

Official use only:	Date received
Payment received	Case Ref:



**APPLICATION FOR A SPECIALITY MARKET - STREET TRADING LICENCE
LONDON LOCAL AUTHORITIES ACT 1990 (as amended)**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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. Use additional sheets if necessary (marked with the number of the relevant question). 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 the event is due to take place. Any application received after this time may be rejected.

Part 1 – Details of applicant

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 the market to take place? (Give street name and exact location and provide a plan)
8. Please give day(s) and times you wish to trade.
Day(s):
Times:

9. If trading on private land do you have written authority from the Landowner / Tenant Yes No

Provide their contact details including a contact telephone number

10. Describe the structures from which traders intend to sell their goods or services (e.g. stall, vehicle, stand etc.)

and give approximate sizes (please use additional sheets if necessary)

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. How many stalls will be selling goods within the market.

13. Source of electricity and water (how will you be supplying power to the market and how will you provide water for food traders (if applicable))

14. Sale of Food Only

(a) How many stalls will be preparing and/or selling food

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

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

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

(e) 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.

12. Where will the receptacle / stalls will be stored outside trading hours

15. Have you organised markets/events in this borough before? Yes No
 If yes give details

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 guidance note over page for details
- b) Evidence of Public Liability Insurance cover to the minimum value of £2,000,000 for the market
- c) A plan of the site and pitch locations
- d) A list of traders with their contact details and the items they wish to sell. Note this can be provided up to 5 working days before the start of the market.

Part 4- Signature
 The form must be signed by the applicant.

I wish to apply for a speciality market - 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:

For applications made to the Royal Borough of Kingston upon Thames:

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 telephoning our contact centre on 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 we will not process your application 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.

Please note that the granting of a speciality market - 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 SPECIALITY MARKET - STREET TRADING LICENCE GUIDANCE TO APPLICANTS



A Speciality Market - Street Trading Licence can only be used for street trading at pre notified event. Contact the Licensing Team before submitting your application. We would expect an application to be made a minimum of ten working days before the first day of the event.

WHO NEEDS TO APPLY FOR A LICENCE?

The organiser of the event where the sale of good or the provision of a service will take place in the street, on a public footway or up to 7 metres distance from any street.

We will issue the licence to a named individual (the event organiser). Traders can sell goods or provide a service from the specified location under this licence. They will not require their own temporary 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 APPLCIATION?

We require the following supporting documentation.

- **Insurance:** Evidence of £2m Public Liability Insurance Cover.
- **Plan:** You need to provide us with a plan of the site and details of the pitch locations.

A list of traders with their contact details and the items they wish to sell. Note this can be provided up to 5 working days before the start of the market.

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 at the market.

IF THE SALE OF FOOD WILL TAKE PLACE AT THE EVENT

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 want traders to sell raw/uncooked meat or fish, fruit, vegetables, deli food or prepared/cooked food of any kind, the trader will be required to have a valid Food Hygiene Certificate at the appropriate level. They are also required to register their business with the Council where they 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.