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Case Ref:



**THE ROYAL BOROUGH OF KINGSTON UPON THAMES  
APPLICATION FOR A PERMANENT STREET TRADING LICENCE  
LONDON LOCAL AUTHORITIES ACT 1990 (as amended)**

**Application for a permanent pitch licence for trading at a specified location. A successful application will initially be granted for 12 months with renewals valid for a 3-year period. 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 28 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)

PAOLA CORELLI

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

[REDACTED]

**3. Date of birth**

[REDACTED]

**4. Email address**

[REDACTED]

**5. Telephone number**

[REDACTED]

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

PAOLA CORELLI

**Part 2 – Details of activity**

**7. Days you wish to trade**

Monday



Tuesday



Wednesday



Thursday



Friday



Saturday



Sunday



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

FIFE ROAD, KINGSTON  
OUTSIDE GIULIO (PLAN ATTACHED)

9. Please give day times you wish to trade.

MONDAY, TUESDAY, WEDNESDAY, FRIDAY, SATURDAY  
10-19.30  
THURSDAY 10-21.00 SUNDAY 10-17.00.

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

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

ICE CREAM VAN.

and give approximate size

Length 5M Width 2.5M. Height 3M.

12. Articles, goods, or services in which you wish to trade (full details of commodities list are detailed at the end of this document)

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

13. Full name of relative

[REDACTED]

14. Relationship to applicant

[REDACTED]

15. Home address (including postcode)

[REDACTED]

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

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

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

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

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

**Part 5 – Details for food traders**

**20. Sale of Food Only**

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

SARAH GILMOUR RB KINGSTON 0208 547 5002

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

Name: PAOLA CORELLI Qualification: LEVEL 2 FOOD HYGIENE Date: 09/05/23

Name:

Qualification:

Date:

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

ICE CREAM.

**(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**

Sole USE

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

DOUBLE SINK

See guidance note at end of application for further information.

**Part 6 – Further details**

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


**If yes give details**

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

**If yes give details**

Part 7 – relevant offences	
<b>23. Have you been convicted of any offence involving:-</b>	
Dishonesty, theft, or fraud	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Violence	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Indecency	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>24. Have you been convicted of any offence involving non-compliance with requirements relating to:-</b>	
Public Health	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Health & Safety at Work	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Food and Food Hygiene	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Trading Standards	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Fair Trading	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Part 8 – Important Notes	
<b>The following MUST be submitted with your application</b>	
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) Scaled plan which shows the location that you wish to trade from <i>GOOGLE MAP</i> , d) Evidence of Public Liability Insurance cover to the minimum value of £5,000,000 for the pitch e) Evidence of your trade waste agreement to remove rubbish at the end of the day	

Part 9- Signature	
<b>The form must be signed by the applicant.</b>	
<b>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.</b>	
Signature:	
Print Name:	<i>PAOLA CORELLI</i>
Date:	<i>26/02/2024</i>

Please note that the granting of a 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.

#### 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

Existing pitch 1012, Fife Road, Kingston upon Thames

