

STREET TRADING / EVENTS

LONDON LOCAL AUTHORITIES ACT 1990 Part 111

LONDON LOCAL AUTHORITIES ACT 1994

LONDON LOCAL AUTHORITIES ACT 2004

GUIDANCE NOTES FOR APPLICANT

Street Trading / Events

Please Read The Following Information Carefully.

Fully completed application forms must be returned to the street trading team. Incomplete applications will not be accepted and may delay the granting of a licence.

If this application is for an, **EVENT**, all application forms and any rental monies due must be returned to market staff at least 14 days prior to the start date of the event, late applications will not be considered.

The applicant must be aged 17 years or over.

The production of an original Public Liability Insurance Document with a minimum of £5 million indemnity is required upon application.

Two recent identical full-face photographs signed on the reverse must also accompany each application.

Original Proof of a National Insurance Number is required –Card, Inland Revenue Document, Tax Statement, Benefits Agency Document, Pay Slip, P45 or P60

Food Traders Only

A Royal Borough of Greenwich Food Handlers Award or Food Handlers rating scheme (score of 3 or more)

Current Foundation level 2 Food Hygiene Qualification (less than 5 years old)

Evidence of Food Business Registration (unless registered with RBG)

Gas Safety Certificate (if applicable)

Electric safety certificate (if applicable)

The following are acceptable as confirmation of identification - Passport or Driving Licence with a recent utility bill.

If a licence is granted to you, you as the licensee are expected to be in attendance on your stall for the duration of the times and dates stated. However, if you choose to employ an assistant and need to leave your stall for any reason, they may cover in your absence for a **short period of time only**,

If you do need to leave your assistant in charge of the stall, then you must inform the street trading team prior to your leaving. Failure to do so without a good and valid reason could result in the suspension or revocation of your licence.

Electronic copies of documentation are acceptable but must be clear and legible

Maximum size of pitch allowed is 10ft by 10ft by 10ft in height (standard size) or as prescribed in the licence or registration.

This registration is invalid for Sunday trading without prior permission.

Registrations will not be issued for miscellaneous goods: specific commodities must be stated. A maximum of three (3) commodities are allowed and must be similar in nature. **DO NOT USE GENERIC TERMS SUCH AS CASUAL WEAR, GIFTWARE, FANCY GOODS, TOPS ETC.**

A registered trader who trades or acts in contravention of the Acts or any regulations containing the bylaws and conditions is liable to prosecution or to having the licence or registration revoked.

You must keep your trading area clean and tidy and dispose of any waste at the end of days trading.

Required Documentation

Street Trading / Events

LONDON LOCAL AUTHORITIES 1990 (as amended)

THE ROYAL BOROUGH OF GREENWICH IS UNDER A DUTY TO PROTECT THE FUNDS IT ADMINISTERS AND TO THIS END MAY USE THE INFORMATION THAT YOU HAVE PROVIDED TO THIS AUTHORITY FOR CROSS SYSTEM AND CROSS AUTHORITY COMPARISON PURPOSES FOR THE PREVENTION AND DETECTION OF FRAUD.

The following information/Documentation is required

- **Proof of a valid National Insurance Number.**
- **Two forms of identification.**
- **Two recent full-face passport sized photographs signed on the reverse**
- **Public liability insurance**

Additional information required for Food Sellers Only

- **A Royal Borough Food Handlers Award or Food Handlers Rating Scheme (score 3 or more)**
- **Valid foundation level 2 Food Hygiene Qualification (less than 5 years old)**
- **Valid Food Handlers award or Food Handlers rating scheme (score of 3 or more)**
- **Gas Safety Certificate (if applicable)**
- **Electrical safety certificate (if applicable)**

The following are acceptable as confirmation of identification - Passport or Driving Licence with a recent utility bill.

ALL QUESTIONS MUST BE ANSWERED IN FULL

Street Trading / Events

PLEASE PRINT IN BLOCK CAPITALS

1. Correspondence Details

Date:

Forename/s:	Surname:
Address:	
	Post Code:
Home Tel No:	Mobile No:
National Insurance No:	
Date of Birth:	
E-mail:	

2. Business Name and Address (if applicable)

Premise Name:	
Address:	
	Post Code:

3. Please provide exact location of where you wish to trade

4. Give particulars of goods you propose to offer for sale

If you are NOT selling food, go to question 7

5. Give particulars of food you propose to offer for sale

6. How do you intend to prepare your food?

7. How do you intend to keep your food Hot / Cold?

7. Give details of vehicle you intend to use when loading and unloading

Make	Model	Colour	Reg No

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

8. Have you ever been convicted of:

- i) Unlicensed street trading
- ii) Food hygiene offences
- iii) Violent behaviour
- iv) Breach of conditions of Licence

Yes / No
Yes / No
Yes / No
Yes / No

9. Have you ever been a street trader in the Royal Borough of Greenwich?

YES		NO	
-----	--	----	--

If yes, where and when

10. Have you ever been issued with a street trading licence by another Local Authority?

YES		NO	
-----	--	----	--

If Yes, give name of Local Authority

--

11. Do you currently hold a street trading licence in any other Borough

YES		NO	
-----	--	----	--

If Yes, give name of Local Authority

--

12. Do you propose to employ an assistant?

YES		NO	
-----	--	----	--

If yes, a SEPARATE application form is to be completed by the proposed assistant. You or they must provide proof that they are covered by public liability insurance.

They must provide a National Insurance number, proof of address and two (2) recent full-face passport sized photographs signed on the reverse.

They must also produce a valid food handler training certificate (food sellers only).

Only one (1) assistant is allowed and may only assist in street trading in the TEMPORARY absence of the licence holder.

DECLARATION

I hereby apply under the above Act and Regulations made there under for a Temporary Street Trading Licence. I confirm that the information given by me is correct and I realise that the giving of false or deliberately misleading information could lead to immediate revocation of such licence and/or prosecution.

I confirm that I have read and agree to abide by the terms and conditions accompanying the issue of a licence and any alterations made by the council in the future.

I understand that I must provide all required and correctly completed documentation plus full payment at least 14 days prior to the event in question.

Applicants Name (PRINT):	
Applicants Signature:	
Date:	

Please return your completed application pack to the following address;

**Markets & Street Trading
1st Floor Office,
20 Calderwood Street,
Woolwich, SE18 6QW**

Completed application packs can also be sent electronically via email to;

street-trading@royalgreenwich.gov.uk

Please use the heading – completed street trading application.

We have included below a check list for your reference.
You can tick the relevant box/s to make sure you have all the correct documentation before submitting your application.

CHECK LIST

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Fully completed application form |
| <input type="checkbox"/> | Proof of a valid National Insurance Number |
| <input type="checkbox"/> | Two (2) forms of identification |
| <input type="checkbox"/> | Two (2) recent full-face passport sized photographs signed on the reverse |
| <input type="checkbox"/> | Public Liability Insurance |

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A Royal Borough of Greenwich Food Handlers Award or Food Handlers Rating Scheme (score of 3 or more) |
| <input type="checkbox"/> | Current Foundation Level 2 Food Hygiene Qualification (less than 5 years old) |
| <input type="checkbox"/> | Evidence of Food Business registration (unless registered with RBG) |
| <input type="checkbox"/> | Electrical Safety Certificate (if applicable) |
| <input type="checkbox"/> | Gas Safety Certificate (if applicable) |
| <input type="checkbox"/> | Copy of SFBB (if applicable) |
| <input type="checkbox"/> | Waste Transfer Documentation (if applicable) |