



# Temporary Shop Front Variation Request Form

This form should be used if you wish to vary any of the details on your existing temporary shop front licence. Your request will be considered at the next Officer Licensing panel which will be held on the 8th of each month.

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

## Data Protection

All information is confidential and will only be used under the strict controls of the Data Protection Act 1998.

### Personal details

Full name:

Residential address: If this has changed (send confirmation)

Postcode:

Mobile no:

Telephone no:

Email address:

### Shop Front trading details

Licensed address:

Licence No:

Valid public liability insurance certificate no:

## Variation request details

In which month are you requesting this variation to be considered:

What do you wish to vary on the licence?

Name of licensee

Licenced commodity

Trading dimensions

Please explain what you wish to vary on the licence and the reasons why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Application Criteria – please tick below

Has your account been clear of arrears for the previous six months ?

Yes  No

### Note:

This variation will only be accepted with a cheque or postal order for the current administration fee of £50.00 Please note that fees are non-refundable, regardless of the outcome of this request.

Print name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

## For office use only

Fees paid: £

Yes  No

Receipt number:

Application process date:

Processing Officer's name:



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)

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