

STREET TRADING SEASONAL 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 2 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

Registered Company Name:	
Registered Company Number:	
Registered Company Address:	Post Code:

Section 3

Please select the length of licence you wish to apply for (please tick appropriate box) (up to 2 months in any year):

<input type="checkbox"/> Daily	£52.50	Number of days	(up to a maximum of 6)
<input type="checkbox"/> Weekly	£263	Number of weeks	(up to a maximum of 3)
<input type="checkbox"/> Monthly	£1051	Number of months	(up to a maximum of 2)

Section 4

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 giving dimensions (use a separate sheet if necessary):

Section 5

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

Section 6

Public Liability Insurance Company:
Policy Number:
(You will be required to provide proof of your PUBLIC liability cover to the value of £2,000,000)
National Market Traders Federation Membership Number: (if a member)

Section 7 – You **MUST** complete this section if you intend to employ an assistant.

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:		

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:

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>

Return Address: Regulatory Services Partnership Telephone: 020 8545 3025
Merton Civic Centre, Fax: 020 8545 4025
London Road Email: Env.Health@merton.gov.uk
Morden
Surrey
SM4 5DX

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

- 1) 2 full face passport photographs of yourself and 1 of any assistant/s. These photos must have been taken in the last 12 months and signed on the reverse.
- 2) Details of your public liability insurance. The cover must have a minimum limit of indemnity of £2 million. The policy should indemnify you in the event of any claims being made.
- 3) Photocopies of your Passport or photo driving licence, National Insurance card and a recent utility bill (mobile phone bills will not be accepted). If your application is successfully we will need to see the originals.
- 4) Application Fee

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

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 this section must be completed.

3. Section 3

This section covers the length of licence being applied for. Please refer to our fees and charges as the cost of these licences are determined by length of use.

4. Section 4

Please fill out the address and exact area you intend to trade from so we can determine whether it is suitable for the task. If there is no specific address please provide the nearest address and

5. Section 5

This section covers the additional information necessary to help us process your application. Providing us with intended goods, 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.

6. Section 6

The Council requires Public Liability Insurance cover in respect of placing any objects or stock on the highway. The level of cover required is £2,000,000. 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 break down of the policy cover showing the public liability category.

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

7. Additional Information

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.

8. Fees and Charges

Please see the attached Fees and Charges sheet. Cheques should be made payable to 'London Borough of Merton'.

All application fees are non-refundable

9. Age Limit

Applicants must be over seventeen years of age.

10. 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.

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

NOTICE IS HEREBY GIVEN UNDER SECTION 32 OF THE ABOVE NAMED ACT OF THE STREET
TRADING LICENCE FEES FOR THE FORTHCOMING YEAR
VALID FROM 1ST April 2016 – 31ST March 2017

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

Administrative Fees

New Street Trading Licence Application Fee	£50
Renewal Licence Processing Fee	£25
Variation of existing Licence	£75
Market Trading Registration Fee	£25

Forecourt, and Tables and Chairs Licence

Up to 1 sq m	£103
Over 1 sq m up to 6 sq m	£578
Over 6 sq m up to 12 sq m	£867
Over 12 sq m up to 18 sq m	£1,156
Over 18 sq m	£1,735

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

Up to 1 sq m	£8.50
Over 1 sq m up to 6 sq m	£48
Over 6 sq m up to 12 sq m	£72
Over 12 sq m up to 18 sq m	£96
Over 18 sq m	£145

Other Pitches

Remote pitch not on a market e.g. catering van	£1,360
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Market Fees (Temporary Licence per pitch per trading day)

Regular Market	£12
Casual Market	£20

Specialist Market Fee (minimum ten stalls/pitches for up to 4 days or part thereof)
£515

Other Temporary Licences (up to 2 months in any year)

Daily	£52.50
Weekly	£263
Monthly	£1051

These fees are calculated to reflect the reasonable costs of the Council in administering street trading in the borough.

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