

## Shop Front (Commodities) Licence Application Form

Office use only.

Office receipt date stamp

Granted/Denied/Revoked:

Before submitting this application form, please ensure that you comply with all the Terms and Conditions as outlined in the letter received with this form. Please fill in all sections of the form with black ink and in block capital letters.

If this form is not completed then there will be a delay in processing your application.

Please return the completed form to Service Team House, 185-205 Shakespeare Road, London, SE24 0PZ.

If you have any questions about this form please contact us on 020 7926 0524 or email [streetcare@lambeth.gov.uk](mailto:streetcare@lambeth.gov.uk)

### Personal Details

Title:  Mr  Mrs  Ms  Miss  Other (please state)  Date of Birth   /   /

Surname			Forenames	
Home address				
Postcode		Email		
Home phone no.		Mobile no.		

### Business Details

Name of Shop			
Address of Shop			
Postcode		Shop contact no.	

## Business Details (continued)

Which goods (commodities) do you want to display? Please list all commodities

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Are you applying for a new licence, renewal or variation?

New

Renewal

Variation

(Please tick ✓ one box)

Please write the times next to the days you wish to trade.

Please state in 24-hour format e.g. 13.00-19.00

		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	

## Documentation

Annual licences are granted on the 1 April and are valid until the 31 March the following year.

If you fail to provide all the documentation and fees listed below; your application will not be processed and your documents and payment will be returned to you. You may then be subject to enforcement action if you display commodities without a valid licence. Proof of home address must be dated within 3 months of application.

- Two photographs with licence holder's signature on the back
- Photographic ID (Passport or Driver's licence)
- Proof of home address (Utility bill, council tax bill, bank statement)
- Proof of employment by shop (pay slip or contract of employment - if not the shop owner)
- Application fee
- Administration fee
- Signed copy of terms and conditions

## Declaration

Warning please read the following information carefully

1. The information given on this form is true and accurate.
2. I am an employee of the shop named in this application.
3. I confirm that I have read the terms and conditions of use of the licence and will abide by them.
4. I understand that by giving false information I may be prosecuted and the licence revoked.

Signature of applicant

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Date

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