

Official use only:

Date received

Payment received

Case Ref:



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

**Application for a temporary market stall licence valid for one trading day at a specified location.**

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 trade. 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. Where do you wish to trade?** (Give street name and exact location and provide a plan)

**8. Please give day(s) and times you wish to trade.**

**Day:**

**Time:**

**9. If trading on private land do you have written authority from the Landowner / Tenant** Yes ☐ No ☐  
**Provide contact details including a contact telephone number**

**10. Describe the structure from which you intend to sell goods or services** (e.g. stall, vehicle, stand etc.)

**and give approximate size**

**Length**

**Width**

**Height**

**11. List the things you wish to sell** (e.g. fruit, flowers, food, hat/scarves) **or the services you wish to provide** (e.g. shoe shining, face painting). **Please give as much detail as possible.**

**12. 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**

**(d) State the location of toilet facilities to be used:**

**(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.

**13. Address where the receptacle / stall will be stored outside trading hours**

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

If yes give details

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

If yes give details

### Part 3 – 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

### Part 4- Signature

The form must be signed by the applicant.

I wish to apply for a temporary 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.

**Please note that the granting of a temporary street trading licence does not permit road closures or suspension of parking bays. Applications for road closures and/or suspension of parking bays will need to be made separately to the Council's Highways Department and will incur separate fees and charges.**

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

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

### IMPORTANT NOTES

- A Temporary Street Trading Licence is held by an individual rather than a limited company. This is a requirement of the legislation.
- A Temporary Street Trading is not transferable, should the person proposing to run the stall change before the event a new application would be required.
- A copy of the temporary street trading licence conditions are available on the council's website and will be provided with any licence granted.

### WHO NEEDS TO APPLY FOR A LICENCE?

Anyone who wishes to sell good or provide a service in the street, on a public footway or up to 7 metres distance from any street, you need a licence.

We issue street trading licences to named individuals to sell commodities from a specified location in a market or miscellaneous sites on certain days.

### 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.
- **Plan:** You need to provide us with a plan of the site or details of the pitch location.

### 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.