

Guidance notes: Applications for street trading licences in Lambeth

- 1 The applicant must be aged 17 years or over.
- 2 Street trading licence applications will only be granted to the applicant whose identity matches submitted identification documentation
Street trading licences are required to be signed for in person by the named licence holder.
- 3 A full-face photograph of the applicant must accompany each application. The photograph must have been taken in the last 12 months and must match the photograph on the required identification documentation.
- 4 A full-face passport style photograph of the applicant's assistant(s) must accompany each application.

5 **Proof of identity and place of residence**

Name and address details for all applicants will be verified, including details of assistants. In order to do this, copies of the following documentation should be provided for the applicant, and also for each of the named assistants, at the time of application:

PROOF OF NAME:

one document from the UK Photo ID list:

- valid full UK passport
- current full UK photo-card driving licence (only accepted if not used as proof of address)

OR

two documents from either A or B below:

List A		List B
An official document showing the applicant's National Insurance number PLUS one of the following: A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland; or A letter from the Home Office; or An Immigration Status document endorsed by the Home Office.	o r	A UK Work Permit PLUS one of the following: An endorsed passport; or A letter from the Home Office

The same document cannot be used to provide proof of both your name and address.

PROOF OF ADDRESS:

Applicants and assistants are each required to provide copies of two of the following as proof of address:

- Council Tax bill (dated within the last 12 months)
- Utility bill (electric, gas, water – not mobile phone) (dated within the last 12 Months)
- credit card/Bank statement (dated within the last three months)
- current full UK photo-card driving licence (if not already provided as proof of name)
- Signed and dated tenancy agreement from a housing association or a council

Where a licence is issued, this will be subject to Council Officers seeing original versions of documents when a licence is signed for prior to being issued.

The title, date of birth and name on the form should be exactly the same as the details shown on the document submitted as proof of ID.

Market trader licences are issued to individuals; the address given in this part of the form should be the UK address where the applicant lives and it must be the same address shown on the documents submitted as proof of address.

At least two contact details should be provided in the relevant boxes (land-line telephone number, mobile phone number or email address) in addition to the postal address.

6 Proof of National Insurance number

An official document showing the applicant's National Insurance number will be accepted as proof of the National Insurance number. NI cards will only be accepted accompanied by an official document. NI numbers are required for each applicants including assistants, with documentary proof.

7 Work Permit

If you are required to hold a Work Permit to work in the UK you will be asked to produce the Work Permit, PLUS one of the following:

- An endorsed passport; or
- A letter from the Home Office.

8 If you have a disability

Please indicate either Yes, or No on the application form to indicate whether or not you have a disability for which you would need special assistance to work as a street trader.

Please note that it is Lambeth's policy to promote equality and to meet the needs of all groups in the community. This information will only be used for the purpose of providing assistance if you are offered the grant of a licence.

9 Proof of Insurance

The following documents are required as proof of insurance:

- An insurance certificate confirming a minimum of £5,000,000 third party liability insurance cover.
- Traders who employ assistants must also provide an insurance certificate confirming a minimum of £10,000,000 employer's liability insurance cover.

10 Bank Details

If you are applying for a permanent licence, your credit history will be checked and you may be required to pay your invoices via direct debit as a condition of granting the licence. You will be asked to complete a direct debit authorisation form with your bank details and to provide proof of your account details in the form of a bank or building society account statement dated within three months of the date that the authorisation is completed.

11 Type of licence

Applications may be made for the following:

<p>Transfer</p> <p>Transfer applications for a move to a new pitch location (existing permanent licence holders only)</p>
<p>New Permanent licence</p> <p>Applications are accepted where a temporary (not casual) licence has been held for a period of six months or more and where conditions have been adhered to including attendance, and payment of street trading fees in full and on time.</p> <p>A permanent licence is for a specific location. It is a continuing licence that needs to be renewed prior to expiry. A permanent licence holder is required to trade on every licensed trading day, and the named licence holder is required to be present for at least 80% of the applicable trading time.</p> <p>Applicants for a permanent licence must specify the market street or isolated pitch and if known the pitch number which is being applied for.</p> <p>Applications for permanent licences are only accepted in response to advertised vacancies. Please tick the permanent licence box if you are applying for this type of licence.</p>
<p>Temporary licence – for a period of a minimum of six months as a ‘tail run’ for an application for a permanent licence</p>
<p>Temporary (Casual) licence</p> <p>A temporary (casual) registration is not for a fixed a location. A temporary (casual) registration is for a maximum of one year. A registered temporary trader is not required to trade on every trading day and must apply for a temporary, daily licence on the day that the trader wishes to trade. Please tick the temporary (casual) licence box if you are applying for this type of licence.</p> <p>Temporary (casual) trader applicants can only choose to register to trade in Brixton, which includes Electric Avenue, Popes Road, Brixton Station Road and Tunstall Road. Casual traders will be considered for available vacant pitches on the days when the applicant applies to trade. Trading is subject to the availability of a pitch and the various considerations, including the Commodities Rules. Temporary (casual) registration applications are not accepted for Isolated Pitches.</p>
<p>Renewal</p>

12 Assistants

The licence holder may employ named assistants to help them in the conduct of street trading, provided that the assistant(s) is/are registered and authorised in advance by the Council’s Markets and Street trading team.

An assistant is someone employed to help a permanent licence holder or a temporary trader. A licence holder may register up to two assistants. The assistant(s) is there to assist the permanent trader, who is still required to attend the pitch for a minimum of 80% of trading time.

At the time of a new application or renewal, an assistant need only complete one of the pages headed “Additional Information for Assistants” in the main applicant’s form and there is no charge.

To register an assistant at any other time, separate from the main applicant’s application or renewal, the main applicant will need to complete the full application form and the assistant will need to complete one of the pages headed “Additional Information for Assistants”. The applicable fee for Licence or Registration Variation will be charged (please see Fees & Charges for current prices).

Where a registered temporary trader applies for a new licence, the length of time that the trader has been registered as a temporary trader should be stated in the box provided, where applicable.

13. Applying for a permanent licence

Applications for permanent licences will only be accepted from traders who have held a temporary (not casual) licence for a period of a minimum of six months, and where conditions have been adhered to including attendance, and the payment of all fees in full and on time.

14. Storage

The full postal address of the place where goods are stored when the trader is not trading is required. Stalls and goods must not be stored on street trading pitches when the stall is not trading. An application may be refused if satisfactory proof that there is not a separate place for storage fails to be provided.

15. Commodities

In order to complete the street trading application form you must indicate what goods you are applying to sell, with reference to the separate 'Commodities Rules' document, available on the Lambeth Council website at www.lambeth.gov.uk/business-services-rates-and-licensing/licence-applications/street-trading-in-lambeth

Up to two commodities may be listed under one category (although some restrictions apply – please read the document for full details). There are twenty-eight different categories to choose from, each with a reference number and a heading.

Write the Category reference number and Commodity reference letter in the box provided, next to the commodity description. Please note that there are also commodity pitch rules in operation that determine how close a trader may have a pitch in relation to another trader selling the same goods. An application may be turned down on the grounds that there is not enough space in the market, because the commodity applied for is already over-represented in the market.

If the goods that you wish to sell are not listed within the document you should choose "Other" within the Category that best describes your commodity. All commodities must be from the same category and you must write a specific description of the type goods if you have chosen "Other" as the commodity.

Licences/registrations will not be issued for miscellaneous goods: specific commodities must be stated, in line with the approved commodity list. Do not use such terms as 'casual wear', 'giftware', 'fancy goods', 'tops'. The Council can specifically determine commodities to be sold from specific licence sites.

Licences/registrations may not be issued for the sale of certain foodstuffs, second hand clothes or electrical goods and bric-a-brac.

16. Food

Temporary (Casual) traders will not be registered to sell Raw/Uncooked Meat or Fish, Fruit, Vegetables, Deli Food or Prepared/Cooked Food of any kind.

Applicants and assistants who wish to apply to sell Raw/Uncooked Meat or Fish, Fruit, Vegetables, Deli Food or Prepared/Cooked Food of any kind, will be required to have a valid Food Hygiene Certificate at the appropriate level.

a) Level 2 standard for the licence of raw or uncooked meat or fish, deli food, prepared or cooked food and beverages.

b) Level 1 standard for the sale of unpackaged fruit or vegetables.

Please indicate on the application form whether you and your assistants have a valid Food Hygiene Certificate.

If you are applying to sell Raw/Uncooked Meat or Fish, Fruit, Vegetables, Deli Food or Prepared/Cooked Food of any kind, you must also provide evidence that you are registered as a Food Business with Lambeth's Food Safety Team.

Please tick the correct box to indicate whether or not you have registered as a food business.

If you prepare food at an address outside of Lambeth you will also be required to register as a Food Business in the borough where you prepare food for sale.

You are not permitted to trade without evidence of the required documentation being in place.

Original documents may be required for verification.

17. Expectations

All street traders are licensed/registered subject to the London Local Authorities Act 1990 (as amended) please note that corporate bodies or partnerships are not recognised and will not be licensed/ registered for individual pitches, except for ice cream trading on licence streets.

Copies of the London Local Authorities Act 1990 (as amended) can be viewed at legislation.gov.uk.

You will be given a copy of the standard conditions applicable to street trading licences in the borough and these will form part of your licence. Further conditions exist in relation to the Coronavirus which traders are required to sign up to before a licence may be granted.

Applicants should be aware that adherence to conditions is required at all times.

Applicants are advised to make themselves familiar with these documents.

Street Trading Licences are valid for days and times detailed on the licence only.

Any person who is believed to be in contravention of the London Local Authorities Act 1990(as amended) or the Standard conditions or any other applicable legislation (Food Safety, Trading Standards, Licensing etc. will be liable to prosecution, action to revoke or suspend licence/registration.

18. Nominated relatives

In accordance with the London Local Authorities Act 1990 - 2012, section 26(2). A person shall be treated as being related to another if the latter is the wife, husband, father, mother, grandfather, grandmother, brother, sister, half-brother or half-sister of the former and shall be deemed to be so related notwithstanding that he or she is so related only through an illegitimacy or in consequence of an adoption.

19. Fees

Current licence fees are reviewed annually; all licence fees are payable in advance and it is a condition of being permitted to trade that all street trading licence fees are paid in full in the year that they are due.

An application fee is applicable, payable immediately on grant of the licence. For further details, please see Fees & Charges for current prices.

20. Applications

Applicants are required to choose the location from the sites listed on the application form.

Applications will only be accepted for vacant street trading pitches which have already been designated and which are in current use.

Existing permanent licensed traders will be offered the opportunity to apply for a vacant pitch which becomes available first, with reference to seniority.

Where a pitch is not designated, a separate application process and associated non-refundable fee of £1850 applies, payable at the time of application. Please contact street-trading@lambeth.gov.uk for further details.

Licences are only granted to trade from fixed designated pitches only.

Applications are not accepted to trade from parking spaces. Trading from these locations constitutes illegal street trading, which may result in a fine, prosecution and/or seizure of goods.

Valid applications for vacant, designated pitches will be assessed and we the applicant will generally be notified of the outcome as soon as possible.

Applications are not valid if they are not completed correctly and where required supporting information/documentation has not been provided. Applications may not be assessed where the applicant or business owes money to the London Borough of Lambeth or is currently excluded from trading with Lambeth.

Further information may be requested in support of an application and/ or applicants will be required to attend a face to face interview.

Where applications are made for designated pitches which are already occupied, the Markets and Street Trading Manager may hold details on file and refer to these should the requested pitch become available in the future. The Markets and Street Trading Manager may advertise the vacant pitch and any previous applicants will be considered alongside any new applicants (subject to any vacant pitch being offered to existing permanent traders first).

If your application to trade from a vacant street trading pitch is unsuccessful you may appeal to the Markets and Street Trading Manager at street-trading@lambeth.gov.uk to review the decision. Appeals will only be considered where the application process has been followed.

If the decision to reject your application is upheld, details will be provided.

Please note that making a false statement in connection with an application for a street trading licence or temporary licence may result in a fixed penalty notice and/or prosecution and the licence, if granted, will be revoked.