

Temporary Street Trading Licence Application Form

This form can be used to apply for either a 2 month or 6 month Temporary Street Trading Licence. Once completed please send to The Licensing Team, Community Protection (Regulation), 8th Floor, 2 Bristol Avenue, Colindale, London, NW9 4EW

Applicants Details			
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Other Title (for example, Rev)			
Surname		First names	
I am 18 years old or over <input type="checkbox"/> Please tick yes			
Current postal address			
Post Town		Postcode	
Daytime contact telephone number			
Mobile Number			
E-mail address			
Have you had a street trading licence revoked by this authority?		Yes	No
Have you had any enforcement action taken against you for unlawful street trading activities within borough?		Yes	No
Have you (the applicant) ever been convicted on unlicensed street trading?		Yes	No
Have you (the applicant) ever been convicted of a food hygiene offence?		Yes	No
Have you (the applicant) ever been convicted of violent behaviour?		Yes	No
Premises Details			
Name of Business			
Address of Business			
Post Town		Postcode	
Premises Telephone Number			

Type of application		
Please indicate if you are applying for a 2 month or 6 month Temporary Street Trading Licence	2 month	6 month
Is this application for your first or second Temporary Event Notice in the past 12 months	1st	2nd
If the answer above was 2 nd please provide your previous temporary street trading licence number		
When do you want the premises licence to start? (Leave this date blank should you wish for it to take effect as soon as possible)	Day Month Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Please specify which type of trading/service you will be offering:	Please tick
Tables and Chairs	
Display of goods	
If you are displaying goods, please specify which type of goods/products you will be on display:	

Advertisement 'A' Board	Number of A Boards
Please indicate the number of Advertisement Boards that you will be displaying within your proposed trading area	

Additional Information
Please outline how you will address the removal of refuse from the site.
Please outline how you will address the noise nuisance caused by the site

The below information/documentation needs to be sent to the Licnesing Team with your completed application form and fee.

Please note that if you have not provided the necessary documents then your application will not be granted.

<ul style="list-style-type: none"> Evidence of PUBLIC LIABILITY INSURANCE in respect of anything to be done pursuant to the licence as the authority may require 					
<ul style="list-style-type: none"> A plan clearly showing the proposed area covered by the licence in relation to the highway. The plan should also show the positioning of any items (including A Boards) that you are placing in the Highway. If you cannot provide this plan to scale, measurements should be shown clearly. 					
<ul style="list-style-type: none"> Evidence of the right to occupy the premises e.g. the lease 					
<ul style="list-style-type: none"> Photos or brochures showing the proposed type of furniture to be placed on the highway 					
<ul style="list-style-type: none"> Photos of the A Board(s) that you wish to display within the trading area 					
<ul style="list-style-type: none"> A passport sized photo ff the proposed licence holder 					
<ul style="list-style-type: none"> Non-refundable application Fee of £100. Please indicate below how you will be making this payment <table border="1" style="width: 100%;"> <tr> <td>Postal Order or Cheque made payable to London Borough of Barnet</td> <td></td> </tr> <tr> <td>Card payment will be made over the phone with the member of licensing team</td> <td></td> </tr> </table> <p>Please note that you will have to pay the issuing fee of £300 should your application be granted, before we will issue you your licence. No street trading can take place until you have been issued a licence.</p>	Postal Order or Cheque made payable to London Borough of Barnet		Card payment will be made over the phone with the member of licensing team		
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Card payment will be made over the phone with the member of licensing team					

Declaration

I, the undersigned, understand and agree that:

- (1) No street trading will take place until such time as a Licence has been granted for my premises
- (2) Any damage to the public highway resulting from your trading activities that requires repairs to be carried out by the council, will be charged to, and paid for in full by the licence holder.
- (3) Public liability insurance covering a minimum of £2million shall be in place for the premises. This **Public Liability** Insurance must cover for the period in which I occupy the public highway as required in the conditions.
- (4) Should my application be successful that all articles/equipment/furniture used for the purpose of street trading must be taken off the public highway between 11pm and 7am
- (5) Should my application be successful, I understand that a further fee of £300 must be paid before the licence is issued to me
- (6) I must adhere to the councils Street Trading Licence Conditions and any other conditions that may be attached to any licence I may be granted.

I (the applicant) confirm that the above details are correct, and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the London Borough of Barnet. I also acknowledge the need for me to pay the prescribed fees that are imposed by the London Borough of Barnet.

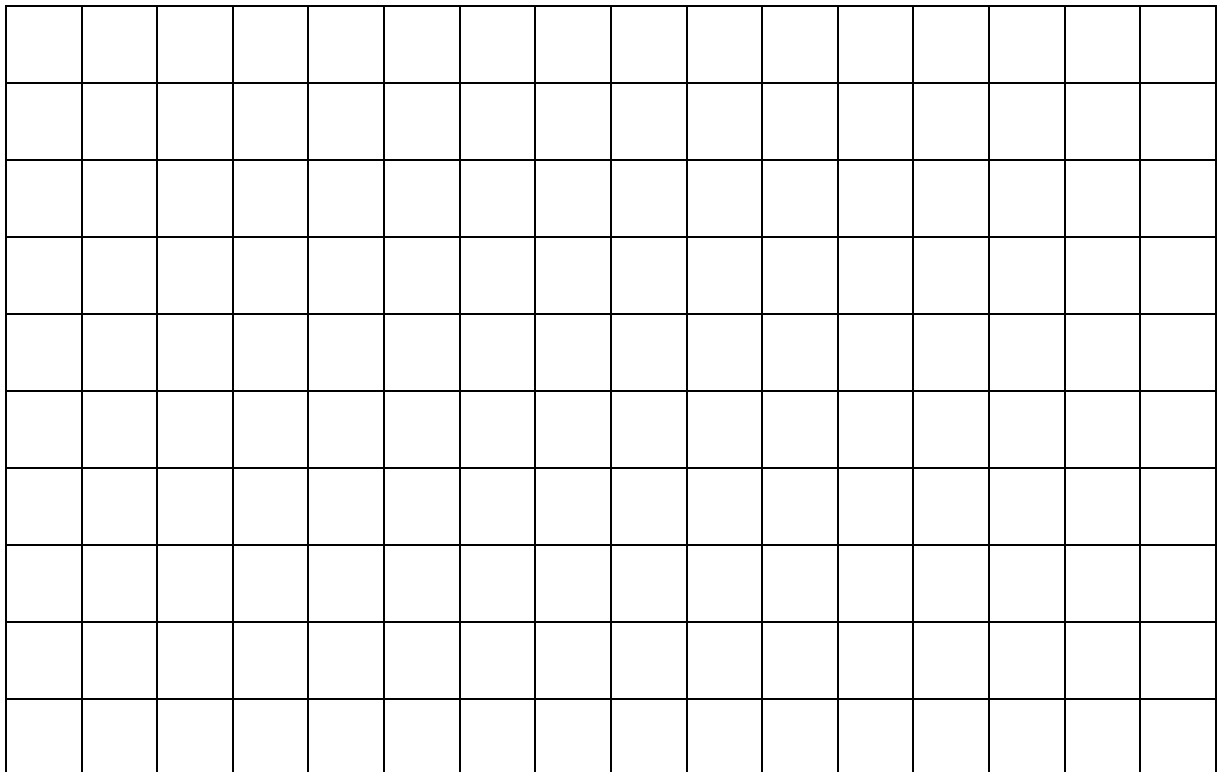
Signed		Print Name	
		Date	

Trading Area Plan






Please sketch on the grid below the location that you propose to place furniture (tables, chairs, stalls, umbrellas etc). Please note that your sketch should be provided in scale 1:100 (1cm box represents 100cm (1m)) If you are unable to provide the plan to scale you will need to show the appropriate measurements in centimetres (cm) and meters (m)

In providing this sketch you are reminded to show the following information:

- The front of the shop showing the entrance door onto the highway
- The location of the curb
- Any fixed street furniture or obstructions between your premises and the curb (i.e. trees, telephone boxes, bins, bus stops, benches etc.)
- The proposed location of your A Board
- A legend to identify the different items shown on the sketch



Example:

Legend	
	A Board
	Shop Front
	Curb Line
	Tree
	Bench

