



# Temporary Street Trading Licence Application Form

**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 with copies of your supporting documents to;  
Post or in person: Markets & Street Trading Office, Unit 2B(ii), Kingsland Shopping Centre, Kingsland High Street, Dalston, London, E8 2LX  
Email: [marketsservice@hackney.gov.uk](mailto:marketsservice@hackney.gov.uk)

## 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).

## Application forms for assistants or traders in food

If you have assistants or you sell food you will also need to complete these forms, available on our website or on request:

- To employ assistants – assistant registration form.
- To trade with food – registration of a food business establishment application form.

## First time applicants

First time applicants are offered a temporary licence for up to six months before they are eligible to become permanent.



If you have any queries regarding the application, please contact the Markets & Street Trading Team:  
Web: [www.hackney.gov.uk/markets](http://www.hackney.gov.uk/markets) • Telephone: **0208 356 5300** • Email: [marketsservice@hackney.gov.uk](mailto:marketsservice@hackney.gov.uk)  
Post: Markets and Street Trading Office, Unit 2B(ii) Kingsland Shopping Centre, Kingsland Shopping Centre, Dalston, London, E8 2LX

## Personal details

First name(s):

Surname:

Date of birth:

Home address:

National Insurance number:

Telephone number:

Email address:

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

Yes  No

If yes, please provide details:

Licence number:

Market name:

## Have you ever held a market or street trading licence elsewhere?

If yes, who was the issuing borough:

## Are you employed by the London Borough of Hackney?

Yes  No

If yes, please provide job title:

## What commodities do you wish to sell?

Please select commodities specified in the Council's commodity list that can be found at [www.hackney.gov.uk/markets](http://www.hackney.gov.uk/markets). If you cannot find your commodity listed please contact the markets service.

## On which markets and days do you wish to trade?

### What is your preferred location?

Please fill in the pitch number for the relevant market:

- Broadway (Saturday only):
- Chatsworth Road (Sunday only):
- Hoxton (Monday to Thursday):
- Hoxton (Friday or Saturday):
- Kingsland Waste (Saturday only):
- Ridley Road (Monday to Thursday):
- Ridley Road (Friday or Saturday):
- Well Street (Monday to Thursday):
- Well Street (Friday or Saturday):
- Miscellaneous sites (Monday to Thursday):
- Miscellaneous sites (Friday, Saturday or Sunday):
- Other, please specify:

**All temporary licences will be issued with trading days from Monday to Sunday.**

### Ridley Road traders only:

The Council would like to encourage applicants to join the Ridley Road Market Traders Association (RRMTA). Membership of the RRMTA gives traders a collective voice and representation when dealing with the Council. The annual subscription for RRMTA membership is £15 per annum and membership is automatic for all applicants; this means that to cover your membership for the six month period of this licence a payment of £7.50 is required. Membership is not compulsory **so if you do not wish to subscribe to the RRMTA please tick this box**

### Trader referral

Hackney Council offer a referral credit equal to the cost of a single day of trading on your selected market – both the referring trader and referred trader will receive a credit for completing the following section. Please note the referring trader must hold an active trading licence.

Referring trader name:

Referring trader market:

Referring trader licence number:

### Vehicle details

This information is collected for the purpose of traffic management and the identification of traders vehicles. Failure to provide your vehicle registration mark (VRM) may result in you incurring a fixed penalty notice (FPN). It is vital that you provide this information to us and update the markets team if your VRM changes. Please note that the Council will not take responsibility for any FPN issued as a result of a trader failing to notify us of their VRM.

1.

2.

## 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

- A temporary street trading licence is non-transferable.
- Traders in miscellaneous sites are not eligible to apply for a permanent licence as their trading site is not situated in a designated licence street.
- 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
2. Photocopy of one of the documents below as proof of identity:
  - A copy of your passport
  - A current full UK/EU photo-card driving licence
3. 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
  - A bank statement (dated within the last three months)
  - A credit card statement (dated within the last three 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. Please note that if you do not opt out of joining the RRMTA, there is an additional charge of £7.50 which must be included along with the administration fee. Cheques or postal orders should be made payable to London Borough of Hackney. To make payments by phone please call 020 8356 5300.
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 and Nationality Directorate.
9. PAT test evidence for any electrical equipment which you will be using.

### **Food traders only**

10. Gas safety certificate if cooking with liquid petroleum gas.
11. A valid food hygiene certificate (level 2 or above) in the name of the licensee.

### **Limited or public companies**

Additional documents to bring: A copy of the business certificate of incorporation

## 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:  Yes  No

Address – note what type:  Yes  No

Proof of National Insurance number  Yes  No

Proof of public liability insurance  Yes  No

Fees payable  Yes  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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