



First Time Application Form for Temporary Shop Front Trading Licence (Goods on Display/Tables & Chairs)

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

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.

First time applicants

Temporary licence holders must have held a valid licence for six months before they are eligible to apply for an annual permanent licence.



If you have any queries regarding the application, please contact the Markets & Street Trading Team:
Web: www.hackney.gov.uk/markets • Telephone: **0208 356 5300** • Email: 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 Shop Front trading licence in Hackney?

Yes No

If yes, please provide details:

Licensed address:

Issuing Borough (If not Hackney):

Premises details:

Trading name:

Business address:

Business 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:

Is the application for the use of tables and chairs or the display of goods?

Please tick the relevant box

Shopfront display – Please specify type of goods to be displayed:

Tables and chairs – Do you sell alcohol on the premises? Yes No

Proposed dimension of area:

Width :

Depth :

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. Paper copies are available on request.

Documents to accompany the Application:

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 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 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 & Nationality Directorate.
9. Limited or public companies only: please submit a copy of the business Certificate of Incorporation.

For office use only

Date sent to Licensing Officer :

Date sent to TfL Officer :

Comments if applicable :

ID received :

Yes

No

Proof of public liability insurance :

Yes

No

Fees paid :

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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