

# First Time Application Form for Temporary Shop Front Trading (Tables and Chairs) Licence

We are required under Section 6 of the Audit Commission Act 1998 to participate in a National Fraud initiative (NFI) data matching exercise.

Please complete this form and return along with copies of your supporting documents to;

Post; 2nd Floor, Keltan House, 89 – 115 Mare Street, Hackney, London. E8 4RU.

Email; [marketservice@hackney.gov.uk](mailto:marketservice@hackney.gov.uk)

In person; Hackney Service Center – 1 Hillman Street, Hackney, London. E8 1FB

## Fees

The Council charges a non-refundable fee for every licence application to cover administration costs. There is also a charge to register all assistants. Please refer to the fees and charges on [www.hackney.gov.uk/markets](http://www.hackney.gov.uk/markets).

## First time applicants

First time applicants are offered a temporary licence for up to six months, before they are eligible to become permanent. To apply for a permanent licence, please see our website [www.hackney.gov.uk/markets](http://www.hackney.gov.uk/markets).

If you have any queries regarding the application please contact the Markets Department.

Web: [www.hackney.gov.uk/markets](http://www.hackney.gov.uk/markets) • Telephone: **020 8356 3367** • Email: [marketservice@hackney.gov.uk](mailto:marketservice@hackney.gov.uk)

Post: 2nd Floor, Keltan House, 89 – 115 Mare Street, Hackney, London. E8 4RU

## Personal details

First name/s:

Surname:

Date of birth:

Home address:

National Insurance number:

Telephone number:

Email address (optional):

## Do you or have you ever held a Shop Front trading licence in Hackney?

Yes  No

**If yes, please provide details:**

Licence number:

Street Address:

## Shop premises details:

Trading Name:

Shop Address:

Shop telephone number:

**Please tick which of the following you are, giving details where requested:**

Sole Trader

A Partnership

Employed by a Limited or Public company (LTD or PLC)

if yes, please provide the registered company number:

**If yes, please provide job title:**

## What commodities do you wish to sell?

What commodities do you wish to sell or what service will be provided in front of your shop premises?  
For example tables and chairs; fruit and vegetables etc.

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## Data Protection

No personal information you have supplied will be used for commercial purposes. Hackney Council may use the information provided on this form in line with the Data Protection Act 1998. Information may be passed to other Council departments, the DVLA or any other bodies to help prevent and detect fraud

## Declaration

The information I have provided for this licence is true to the best of my knowledge and belief and I make it in the knowledge that if any data provided is found to be false this will result in the immediate revocation of this licence. I understand and accept that I may be prosecuted, if I have given any information in my application that I know to be untrue or false.

I have read and agree to the Standard Street Trading Terms and Conditions.

Your name in BLOCK CAPITALS:

Date:

Your signature:

## Important notes

- The licensee may only sell goods that the shop is legally registered to sell (excluding alcohol, tobacco and tobacco products and refreshments).
- A shop front trading licence is non-transferable.
- A copy of the Standard Street Trading Licence Conditions is available to view on [www.hackney.gov.uk/markets](http://www.hackney.gov.uk/markets) Paper copies are available on request.

## Documents to bring with you:

- 1) This form, fully completed, signed and dated.
  - Photocopy of one of the documents below as proof of identity;
  - copy of your passport;
  - Current full UK/EU photo-card driving licence (licence must be new style photo-card driving licence);
- 2) Photocopy of one of the documents below as proof of home address;
  - a recent utility bill dated within the last three months (e.g. gas, phone, water, electricity, Council tax). Mobile phone bills are not accepted.
  - Bank Statement (dated within the last 3 months)
  - Credit card Statement (dated within the last 3 months)
- 3) Photocopy of one of the documents below as proof of premises address;
  - a recent utility bill dated within the last three months (e.g. gas, phone, water, electricity, Council tax). Mobile phone bills are not accepted.
  - Bank Statement (dated within the last 3 months)
  - Credit card Statement (dated within the last 3 months)
- 4) Photocopy of one of the documents below as proof of National Insurance number;
  - Copy of your National Insurance card
  - Inland Revenue Document
  - Tax Statement
  - Benefits Agency Document
  - Pay Slip
  - P45 or P60
- 5) Copy of your Public Liability Insurance Certificate – minimum cover of £5 million. Public liability Insurance cover should specifically cover trading activities on the public highway. Please see [www.hackney.gov.uk/markets](http://www.hackney.gov.uk/markets) for more details on Public Liability Insurance
- 6) Three identical clear full face passport size photographs of the applicant taken within the last 12 months. Please print the name of the applicant on the reverse of each photograph. If you are sending documents by email then please send a scanned copy.
- 7) A non refundable application fee to cover administration costs. Please refer to the fees and charges list on our website for the current fee/charge. Cheques or postal orders should be made payable to London Borough of Hackney. To make payments by phone please call **020 8356 3367**
- 8) If you are subject to immigration control i.e. Non British, Non EEA Citizen, Non Commonwealth Citizen with the right of abode, or a Commonwealth Working Holidaymaker, you will be required to produce your papers from the Immigration & Nationality Directorate

## Limited or Public companies – additional documents to bring:

A copy of the business certificate of corporation.

### For office use only

Receipt number:	
Date form issued:	
Date form returned:	
To Environmental Health Officer on:	
From Environmental Health Officer on:	
Recommended licenced street/s:	
Recommended pitch/es:	
Recommended Commodity/ies:	
Observations:	
ID – note what type:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address – note what type	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of National Insurance number	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Public Liability Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fees payable	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Status of application

Grant

Refuse

Date licence card and nameplate issued:

Licence number issued:

### Signed on behalf of the Council by officer with delegated authority

Name of officer in BLOCK CAPITALS:

Signature:

Date:



## Disability Monitoring Information

### Do you have a disability?

The definition of disability according to the Disability Discrimination Act 1995 (DDA), is: “A physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. (Long term in this definition is taken to mean more than 12 months). This definition also includes long term illness such as cancer and HIV or mental health.

Do you consider yourself to have a disability under the Disability Discrimination Act Definition?

Yes

No

Are you registered for Disability Living Allowance?

Yes

No

To help us classify our results, please specify if you wish:

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