



STREET TRADING

CONDITIONS AND APPLICATION FORM

GENERAL STREET TRADING

(MANAGER / ASSISTANT)

Copies of the London Local Authorities Act 1990 (as amended) which deals with street trading can be purchased from HM Stationery Office, 49 High Holborn, WC1 and applicants are advised to make themselves familiar with these facts.

GUIDANCE NOTES FOR APPLICANT

Street Trading (Assistant)

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.

The applicant must be aged 17 years or over.

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

Original Proof of a National Insurance Number is required:

- National Insurance Card
- Inland Revenue Document
- Tax Statement
- Benefits Agency Document
- Pay Slip, P45 or P60.

A Valid Food Hygiene Certificate (if applicable).

A Valid Food Handlers Certificate (if applicable).

The following are acceptable as confirmation of identification - Passport or Driving Licence with a recent utility bill that is dated within the last three (3) months.

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.

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 (Assistant)

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 and documentation is required together with the £35.00 administration fee:

- Proof of a valid National Insurance Number
- Two forms of identification (see note below)
- Two recent full-face passport sized photographs signed on the reverse

Additional information required for Food Sellers only:

- Valid Food Hygiene Certificate (if applicable)
- Valid Food Handlers Training Certificate (if applicable)

Identification

The two forms of identification must be either your driving license or passport accompanied by a utility bill.

The applicant must be aged 17 years or over.

ALL QUESTIONS MUST BE ANSWERED IN FULL

Street Trading (Assistant)

PLEASE PRINT IN BLOCK CAPITALS

1. Correspondence details:

Forename/s:	Surname:
Address:	
	Postcode:
Home Tel No:	Mobile No:
National Insurance No:	
E-mail:	

2. Name and address of person / business you are working for:

Name:	
Address:	
	Post Code:

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

Yes ☐

No ☐

If yes, where and when?

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

Yes ☐

No ☐

If yes, give name of Local Authority:

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5. Have you ever been convicted of:

- | | | |
|-------------------------------------|------------------------------|-----------------------------|
| i) Unlicensed street trading | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ii) Food hygiene offences | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| iii) Violent behaviour | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| iv) Breach of conditions of Licence | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

DECLARATION

I hereby apply under the above Act and Regulations made thereunder 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 agree to pay the £46.00 application fee and all rent fee upon the granting of the licence. If a licence is granted, I undertake to comply in all aspects with the terms of the London Local Authorities Act 1990 (as amended), the byelaws made thereunder, the Royal Borough of Greenwich Street Trading Policy and any special conditions imposed by the Royal Borough of Greenwich.

I understand that I must provide all required and correctly completed documentation plus full payment of the application fee prior to receiving my licence.

Applicant's Signature

Print Name

Date

Please return your completed application pack to the following address:

Markets & Street Trading
The Woolwich Centre
Wellington Street
London
SE18 6HQ

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

street-trading@greenwich.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

- ☐ Fully completed application form
- ☐ A valid National Insurance Number
- ☐ Two (2) forms of identification (1 must be photo, e.g. driving licence or passport)
- ☐ Two (2) recent full-face passport sized photographs signed on the reverse
- ☐ Valid Food Hygiene Certificate (if applicable)
- ☐ Valid Food Handlers Training Certificate (if applicable)