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

**Application to permit goods on display / tables and chairs on the public highway. This application cannot be used within the designated area of Sutton Town Centre**

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.

**There is a 28 day consultation period for all new applications. During this period you will not be able to place any goods or furniture on the public highway.**

**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**

**Part 2 – Premises details**

**1. Trading name of business**

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

**3. Business email address**

**4. Business telephone number**

**5. Nature of business** (Café, Restaurant, convenience store, green grocer etc.)

**6. Does the business have a Premises Licence under the Licensing Act 2003** (alcohol, late night refreshment etc.)

Part 3 – Proposed activity		
<b>1. Hours you wish to place goods / furniture on the highway</b>		
Monday	Start time:	Finish time:
Tuesday	Start time:	Finish time:
Wednesday	Start time:	Finish time:
Thursday	Start time:	Finish time:
Friday	Start time:	Finish time:
Saturday	Start time:	Finish time:
Sunday	Start time:	Finish time:
<b>2. Type of licence</b>		
<input type="checkbox"/> <b>Shop front display</b> please detail the type of goods to be displayed (please note only goods sold inside the premises can be displayed on the shop front)		
<input type="checkbox"/> <b>Tables and chairs</b> please detail the type and number of tables and chairs to be placed on the shop front		
<b>3. Location</b> (please describe the area you wish to use, for example public highway to front/side of shop)		

Part 4 – Important Notes
<p><b>The following MUST be submitted with your application</b></p> <ul style="list-style-type: none"> <li>a) The appropriate fee. See guidance note over page for details</li> <li>b) Evidence of Public Liability Insurance cover to the minimum value of £5,000,000</li> <li>c) A plan of the proposed location</li> </ul>

Part 4- Signature	
<p><b>The form must be signed by the applicant.</b></p> <p><b>I wish to apply for a shop front 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.</b></p>	
Signature:	
Print Name:	Date:

## APPLICATION FOR A SHOP FRONT LICENCE - GUIDANCE TO APPLICANTS

There is a 28 day consultation period for all new applications. During this period you will not be able to place any goods or furniture on the public highway.


### 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

### 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

### WHO NEEDS TO APPLY FOR A LICENCE?

Anyone who wishes to display goods / tables and chairs on the public highway. Only goods sold inside the premises can be displayed on the shop front.

### 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.

- **Insurance:** Evidence of £5m Public Liability Insurance Cover. This can be individually held or can be held by a limited company.
- **Plan:** We require a plan of the site and details of the objects you wish to place on the highway.

### WHAT HAPPENS NEXT?

If you submit everything we need, we aim to process your licence within 35 working days, this includes a 28 day consultation period. 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 premises.