

TEMPORARY STREET TRADING LICENCE APPLICATION FORM

(London Local Authorities Act 1990 Part III as amended)

Please refer to the information sheet before completing. If you are applying on behalf of a registered company you **MUST** complete Section 2 below



Section 1

Applicant's full name:	Title (Mr/Mrs/Miss/Ms/Other):	
	First Name:	
	Surname:	
Home address:		
	Post Code:	
Date of birth:	National Insurance No:	
Place of birth:		
Telephone number(s):	1:	Email:
	2:	

Section 2

Trading Name	
Registered company name:	
Registered company number:	
Registered company address:	
	Post Code:

Section 3

Please select the area you wish to apply for (please tick the appropriate box):

Width (m)	Depth (m)	Total sq m

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Section 4

Please provide the location for which you need a licence:
Please state the exact area from which you wish to trade, YOU MUST ALSO PROVIDE A PLAN GIVING DIMENSIONS (use a separate sheet):

Section 5

Please provide here what you intend to use the temporary licence for, for example, *1 x stall, 10 x tables and 20 x chairs for outdoor seating*:

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Start & End Dates (max 6 month period):	From:	To:
	Start time:	Finish time:
Times (must be between 08:00 and 23:00) :		

Section 6

Do you currently hold public liability insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(You will be required to provide proof of your PUBLIC liability cover to the value of £2,000,000)		

Section 7 – You MUST complete this section if you intend to employ an assistant.

Assistant's Full Name:	Title (Mr/Mrs/Miss/Ms/Other):	
	First Name:	
	Surname:	
Home address:		
		Post Code:
Telephone number:	Date of birth:	
National Insurance No:	Place of birth:	

Declaration

I confirm the information I have given on this form is correct. I realise that giving false information could lead to prosecution.	
Signature of applicant:	Date:

The fee will be given to you upon application.

Your application will only be considered if all appropriate parts of the form have been completed.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Email the completed application form, supporting documents and proof of payment (WorldPay reference) to licensing@enfield.gov.uk .

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

- 1) Licence Fee**
- 2) 2 full face passport photographs of yourself and 1 of any assistant/s. These photos must have been taken in the last 12 months and signed on the reverse.**
- 3) Details of your public liability insurance. The policy must have a minimum cover of £2 million in the event of any claims being made.**
- 4) Before a licence can be issued, applicants will need to demonstrate that they are permitted to work in the UK without any restrictions.
Applicants can demonstrate this by providing a current passport or an Immigration Status document issued by the Home Office.**

Completing the Temporary Street Trading Licence application form:

1. Section 1

This section needs to be completed by the person wishing to hold a street trading licence. This person will be responsible for all actions taken under the licence, including responsibility for any breaches that may occur. Breaches of licensing conditions may result in a Fixed Penalty Notice or court action being taken.

2. Section 2

If you are applying for a licence in the name of a registered company this section must be completed.

3. Section 3

This section covers the area of licence being applied for. Please refer to our fees and charges as the cost of these licences are determined by the size of the area.

4. Section 4

Please fill out the address and exact area you intend to trade from so we can determine whether it is suitable for the task. If there is no specific address please provide the nearest address.

You must submit a scale plan and photographs of the proposed licensed area together with dimensions. The plan must include the following information:

- The location of the premises and the proposed licensed area. The location of the premises should be clearly marked by a red line;
- The position of your premises in relation to other premises;
- A clear width of 2 m from the outside of the proposed licensed area to the back of the kerb as shown below. In exceptional circumstances, this may be reduced to 1.5 m;
- The width and depth of the proposed licensed area;
- Distance between any existing street furniture (e.g. bin, lamp post);
- Proposed layout and dimensions of removable furniture (tables, chairs, barriers etc).

5. Section 5

This section covers the additional information necessary to help us process your application. Providing us with intended goods, days and times allows us to assess whether the site you have chosen is suitable for trading. These days and times will form the basis of your licence.

6. Section 6

The Council requires Public Liability Insurance cover in respect of placing any objects or stock on the highway. The level of cover required is £2,000,000. When providing this information we will need a copy of the insurance cover page containing details of the person/company insured, as well as a break down of the policy cover showing the public liability category and level of cover.

ALL traders need Public Liability Insurance. Licences will not be issued without proof of insurance.

7. Additional Information

This section covers the additional information necessary if you intend to employ an assistant on your stall. Any assistant is employed to carry out the street trading during the trader's temporary absence and not in place of them.

8. Age Limit

Applicants must be over seventeen years of age.

9. If you decide not to use a licence

If you are granted a licence and then choose not to make use of it, you should surrender it by returning it with a covering letter. Fees may still apply.