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THE ROYAL BOROUGH OF KINGSTON UPON THAMES
APPLICATION FOR A TEMPORARY STREET TRADING LICENCE - more than one day
LONDON LOCAL AUTHORITIES ACT 1990 (as amended)

Application for a temporary Street Trading licence valid for a period between two days and six months 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 35 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)

Kyle Hyams

2. Home address (including postcode)

[REDACTED]

3. Date

[REDACTED]

4. E

[REDACTED]

5. mber

[REDACTED]

6. Trading name of business (if any)

Coffee on the Corner Surbiton LTD

Part 2 – Details of activity

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

King Charles Road. On the grass between the pavement and the playground's fence opposite Coffee on the corner.

8. Days you wish to trade

Monday



Tuesday



Wednesday



Thursday



Friday



Saturday



Sunday



21st November -14th December 7am-5pm

11. Describe the structure from which you intend to sell goods or services (e.g. stall, vehicle, stand etc.)
 Stall and a netting funnel with the dimensions below. We would like to build a temporary platform in order to protect the grass and ensure people don't slip.
and give approximate size

Length 9 **Width** 2m **Height** 30cm

Clothing	<input type="checkbox"/>	Flowers	<input checked="" 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 type="checkbox"/>

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

Name: _____ **Qualification:** _____ **Date:** _____

Name: _____ **Qualification:** _____ **Date:** _____

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

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.

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



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

If yes give details

Yes we have been trading there for 6 years with Coffee on the corner.

16. 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 schedule of licensing fees on www.kingston.gov.uk
- 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 street trading
- d) A plan of the proposed location

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:

KYLE HYAMS

Date:

27/08/2025

See over page for details on how to pay

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.

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 TEMPORARY STREET TRADING LICENCE - GUIDANCE TO APPLICANTS

We would expect an application to be made a minimum of **35 days** before you wish to start trading.


Royal Borough of Kingston upon Thames applicants:


The completed application should be sent to:-

Royal Borough of Kingston upon Thames, Licensing Team, Guildhall 2, High Street, Kingston, KT1 1EU.

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

The following Payment Options are available:

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

 **Telephone:** Debit and Credit Card payments can be made by ringing (020) 8547 5080

If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. Please note any statutory consultation periods will not commence until payment has been made. It is your responsibility to contact us if you have not been requested to make the payment after submitting an application in this way.

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 licence takes effect a new application would be required.

WHO NEEDS TO APPLY FOR A LICENCE?

Anyone who wishes to sell goods or provide services in the street, on a public footway or up to 7 metres distance from the public highway, will require a Street Trading licence.

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@kingston.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.

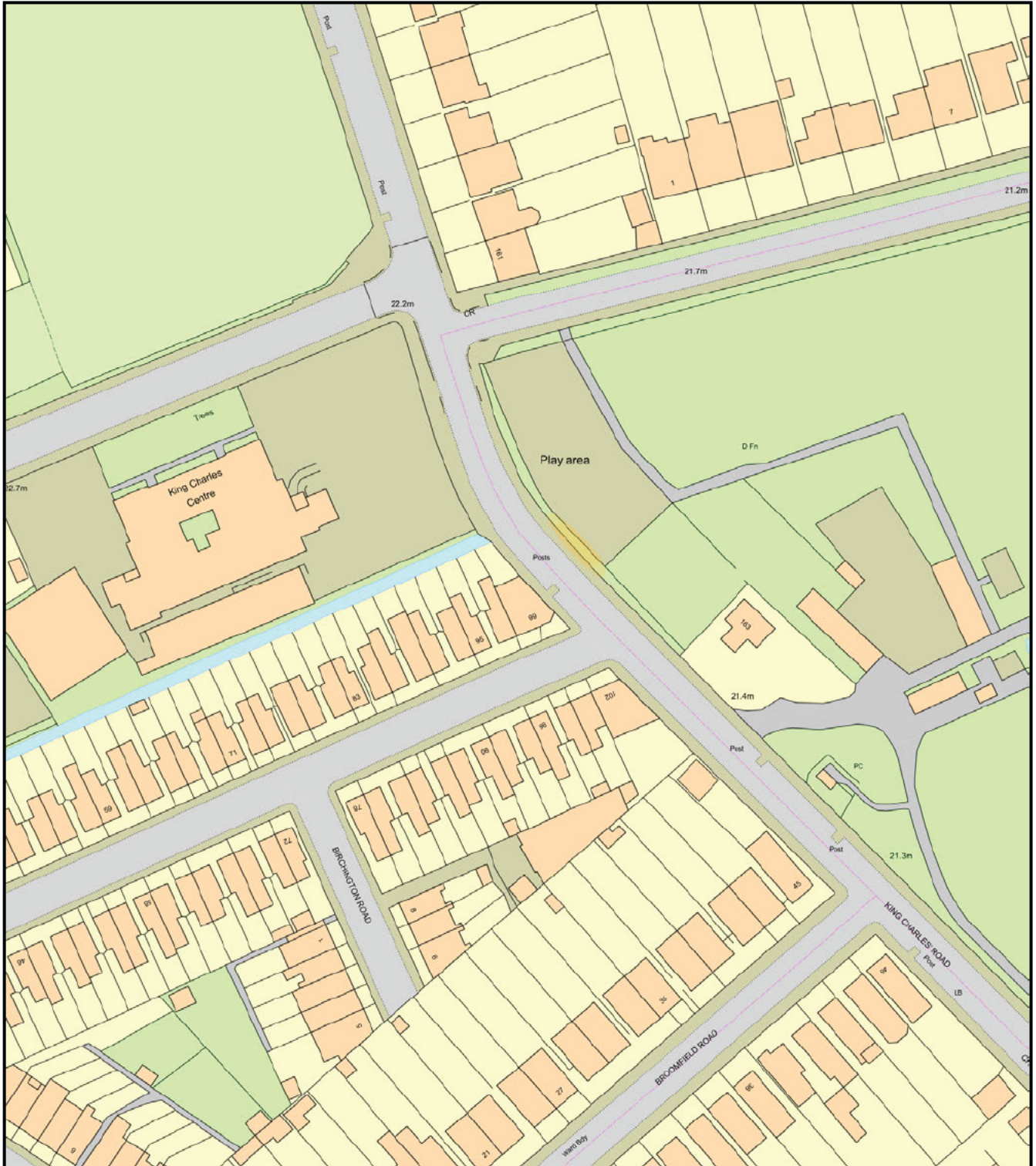
IF YOU SELL FOOD AND/OR DRINKS

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@kingston.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.

99 Beaconsfield road - Location Plan



0 50
Metres



Plan Produced for: Kyle Hyams

Date Produced: 03 Apr 2023

Plan Reference Number: TQRQM23093125136224

Scale: 1:1250 @ A4



