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**LONDON BOROUGH OF SUTTON**  
**APPLICATION FOR A STREET TRADING LICENCE SUTTON HIGH STREET MARKET**  
**LONDON LOCAL AUTHORITIES ACT 1990 (as amended)**

**Application for a market stall licence valid for 12 months trading day at a specified location.**  
**PLEASE CONTACT THE LICENSING TEAM BEFORE MAKING AN APPLICATION.**

Please complete all questions on the form. If you have nothing to record, please state 'not applicable' or 'none'. If you are completing this form by hand, please write legibly in block capitals using black ink. You may wish to keep a copy of the completed form for your records.

**You must ensure that your application is submitted at least 10 working days before you wish to start trading. Any application received after this time may be rejected. The fee is not refundable**

**Part 1 – Personal details** (licence is held in the name of an individual and cannot be held in a company name)

**1. Full name of applicant** (must be individual)

**2. Home address** (including postcode)

**3. Date of birth**

**4. Email address**

**5. Telephone number**

**6. Trading name of business** (if any)

**Part 2 – Details of activity**

**7. Days you wish to trade**

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>	Saturday	<input type="checkbox"/>	Sunday	<input type="checkbox"/>		

<b>8. Pitch size preference</b>	Single	<input type="checkbox"/>	Double	<input type="checkbox"/>	Triple	<input type="checkbox"/>
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**9. Articles, goods, or services in which you wish to trade** (full details of commodities list are detailed at the end of this document)

<b>Clothing</b>	<input type="checkbox"/>	<b>Flowers</b>	<input type="checkbox"/>	<b>Fruit &amp; Vegetables</b>	<input type="checkbox"/>
<b>Pre-packed Groceries</b>	<input type="checkbox"/>	<b>Household Goods</b>	<input type="checkbox"/>	<b>Toiletries &amp; Cosmetics</b>	<input type="checkbox"/>
<b>Kitchen / Dining</b>	<input type="checkbox"/>	<b>Soft Furnishings</b>	<input type="checkbox"/>	<b>Electrical &amp; Audio/Visual</b>	<input type="checkbox"/>
<b>Travel Accessories</b>	<input type="checkbox"/>	<b>Jewellery &amp; Accessories</b>	<input type="checkbox"/>	<b>Stationary</b>	<input type="checkbox"/>
<b>Toys</b>	<input type="checkbox"/>	<b>Tools, DIY &amp; Gardening</b>	<input type="checkbox"/>	<b>Furniture</b>	<input type="checkbox"/>
<b>Sports Equipment</b>	<input type="checkbox"/>	<b>Pet Supplies</b>	<input type="checkbox"/>	<b>Arts &amp; Crafts</b>	<input type="checkbox"/>
<b>Textiles</b>	<input type="checkbox"/>	<b>Miscellaneous</b>	<input type="checkbox"/>	<b>Hot &amp; Cold Food (ready to eat)</b>	<input type="checkbox"/>

### Part 3 – Details of successor

Relative of applicant associated with or dependant on street trading to be the successor of the licensee (if issued)

**10. Full name of relative**

**11. Relationship to applicant**

**12. Home address** (including postcode)

### Part 4 – Details of assistant(s) (use additional sheets as required)

**13. Full name of assistant** (nominated to assist you)

**14. Home address** (including postcode)

**16. Full name of assistant** (nominated to assist you)

**17. Home address** (including postcode)

**Part 5 – Details for food traders****18. Sale of Food Only**

**(a) Name and contact telephone number of the Local Authority where the business is registered**

**(b) Give details of Food Hygiene training for you and any staff (e.g. Foundation in Food Hygiene Certificate)**

**Name:** \_\_\_\_\_ **Qualification:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Qualification:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(c) State the type of food(s) which will be sold**

**(e) Is there a documented hazard analysis system, such as Safer Food Better Business (SFBB) for your food operation? Yes ☐ No ☐**

**(f) Please state what hand washing equipment you will use, e.g. sole use portable WHB/shared use WHB**

**(g) Please state what equipment washing facilities you will use, e.g. single sink/double sink**

See guidance note at end of application for further information.

**Part 6 – Further details**

**19. Vehicle access permit** A permit is required to enter Sutton High Street Market Area for loading/unloading purposes. Access is limited to specific times as described on the permit. No charge is made for a permit.

**If you wish to provide for a permit please specify the following information:**

**Vehicle make, model & colour:**

**Vehicle Registration:**

**20. Have you traded in this borough before? Yes ☐ No ☐**

**If yes give details**

**21. Do you hold a street trading licence in this or any other London borough? Yes ☐ No ☐**

**If yes give details**

**Part 7 – relevant offences**

**Have you been convicted of any offence involving:-**

Dishonesty, theft, or fraud Yes ☐ No ☐

Violence Yes ☐ No ☐

Indecency Yes ☐ No ☐

**Have you been convicted of any offence involving non-compliance with requirements relating to:-**

Public Health Yes ☐ No ☐

Health & Safety at Work Yes ☐ No ☐

Food and Food Hygiene Yes ☐ No ☐

Trading Standards Yes ☐ No ☐

Fair Trading Yes ☐ No ☐

## Part 8 – Important Notes

The following **MUST** be submitted with your application

- a) The appropriate fee. See guidance note over page for details
- b) Two full face passport sized photographs. See guidance note over page for details
- c) Evidence of Public Liability Insurance cover to the minimum value of £5,000,000 for the pitch
- d) Evidence of your trade waste agreement to remove rubbish at the end of the day

## Part 9- Signature

The form must be signed by the applicant.

**I wish to apply for a street trading licence and confirm that the information given by me on this form is correct. I realise that giving false information could lead to prosecution and the loss of any licence granted.**

Signature:

Print Name:

Date:


## London Borough of Sutton applicants:


The completed application should be sent to:-


**London Borough of Sutton, Licensing Team, 24 Denmark Road, Carshalton, SM5 2JG.**

Alternatively you can send a scanned PDF copy of your application to [licensing@sutton.gov.uk](mailto: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](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

## APPLICATION FOR A STREET TRADING LICENCE - GUIDANCE TO APPLICANTS

We would expect an application to be made a minimum of ten working days before the first day you wish to trade.

### WHO NEEDS TO APPLY FOR A LICENCE?

Anyone who wishes to sell good or provide a service from one of our designated pitches on Sutton High Street. We issue street trading licences to named individuals to sell commodities from a specified location in the market

### HOW DO I APPLY FOR 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](mailto:licensing@sutton.gov.uk) for the list of current fees.

### WHAT DOCUMENTS MUST ACCOMPANY MY APPLICATION?

We require the following supporting documentation.

- **Photographs:** two passport-sized photographs (this may be done electronically). The photographs must be of the passport approved type: - Colour photographs - Recent - 45 millimetres (mm) high x 35 millimetres (mm) wide - Taken against an off-white, cream or light grey plain background so that features are clearly distinguishable against the background.
- **Insurance:** Evidence of £5m Public Liability Insurance Cover. This can be individually held or can be held by a limited company.

### WHAT HAPPENS NEXT?

If you submit everything we need, we aim to process your licence within 10 working days. If you are unsuccessful, we will explain why or what you need to do to help us process it. The licence we issue needs to be kept and displayed on the stall.

### IF YOU SELL FOOD

The following is a guide. Please contact the council's food and safety team for further information or if you wish to seek clarification. [food.safety@sutton.gov.uk](mailto:food.safety@sutton.gov.uk)

If you are applying to sell raw/uncooked meat or fish, fruit, vegetables, deli food or prepared/cooked food of any kind, you & each of your assistants will be required to have a valid Food Hygiene Certificate at the appropriate level. You are also required to register your business with the Council where you prepare the food for sale.

There must be hand washing facilities provided with water at a suitable temperature, soap or detergent and means of drying hands. Where only low risk open foods such as biscuits, sweets, olives etc. are for sale and utensils are used for handling food, or where food is fully wrapped, a wash hand basin may not be required. In this instance it may be acceptable to provide and use antiseptic wipes/liquid and/or disposable gloves.

## COMMODITIES LIST & CATEGORY

Clothing	Flowers
<ul style="list-style-type: none"> <li>• Women's clothing</li> <li>• Men's clothing</li> <li>• Children's clothing</li> <li>• Baby wear</li> <li>• Sportswear</li> <li>• Clothing accessories i.e. hats, scarves, ties, belts etc.</li> <li>• Underwear/nightwear</li> <li>• Footwear/slippers</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Cut flowers and plants</li> <li>• Uncut flowers and plants</li> <li>• Artificial flowers</li> <li>• Flower accessories i.e. pots, food, hanging baskets etc.</li> <li>• Seasonal i.e. Christmas Trees, Holly, Mistletoe etc.</li> <li>• Other items (must be specified)</li> </ul>
Fruit and Vegetables	Pre-packed Groceries
<ul style="list-style-type: none"> <li>• Raw fruit / vegetables</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Dried fruit, seeds, pulses, beans etc.</li> <li>• Cheese and dairy</li> <li>• Meat / fish</li> <li>• Bread / cake</li> <li>• Deli food i.e. olives, pickles, nuts etc.</li> <li>• Confectionary</li> <li>• Other items (must be specified)</li> </ul>
Household Goods	Toiletries and Cosmetics
<ul style="list-style-type: none"> <li>• Cleaning products</li> <li>• Laundry products</li> <li>• Cleaning utensils</li> <li>• Plastic storage and accessories e.g. crates, boxes etc.</li> <li>• Light bulbs</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Toiletries</li> <li>• Hair products</li> <li>• Make-up</li> <li>• Perfume</li> <li>• Other items (must be specified)</li> </ul>
Kitchen / Dining	Soft Furnishings
<ul style="list-style-type: none"> <li>• Cookware</li> <li>• Serve ware</li> <li>• Glassware</li> <li>• Tableware</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Cushions &amp; throws</li> <li>• Bedding</li> <li>• Curtains and blinds</li> <li>• Rugs &amp; mats</li> <li>• Dining linen</li> <li>• Other items (must be specified)</li> </ul>
Electrical & Audio/Visual	Jewellery & Accessories
<ul style="list-style-type: none"> <li>• Audio/amplification equipment</li> <li>• Visual/display equipment</li> <li>• Computer hardware and accessories</li> <li>• Games consoles</li> <li>• Musical instruments</li> <li>• Cameras</li> <li>• Electrical accessories</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Costume jewellery</li> <li>• Precious jewellery</li> <li>• Hair accessories</li> <li>• Sunglasses</li> <li>• Watches</li> <li>• Other items (must be specified)</li> </ul>
Stationary	Travel Accessories
<ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Paper</li> <li>• Greetings cards</li> <li>• Wrapping supplies/gift bags</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Luggage</li> <li>• Sports bags</li> <li>• Handbags</li> <li>• Other items (must be specified)</li> </ul>
Toys	Tools, DIY and Gardening
<ul style="list-style-type: none"> <li>• Children's Toys</li> <li>• Outdoor games and toys</li> <li>• Baby/nursery equipment</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Tools</li> <li>• Garden tools</li> <li>• DIY supplies</li> <li>• Other items (must be specified)</li> </ul>

<b>Furniture</b>	<b>Sports Equipment</b>
<ul style="list-style-type: none"> <li>• Furniture including antiques</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Exercise equipment</li> <li>• Track &amp; field</li> <li>• Golf</li> <li>• Sports equipment</li> <li>• Other items (must be specified)</li> </ul>
<b>Pet Supplies</b>	<b>Arts and Crafts</b>
<ul style="list-style-type: none"> <li>• Pet food</li> <li>• Pet beds</li> <li>• Pet cages/hutches/tank/carriers</li> <li>• Grooming and care supplies</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Art</li> <li>• Sculpture</li> <li>• Craft items</li> <li>• Handmade textiles</li> <li>• Other items (must be specified)</li> </ul>
<b>Textiles</b>	<b>Hot and Cold Food (ready to eat)</b>
<ul style="list-style-type: none"> <li>• Fabric</li> <li>• Haberdashery</li> <li>• Yarn/Wool</li> <li>• Knitting/Sewing supplies</li> <li>• Other items (must be specified)</li> </ul>	<ul style="list-style-type: none"> <li>• Hot food - specify (prepared at the stall e.g. fish &amp; chips, hot potatoes, kebabs, burgers, hot dogs, sandwiches, pies)</li> <li>• Cold food - specify (prepared at the stall e.g. sandwiches, wraps, ice cream, ice lollies, salads, sushi)</li> <li>• Hot drinks</li> <li>• Cold drinks</li> </ul>
<b>Miscellaneous</b>	
<ul style="list-style-type: none"> <li>• Other items not in any category above (must be specified by the applicant)</li> </ul>	