

## Completing the Street Trading Licence application form:

**Before completing the street trading licence application form, please refer to the Street Trading Policy on our website for guidance. Applications not complying with the policy may be rejected.**

### 1 Section 1

You will have to indicate your intention by ticking one of the boxes provided on the form. 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, revocation/variation of the licence or court action being taken.

### 2 Section 2

You can apply for a licence in the name of a registered limited company. For example: we are able to issue a licence to a national restaurant company rather than the individual site manager, who may change more frequently.

### 3 Section 3

This section covers the type of licence being applied for.

#### Shop Front Licence

If you wish to place goods or tables and chairs outside of your premises, on the public highway, then you will need a Shop Front licence. If you have a private forecourt you *may* not require a licence. Please contact us to discuss the location before applying.

#### Designated Site Licence

If you wish to operate a catering van or an individual stall, not located in one of our markets, you will need to apply for a Designated site licence. These areas are specially designated for street trading subject to obtaining a licence.

### 4 Section 4

Complete this section if you are applying for a **Shop Front Licence**. Please refer to our fees and charges on the Council websites.

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 **Designated Site Licence**. These are things such as individual stalls outside of markets, catering vans and static ice cream traders.

### 6 Section 6

Street Trading Licences can be issued for trading on private land with the written permission of the landowner. This permission must be submitted with the application form.

### 7 Section 7

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. The goods stated will be checked against our commodity list

## 8 Section 8

This section must be completed if you intend to employ an assistant on your licensed site. Any assistant is employed to carry out the street trading during the trader's temporary absence and not in place of them.

## 9 Section 9

A licence holder has the right of succession due to normal retirement, retirement due to ill health or death. This allows the licence to pass to a spouse, grand/step/parent, grand/step/child, or half/sibling of the former and shall be deemed to be so related notwithstanding that he is so related only through an illegitimacy or in consequence of an adoption.

## 10 Section 10

As the application for a street trading licence is a legal document, the applicant is required to sign this declaration in full knowledge they would be committing an offense if the details are found to be untrue.

## 11 Public Liability Insurance

The Council requires Public Liability Insurance cover in respect of placing any objects or stock on the highway. We will need a copy of the insurance cover page containing details of the person/company insured, as well as a breakdown of the policy cover showing the public liability category. **Licences will not be issued without proof of insurance.**

## 12 Fees and charges

All applications carry a processing fee. You must make the appropriate payment with your application. Please refer to the fees and charges on the Council websites.

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

## 13 Where to send this form

This form (and any other documents you may later send to the Council) can be delivered personally or sent by recorded delivery to:

Licensing  
Regulatory Services Partnership  
Merton Civic Centre  
London Road  
Morden  
Surrey SM4 5DX

**You may also scan and send all documents via email to**  
**[licensing@merton.gov.uk](mailto:licensing@merton.gov.uk)**

## 14 Age limit

It is a requirement of the law for all applicants to be over seventeen years of age.

## 15 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.

## 16 Renewals

If granted a licence, you can apply to have it renewed on the expiry of the licensed period. **It is the licence holders' responsibility to ensure their licence is valid and up-to-date.** Lapsed licences may not be reinstated.

# STREET TRADING LICENCE APPLICATION FORM

London Local Authorities Act 1990 Part III (as amended)

Please refer to the information sheet before completing.

If you are applying on behalf of a limited company, you **MUST** complete Section 2 below

Section 1	
Licence Required	<input type="checkbox"/> New Application <input type="checkbox"/> Renewal <input type="checkbox"/> Variation <input type="checkbox"/> Temporary
Existing Licence number (if renewal or variation)	

Applicant's full name:	Title (Mr/Mrs/Miss/Ms/Other):	
	First name:	
	Surname:	
Home address:		
		Post Code:
Date of birth:	National Insurance No.:	
Trading Name/TA		
Telephone number(s):	1: 2:	Email:

Section 2	Complete only if you are applying as a limited company:
Registered company name:	
Registered company number:	
Registered company address:	Post Code:

Section 3	
Licence Type	<input type="checkbox"/> Shop Front <b>complete section 4</b> <input type="checkbox"/> Designated Site (e.g. catering van, non-market stall) <b>complete section 5</b>
Please fill out the appropriate sections depending on which licence you wish to apply for (please tick appropriate box):	

## Section 4 – Shop Front Licences

Please state the **address of the premises** where the licence is need:

Post Code:

### Size of Area

Please give the dimensions of the area from which you wish to trade (in metres), **providing a plan.**

Length of the area:  
(measured along the highway in  
front of your premises)

Width (or depth) of the area:  
(measured outwards from the front of  
your premises)

Distance from edge of area to kerb

Please provide a description of the furniture you propose to place on the highway (you may also provide photographs or brochures of the proposed furniture with your application)

Type of furniture	Number	Size (length, width, height)
Tables		
Chairs		
Counters / Stalls/ Racking		
Other (please specify)		

## Section 5 - Designated Site Licence

Please state **the full address** you are applying for:

Please state the pitch **location number**, (if existing),

Please give the dimensions of the vehicle/stall from which you wish to trade, **providing a street plan of the area where the site will be** (use a separate sheet if necessary). Please provide pictures of your vehicle/stall.

Length:\_\_\_\_\_ Width:\_\_\_\_\_ Height:\_\_\_\_\_

Registration number of the vehicle to be used for trade:\_\_\_\_\_

## Section 6

Is the site you are applying for on private land?

Yes ☐ No ☐

If **Yes**, you will need to send us a written permission from the landowner as a separate document.

Please fill in the land owner's details below:

	Title (Mr/Mrs/Miss/Ms/Other):	
	First name:	
	Surname:	
Address:		
	Post Code	

For **ALL** applications, please complete the following sections:

Section 7	Operating Schedule	
Services, Goods or Articles offered for sale:		
Days	Start Time:	End Time:
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
<b>For Temporary Licences only:</b>	Intended Start Date:	End Date:

## Section 8

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

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:		

Section 9		Succession	
Successor's full name:	Title (Mr/Mrs/Miss/Ms/Other):		
	First name:		
	Surname:		
Home address:			Post Code:
Telephone number:			Date of birth:
Relationship to licence holder:			

**Your application will only be considered if all appropriate parts of the form have been completed and all supporting documentation received. Please see the checklist below before submitting.**

**New applicants will be required to hold a Temporary Licence for 6 months and pay the appropriate fee. This will cover a test period for your street trading whilst your application is considered. No trader may operate without a licence in place. Trading on the public highway without a licence is an offence.**

**This authority is under a duty of the Data Protection Bill 2018 and General Data Protection Regulations 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>**

Section 10	
<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 3969  
Email: [licensing@merton.gov.uk](mailto:licensing@merton.gov.uk)

## PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

Failure to do so may result in your application being rejected as incomplete.

	Checklist for all Street Trading licence applications	OFFICE USE ONLY
<input type="checkbox"/>	Application Fee	<input type="checkbox"/>
<input type="checkbox"/>	Licence Street Designation Fee (if requesting a new site be created)	<input type="checkbox"/>
<input type="checkbox"/>	Temporary Licence Fee (if a new or temporary application)	<input type="checkbox"/>
<input type="checkbox"/>	2 full face passport photographs of yourself and any assistant/s taken in the last 12 months and signed on the reverse.	<input type="checkbox"/>
<input type="checkbox"/>	Details of your public liability insurance. The cover must have a minimum indemnity of £5 million.	<input type="checkbox"/>
<input type="checkbox"/>	For catering vans/stalls and food premises only - please supply a copy of your food registration or inspection report	<input type="checkbox"/>
<input type="checkbox"/>	Gas/Electricity inspection reports (for food businesses).	<input type="checkbox"/>
<input type="checkbox"/>	Full colour copies of your Passport or photo Driving Licence	<input type="checkbox"/>
	New applications only:	
<input type="checkbox"/>	Proof of National Insurance number	<input type="checkbox"/>
<input type="checkbox"/>	Two utility bills (no more than 2 months old).	<input type="checkbox"/>
<input type="checkbox"/>	Land owner consent letter (for licences on private land only)	<input type="checkbox"/>
	Date	

If your application is successful, we may need to see the originals.

## **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.

The application process comes in two stages.

1. The request for a licence street designation
2. The application for a licence.

### **Designation**

Following a minimum 28 day public consultation, a committee of elected members votes on whether to designate 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. Licences cover individual stalls, shop front displays, tables and chairs outside of restaurants, catering vans and street markets.

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 required, the application will have to go to committee for a new designation.

All new applicants are required to hold a Temporary Licence for six months before the grant of a full licence. This allows us to test the suitability of the trading area in use. New designations will go before the next available committee.

### **Renewals and Variations**

On renewal or variation of a licence the form must be completed, notifying us of any changes you wish to make to the licence. It is the responsibility of the licence holder to renew their licence. Renewals can be made not later than two months or earlier than three months before the licence expires.

### **Temporary Street Trading Licence**

It is possible to seek a temporary licence for a limited or special event on the highway.

Please see licence fees advertised on Richmond and Merton Council web sites for up-to-date prices.