



STREET TRADING

CONDITIONS AND APPLICATION FORM

GENERAL STREET TRADING

(TRADER)

GUIDANCE NOTES FOR APPLICANT

Street Trading (Trader)

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.

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, such as 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).

Gas Safety Certificate (if applicable).

Waste transfer documentation.

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

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.

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 (Trader)

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 together with the £35.00 administration fee:

- 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
- Waste transfer documentation

Additional information required for Food Sellers only:

- A Royal Borough of Greenwich Food Handlers Award or Food Handlers Rating Scheme (score of 3 or more)
- Current (less than 5 years old) Foundation Level 2 Food Hygiene Qualification
- Evidence of Food Business registration (unless registered with RBG)
- Gas Safety Certificate (if applicable)

Identification

The two forms of identification must be either your driving licence or passport accompanied by a utility bill, dated within the last three (3) months.

The applicant must be aged 17 years or over.

ALL QUESTIONS MUST BE ANSWERED IN FULL

Street Trading (Trader)

PLEASE PRINT IN BLOCK CAPITALS

1. Correspondence Details:

Forename(s):	Surname:
Address:	
	Post Code:
Home Tel No:	Mobile No:
National Insurance No:	
E-mail:	

2. Business Name and Address (if applicable):

Premise Name:	
Address:	
	Post Code:

Website of business if applicable:

3. Give particulars of goods you propose to offer for sale:

If you are NOT selling food, go to question 7.

4. Give particulars of food you propose to offer for sale:

5. How do you intend to prepare your food?

6. How do you intend to keep your food hot or cold?

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

Make	Model	Colour	Registration No

8. Do you intend to use gas?

Yes ☐

No ☐

9. Please give details of the exact location you wish to trade from and proposed operating times:

Street Name:							
Exact Location:							
Operating Times	From:	To:					
Operating Days:	Mon ☐	Tues ☐	Wed ☐	Thurs ☐	Fri ☐	Sat ☐	Sun ☐

Please provide details of your trading receptable?

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.

10. Have you ever been convicted of:

i) Unlicensed street trading

Yes ☐

No ☐

ii) Food hygiene offences

Yes ☐

No ☐

iii) Violent behaviour

Yes ☐

No ☐

iv) Breach of conditions of Licence

Yes ☐

No ☐

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

Yes ☐ No ☐

If yes, where and when? Please detail anything else which maybe relevant here.

12. 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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13. Do you currently hold a street trading licence in any other borough?

Yes ☐ No ☐

If yes, give name of Local Authority

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14. 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 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
35 Wellington Street
London
SE18 6HQ

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

applications-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

- ☐ Fully completed application form
- ☐ A valid National Insurance Number
- ☐ Two (2) forms of identification
- ☐ Two (2) recent full-face passport sized photographs signed on the reverse
- ☐ Public Liability Insurance

- ☐ Valid Food Hygiene Certificate (if applicable)
- ☐ Valid Food Handlers Training Certificate (if applicable)
- ☐ Gas Safety Certificate (if applicable)
- ☐ Waste Transfer Documentation (if applicable)