

Official use only:	Date received
Payment received	Case Ref:



**LONDON BOROUGH OF SUTTON
APPLICATION FOR A SHOP FRONT LICENCE - RENEWAL
LONDON LOCAL AUTHORITIES ACT 1990 (as amended)**

DECLARATION FORM

If there are no changes to be made to your licence, you must complete this form and send it to the address shown at the end of this document. You must also pay the required fee.

If you wish to make changes to the goods you display / tables and chairs you place on the highway, please complete and submit a NEW application form.

If the person named on the licence has changed or you are a new owner, please complete and submit a NEW application form.

I wish to apply for the renewal of the current licence held for:

1. Trading name of business	
2. Business address (including postcode)	
3. Business email address	4. Business telephone number

Personal details (licence is held in the name of an individual and cannot be held in a company name)

1. Full name of licence holder	
2. Home address (including postcode)	
4. Email address	5. Telephone number

Declarations:

I am not seeking any variation to the existing licence and declare there are NO changes to the following:
(please tick the boxes)

- 1. Current licence holder(s)
- 2. Goods to be displayed / tables and chairs to be placed on the highway

Signature:

Print Name:	Date:
--------------------	--------------


London Borough of Sutton applicants:


The completed application should be sent to:-


London Borough of Sutton, Licensing Team, Civic Offices, St Nicholas Way, Sutton, SM1 1EA..

Alternatively you can send a scanned PDF copy of your application to licensing@sutton.gov.uk

The following Payment Options are available:

 **Online:** Debit and Credit Card payments can be made using our online payment facility at https://www.sutton.gov.uk/info/200466/pay_for_it

 **Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8770 5000, selecting options 5 then 2

 **Post:** Cheques or postal orders should be made payable to 'Sutton Council'

Please note any statutory consultation periods will not commence until payment has been made and we have received your application form. It is your responsibility to contact us if you experience a problem in paying for your application.

Freedom of information

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request. To comply with financial regulations, details of license holders may also be disclosed to authorised Government agencies

IMPORTANT NOTES

- A Shop Front Licence is held by an individual rather than a limited company. This is a requirement of the legislation.
- A Shop Front Licence is not transferable and should the licence holder leave the premises a new application would be required.
- Traders within the designated Sutton Town Centre area cannot apply for a shop front licence.
- A copy of the current Shop Front Licence Conditions are available on the council's website and will be provided with any licence granted.
- If granted the licence lasts for 6 months (01 Apr-30 Sept / 01 Oct-31 Mar) or part thereof

HOW DO I APPLY TO RENEW A LICENCE?

By completing the application form and submit it to us along with the required fee and the required additional documentation. Applications can be submitted electronically.

HOW MUCH DOES A LICENCE COST?

Please refer to the council website or email us at licensing@sutton.gov.uk for the list of current fees.

WHAT ADDITIONAL STEPS MUST I TAKE?

You are required to keep the following documents on site and have them available for inspection:

- **Insurance:** Evidence of £5m Public Liability Insurance Cover. This can be individually held or can be held by a limited company.
- **Licence:** The licence we issue needs to be kept and displayed on the premises.