



APPLICATION FOR A STREET TRADING LICENCE

This form should be completed in **BLOCK CAPITALS** in black ink and sent to Licensing Section, London Borough Of Havering, Town Hall, Main Road, Romford, RM1 3BB.
Or by e-mail to licensing@havering.gov.uk (See notes at the end of the form, before completing).

1) Full name of applicant.	
2) Full Home Address of Applicant.	
3) Telephone number & e-mail address	
4) Date of Birth.	
5) State fully the nature of articles, things or service you propose to offer for sale.	
6) Please give the full address at which things to be sold will be stored before they are to be offered for sale.	
7) Please give the dimensions of the stall, display, etc Length Width Height (from ground level - stalls only)	

8) Where do you wish to trade? (Please give street and exact location) Please provide a detailed map.			
9) Please give days and times you wish to trade.	Day	Start Time	Finish Time
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
10) Do you hold a street trading licence in this or any other London Borough? If so give details.			
11) Have you ever had a street trading licence revoked by this or any other Borough? If so give full details.			
12) Please give the name of the relative you wish to inherit the pitch should you die or retire.	Name		
	Address		
	Relationship		

I have read and understood the Regulations Pursuant to Section 27(3) of the London Local Authorities Act 1990 (as amended) copy attached to this application.

I wish to apply for a street traders licence and confirm that the information given by me on this form is correct.

I realise that giving false information could lead to prosecution.

Please see attached notes page before signing.

Signed Dated

Notes

- 1) **All Street Trading Licences are reviewed on a yearly basis any infringement of the Regulations Pursuant to Section 27(3) of the London Local Authorities Act 1990 (as amended) (Copy attached to this application) may result in the licence being withdrawn, revoked or renewal being refused.**
- 2) The completed form must be accompanied by two full face photographs of the applicant which have been taken in the last 12 months, both of which must be signed on the reverse by the applicant. A copy of your public liability insurance must be handed in with your application. Failure to do so will result in your application being delayed.
- 3) For 3 yearly licences, this form must be completed and delivered at least 2 months before the date from which the licence is to run. For temporary licences, the deadline is 21 days before the licence is to come into force.
- 4) For question 12. A “relative” is defined as wife, husband, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother sister, half-brother or half-sister” of the applicant. These relationships include those caused by adoption or illegitimacy.
- 5) All applications must be accompanied by the full fee. Monthly payments by direct debit are no longer accepted. If the fee is not paid the street trading licence is not valid and may result in the site being allocated to another trader



Environmental Health

Regulations pursuant to Section 27(3) of the London Local Authorities Act 1990 (As Amended)

Definitions

- 1) In the Regulations unless the context otherwise requires the following expressions shall have the following meanings:
 - (i) 'The Act' means the London Local Authorities Act 1990 as amended.
 - (ii) 'street trading' shall have the meaning ascribed in Section 21(1) of the Act.
 - (iii) 'The Council' means the Council of the London Borough of Havering.
 - (iv) 'advertisement' means any word, letter, model, sign, placard, board, notice, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of advertisement, announcement or direction and includes any hoarding or similar structure or any balloon used, or adapted for use for the display of advertisements, and references to the display of advertisement shall be construed accordingly.
 - (v) 'assistant' means a person employed by and acting under the directions of a trader to assist him/her about the business of the stall and whose name and address has been notified to the Council.
 - (vi) 'awning' means a sheet of canvas or other material used as a protection against the weather, which projects as an extension of the roof beyond the structure of the stall.
 - (vii) 'goods' means any goods, wares or merchandise for sale at a stall.
 - (viii) 'licensed pitch' means a pitch in any street authorised as a place in which street trading may be engaged in by a street trader and includes any temporary alternative place approved by the Council or a duly authorised officer of the Council.
 - (ix) 'licensed pitch area' means the trading area of a licensed street trading pitch as specified in the licence.
 - (x) 'refuse' includes any waste material.
 - (xi) 'stall' means any structure used by a trader for the display of goods, or in connection with his or her business, and which occupies a licensed street trading pitch and includes all goods offered or to be offered for sale and any additional structure or equipment used as part of the stall or business. This also includes all rubbish or refuse created as a result of the business.

- (xii) 'premises' means any shop, house or block of flats immediately behind or adjacent to a licensed pitch.
- (xiii) 'trader' means a person in whose name a current licence is held authorising street trading under Part III of the London Local Authorities Act 1990 (as amended) from a licensed street trading pitch.

General

- 2) The grant of a street trading licence shall not be deemed to give any approval or consent which may be needed under any byelaw, enactment or regulation other than Part III of the London Local Authorities Act 1990 (as amended) nor where the licensed street trading pitch is situated on a private forecourt or otherwise within private ownership shall such grant be deemed to give any approval or consent to the continuation of street trading against the wishes of the private freeholder or where the land is held under the terms of a lease, the leaseholder. This includes the requirement to seek and obtain planning permission.
- 3) The marginal notes if any, inserted in these Regulations are inserted for the purpose of convenience only and shall not in any way affect the meaning or construction thereof.
- 4)
 - (a) These conditions may be dispensed with or modified by the Council in any individual case by means of a licence variation in accordance with the statutory requirements.
 - (b) Where in these conditions there is a reference to the consent or agreement of the Council such consent or agreement may be given on such terms and conditions and subject to such restrictions as may be so specified.
 - (c) If a Trader wishes any of the terms of a licence to be varied application must be made in writing to the Council in accordance with the statutory requirements.

Change of Address

- 5) Traders shall notify the Council of any permanent change of address as soon as it occurs.

Position

- 6) The trader shall trade only from the licensed pitch area that is indicated on the licence.

Size

- 7)
 - (a) The licensed pitch area shall not exceed the dimensions specified in the licence and any pitch limits marked on the ground except during immediate re-stocking.
 - (b) At no time shall there be any obstruction to fire hydrants, manholes or other street furniture, etc by goods in the trading area.

Types of Goods and Services

- 8) Only those goods or services specified on the licence may be sold, exposed or offered for sale on the licensed street trading pitch.

Days and Times

- 9)
 - (a) Trading times to be specified on individual street trading licences but to be between the hours of 05.00am and 02.00am.

- (b) Traders, their assistants or their agents shall remove their receptacles and goods with all reasonable despatch the end of trading.
- (c) Apart from absences for illness or holidays, traders shall be in personal attendance on their pitch for the majority of the working day.

Stalls

- 10) Equipment such as stalls, barrows or vehicles from which traders offer goods and services for sale must be approved in writing by the Council before it is used.

Conduct

- 11) (a) Traders and any assistants employed by them shall ensure the public and Council Officers are treated fairly and with courtesy.
- (b) Traders shall ensure that their staff are competent, courteous and helpful.
- (c) Traders shall endeavour to ensure their customers do not cause any obstruction of the street.

Display of Licence and Other Documents

- 12) (a) Traders shall at all times display the licence, including a photograph of the licensee or such other means of identification as may be prescribed by the Council in a position clearly visible to customers, the Police, Authorised Officer of the Council and other interested parties.
- (b) No advertisement shall be displayed on the licensed pitch that relates to any goods, commodities or services other than those offered for sale or provided on that licensed pitch.

Refuse

- 13) (a) The trader will be responsible for the cleansing of the licensed pitch area and ensure that all refuse arising as a result of the activities of the trader shall be placed in suitably covered containers provided by the trader. Such refuse containers shall be kept as clean as is reasonably possible.
- (b) Refuse will be contained within the pitch and will be disposed of by the trader as trade waste and in accordance with relevant waste disposal regulations .

Safety of Equipment

- 14) Heat producing equipment (e.g. braziers) shall be so placed within the trading area as to offer maximum safety to the public. The position of such equipment in relation to other goods or materials shall be agreed with the Council's Officers.

Services and Amenities

- 15) (a) The only connection between stalls on the footway and other stalls or premises shall be for the purpose of electric lighting or other agreed services and any such electrical or other connections shall be readily detachable. Connections must be agreed with the Council in writing.
- (b) All electric power supplies shall have the appropriate consent from the Council before seeking installation from the Local Electricity Board.

- (c) All electrical cables that are suspended over the public highway shall have a minimum clearance of 2.6m (8 feet 6 inches) from the footway surface and 5.1m (18 feet 6 inches) from the road surface.
- (d) where mobile electrical generators are employed they shall be so positioned that:
 - (i) they do not present a danger to the passing public.
 - (ii) they do not present a fire or similar hazard risk to the stall or goods displayed thereon.
 - (iii) they do not cause any noise or fume nuisance.
 - (iv) any inflammable fuel is stored away from the stall in a London Fire Brigade approved container.
- (e) All electrical wiring and components shall comply with the requirements of the Electricity at Work Regulations 1989. Electrical power shall only be used for the purposes of lighting and the operation of electrical scales and tills and the testing of electrical goods.

Headroom

- 16) The distance above ground level of any part of the roof, awning or supports of the stall or goods suspended from any of these, shall (unless a dispensation has been granted by the Council) be at least 2.6m (8 feet 6 inches). The roof awning or any other projection shall be contained within the licensed pitch area unless agreed by the Council.

Limits of Display

- 17) All goods, containers or other articles shall be contained within the licensed pitch area and height and shall not project beyond.

Removal

- 18) Traders or their assistants shall remove the stall and goods for so long as may be necessary in the event of any emergency or in exercise of the Council's powers and duties, if reasonably required to do so by a Police Officer or a duly Authorised Officer of the Council.

Storage

- 19) Traders shall notify the Council in writing of any change of address or addresses at which the stall and perishable goods are stored. Such notice shall be given within 7 days of the change.

Traders Vehicles

- 20) Traders must park their vehicles legally. Where waiting restrictions are in force traders must load or unload as quickly as possible and then remove their vehicle.

Damage

- 21) Traders must not intentionally permit stalls or accessories to cause damage to the carriageway, footway or verges.

Assistance to Council Officers

- 22) Traders shall give every assistance to Council Officers in carrying out their duties.

Change of Assistant

- 23) Traders shall notify the Council in writing of the name of any assistant that they employ on the stall and give details of any change of assistant or any other relevant information regarding assistants as required by the Council.

Radios, etc

- 24) Traders shall not use or permit to be used on the licensed pitch area or within the immediate vicinity any radio, cassette player or other equipment or apparatus to produce music or other sound except within a closed vehicle and at a reasonable volume.

Insurance

- 25) (a) Traders shall take out third party insurance cover with a minimum liability of £2,000,000 or such other sum as determined by the Council.
- (b) Evidence of such insurance shall be produced by a trader on request to an Authorised Officer of the Council or a Police Officer.

Additional Regulations for Stalls Selling Food for Human Consumption

Food Registration

- 26) The trader must be registered with the Local Authority Environmental Health Service and indicate where moveable structures are kept or stored overnight.

Food Hygiene

- 27) The trader shall comply with the provisions of the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety Act 1990 and Regulations made thereunder.