



# Assistants and Manager Registration Form for Street Trading Licence

**The Council is required under Section 6 of the Audit commission Act 1998 to participate in a National Fraud Initiative (NFI) data matching exercise. We require all traders with assistants and Manager to complete and submit this form.**

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)

There is 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).



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

## What type of licence do you hold?

Temporary     Permanent

## Trader details

Market :

Name :

Licence Number :

Pitch Number (permanent traders only) :

## First Assistant or Manager details

First Name :

Surname :

National Insurance Number :

Date of Birth :

Home address :

## Second Assistant details

First Name :

Surname :

National Insurance Number :

Date of Birth :

Home address :

## Third Assistant details

First Name :

Surname :

National Insurance Number :

Date of Birth :

Home address :

## Fourth Assistant details

First Name :

Surname :

National Insurance Number :

Date of Birth :

Home address :

## 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 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:
  - Copy of your passport;
  - Current full UK/EU photo-card driving licence (licence must be new style 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. One 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.
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. Cheques 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.

### **Additional documents required for registering a Manager:**

1. Proof of registration of business
2. Proof of Tax & NI being paid on behalf of their employee

## For office use only

Receipt number:

Date form issued:

Date form returned:

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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