

# 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 1a

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

## Section 2

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

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

## Section 3 (Forecourt and Tables and Chairs Licence)

|  |
|--|
| 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 4 (Tables and Chairs Licence)

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

**Section 5 (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 6**

|  |              |            |
|--|--------------|------------|
| <b>Goods, Articles or Services Offered for Sale:</b> |              |            |
| <b>Please state your intended: -</b>                 |              |            |
| <b>Days:</b>   |              |            |
| <b>Times:</b>  | <b>From:</b> | <b>To:</b> |

**Section 7**

|  |                                     |                                    |
|--|-------------------------------------|------------------------------------|
| <b>Do you wish to obtain a Temporary Street Trading Licence</b>  | <b>Yes</b> <input type="checkbox"/> | <b>No</b> <input type="checkbox"/> |
| <p>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 your application has been processed and granted.</p> |                                     |                                    |

**Section 8**

|   |
|---|
| <b>Public Liability Insurance Company:</b>  |
| <b>Policy Number:</b>   |
| (You will be required to provide proof of your <u>PUBLIC</u> liability cover to the value of £2,000,000)        |
| <b>National Market Traders Federation Membership Number:</b><br>(for those applying for a street trading pitch) |

**Section 9 – You MUST complete this section if you intend to employ an assistant.**  
Please refer to the information sheet before completing.

|                               |                                      |
|-------------------------------|--------------------------------------|
| <b>Assistant's Full Name:</b> | <b>Title (Mr/Mrs/Miss/Ms/Other):</b> |
|                               | <b>First Name:</b>                   |
|                               | <b>Surname:</b>                      |

|                               |                        |
|-------------------------------|------------------------|
| <b>Home Address:</b>          | <b>Post Code:</b>      |
| <b>Telephone Number:</b>      | <b>Date of Birth:</b>  |
| <b>National Insurance No:</b> | <b>Place of Birth:</b> |

You must supply with this application 3 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>

|  |       |
|--|-------|
| <b>Declaration</b>   |       |
| 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: [Env.Health@merton.gov.uk](mailto:Env.Health@merton.gov.uk)

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- 1) 4 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.
- 2) Details of your public liability insurance. The cover must have a minimum limit of indemnity of £2 million.
- 3) Photocopies of your Passport or photo driving licence, National Insurance card and a utility bill (no more than 2 months old). 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 |               |              |
|                                   |                   |                                    |                 |                  |               |              |



## 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.

### 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.

### Section 1A

This section must be completed 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.

## 2. Section 2

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.

## 3. Section 3

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.

## 4. Section 4

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.

## 5. Section 5

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

## 6. Section 6

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.

## 7. Section 7

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.

## **8. Section 8**

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 in respect of any one incident. This section concerns the insurance details of the trader or proposed site. 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.

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.

## **9. 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.

## **10. Application Fee**

All applications 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:

|   |     |
|---|-----|
| New Street Trading Licence processing fee | £50 |
| Renewal licence processing fee            | £25 |
| Variation of existing licence             | £75 |

Cheques should be made payable to 'London Borough of Merton'.

## **All application fees are non-refundable**

## **11. 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**

## **12. Fees and Charges**

Please see the attached Fees and Charges sheet.

## **13. Age Limit**

Applicants must be over seventeen years of age.

## **14. 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.

## **15. 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.

**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 1<sup>ST</sup> April 2016 – 31<sup>ST</sup> 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 |
|--|--------|

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**