

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 along with copies of your supporting documents to:

Post or in person: Markets and Street Trading Service, Unit 2(ii) Kingsland Shopping Centre,
Kingsland High Street, 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.

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

Yes No

If yes, please provide details:

Licence number:

Market name:

Have you 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:

Please indicate which market(s) you would like to apply for by ticking the appropriate box. Please note that there may not be available pitch space or a vacancy for your commodity on any given market. We would therefore advise that you select more than one market in order to maximise your chances of being offered a pitch. If you select a market that is oversubscribed at the time of your application, you will be added to our waiting list and your application will be considered once we have availability.

Broadway (Saturday only)	<input type="checkbox"/>
Chatsworth Road (Sunday only)	<input type="checkbox"/>
Hoxton Street (Monday – Saturday)	<input type="checkbox"/>
Kingsland Waste (Saturday only)	<input type="checkbox"/>
Ridley Road (Monday – Saturday)	<input type="checkbox"/>
Well Street Market (Saturday only)	<input type="checkbox"/>
Miscellaneous site	<input type="checkbox"/>

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

Ridley Road applicants 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 £17.50 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.**

Vehicle details

This information is collected for the purpose of traffic management and the identification of trader’s vehicles. Failures 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 result of a trader failing to notify us of their VRM.

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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. If you cannot find your commodity listed please contact the Markets service.

Personal statement

We'd like to know what you can contribute to your chosen market(s) and why you think that you are a suitable person to trade there. Please write your statement in the box below continuing on a separate document if necessary.

Interview process

Following assessment of your application form, you may be required to attend an interview to assess your suitability to trade on your chosen market(s). You will be contacted via the email address you have provided to arrange a suitable date and time.

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 on 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. Paper copies are available on request.

Supporting documents

1. A photocopy of one of the documents below as proof of identity:
 - Copy of your passport
 - Current full UK/EU photo-card driving licence
2. A photocopy of one of the documents below as proof of home address:
 - 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 three months)
 - Credit card statement (dated within the last three months)
3. A photocopy of one of the documents below as proof of National Insurance number:
 - A copy of your National Insurance card
 - Inland revenue document
 - Tax statement
 - Benefits agency document
 - Pay slip
 - P45 or P60
4. 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.
5. Three identical full face photographs of the applicant taken within the last 12 months. Please note, this does not have to be an official passport style photo, any appropriate digital photo will be accepted. Please print the full name of the applicant on the reverse of each photograph. If you are sending documents by email then please send a scanned copy.
6. 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. Charges or postal orders should be made payable to London Borough of Hackney. To make payments by phone please call 020 8356 5300.
7. 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.
8. PAT test evidence for any evidence equipment which you will be using

Food traders only

9. Gas safety certificate if cooking with liquid petroleum gas.
10. 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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