

Market Trading Licence

Grant, renewal or registration application Guidance Notes

Proof required in support of your application:

Proof of Identity

The following documents will be accepted as proof of ID:

- United Kingdom passport, or
- European Economic Area passport, or
- National Identity Card, or
- United Kingdom residence permit.

If applicants are unable to produce the above documentation, *TWO* alternative sets of documentation can be produced as substitutes as follows:

First Alternative

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.

Only original documentation is acceptable.

Second Alternative

A Work Permit, *PLUS* one of the following:

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

Only original documentation is acceptable.

Proof of National Insurance Number

An official document showing the applicant's National Insurance number will be accepted as proof of National Insurance number. NI cards will only be accepted accompanied by an official document.

Proof of Public Liability Insurance

The following documents will be accepted 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.

Proof of Address

One of the following documents will be accepted as proof of address, where the address is the same as the address shown on the proof of National Insurance document:

- A utility bill (gas, electricity or land-line telephone) dated within three months of the date that the documents are submitted. Mobile phone bills will not be accepted.
- A bank or building society account statement dated within three months of the date that the documents are submitted.

Bank Detail

If you are applying for a permanent license, your credit history will be checked and you may be required to pay your invoices via direct debit as a condition of granting the license. 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.

About You:

Title, Date of Birth, Name & Addresses

- The title, date of birth and name on the form should be exactly the same as the details shown on the document that you have submitted as proof of ID.
- Market trader licenses are issued to individuals; the address given in this part of the form should be the address where the applicant lives and it must be the same address shown on the documents submitted as proof of address.
- You must provide at least two contact details in the boxes provided (land-line telephone number, mobile phone number or email address) in addition to your postal address.
- If you have set up a trading company, or if you are trading on behalf of a company, you also need to complete the company name and company address in the appropriate boxes. If this does not apply to you, please write "Not applicable" or "N/a" in the appropriate boxes.
- If you have registered your company with Companies House, please complete the company registration number in the box provided. If you have not registered your company, please write "Not applicable" or "N/a" in the Registered Company Number box.
- If you have registered your company with HM Revenue & Customs (HMRC), please complete the VAT registration number in the box provided. If you have not registered your company for VAT, please write "Not applicable" or "N/a" in the VAT Registration Number box.

Work Permits

- Tick the appropriate box (Yes, or No) to indicate whether or not you are required to hold a work permit to work in the UK.
- Tick the appropriate box (Yes, or No) to indicate whether or not you actually have a work permit to work in the UK.

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.

Only original documentation is acceptable.

Special Assistance

- Please tick the appropriate box (Yes, or No) to indicate whether or not you have a disability for which you need special assistance to work in the market.
- If you require special assistance to work in the market due to a disability, please write a brief description (e.g. "Wheel-chair access") in the box provided; you will be asked for further details during your interview if you are offered the grant of a license.
- 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 license.

About the licence you are applying for:

Market Street and Pitch Number

You need to choose your location from the sites listed on the form.

- If you are applying for a temporary registration, you can only choose to register to trade in Brixton Market, which includes Electric Avenue, Popes Road and Brixton Station Road. You should tick all three boxes and leave the pitch number blank as you will be considered for the available vacant pitches on the days when you apply for a daily license.
- Temporary registration applications cannot be accepted for Isolated Pitches; these are open for application for permanent licences only.
- Applicants for a permanent licence must specify the market street or isolated pitch *and* the pitch number for which you are applying.
- Charities, religious groups and non-profit organisations are eligible to apply for a non-commercial trading license. These temporary licenses are granted at a reduced rate in Tunstall Road, Monday to Thursday only.
- Event or specialist site only applies when this form is being completed by a Visiting Market Operator or Community Interest Company in relation to a separate contract.

About the licence you are applying for (continued):

Type of Licence

- Tick the appropriate box to indicate whether you are applying for a new license or applying to renew an existing licence. Please note that if you are applying for a renewal the details of the licence on the application must be the same as the details on your existing licence.
- A permanent licence is for a specific location. It is a continuing licence that needs to be renewed every two years. A permanent licence holder is required to trade on every licensed trading day. 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.
- A temporary registration is not for a fixed a location. A temporary registration is for 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 licence box if you are applying for this type of licence.
- An assistant is someone employed to help a permanent licence holder or a temporary trader. A permanent license holder may register up to four assistants. A registered temporary trader may register a maximum of two assistants.
- 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).
- Event/specialist only applies when this form is being completed by a Visiting Market Operator or Community Interest Company in relation to a separate contract.
- If you are a registered temporary trader applying for a new licence, please state the length of time that you have been registered as a temporary trader in the box provided. If this does not apply to you please write “Not applicable” or “N/a”.

Commodities

- In order to complete page 2 of the application form you must refer to the separate document “Regulation of Commodities”.
- There are twenty-eight different commodity categories, each with a reference number and a heading; please choose *one* category for your license or registration. (e.g. 1 – Clothing).
- There are different commodities listed in each Category in the document “Regulation of Commodities” each with a reference letter and description. You must choose from the commodities listed in the document “Regulation of Commodities” under the category that you have chosen. Please list up to three commodities that you wish to have on your licence or registration in the boxes provided.
- 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.
- 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.
- Temporary traders will not be registered to sell Raw/Uncooked Meat or Fish, Fruit, Vegetables, Deli Food or Prepared/Cooked Food of any kind

Storage of Stalls and Goods

- You must tell us the full postal address of the place where you store your goods when you are not trading. Stalls and goods must not be stored on street trading pitches when the stall is not trading. Your application may be refused if you do not provide satisfactory proof that you have a separate place for storage.

About the licence you are applying for (continued):

Food Hygiene

- If you are applying to sell Raw/Uncooked Meat or Fish, Fruit, Vegetables, Deli Food or Prepared/Cooked Food of any kind, you and each of your assistants will be required to have a valid Food Hygiene Certificate at the appropriate level (see licence conditions).
- a) Level 2 standard for the license 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 tick the correct box to indicate 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 register as a Food Business with Lambeth's Food Safety Team. Food Safety Team – Tel: 020 7926 6110 or Email: foodsafety@lambeth.gov.uk 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.
- Food Safety teams carry out inspections of registered Food Businesses to make sure that they comply with the required food hygiene standards and food safety regulations. Please tick the appropriate boxes to tell us whether you have had an inspection and where the inspection was carried out.

Safety of Equipment

- Electricity at Work Regulations require regular and recorded inspection of all electrical supply systems and equipment in all work situations. Inspection and certification of all electric consuming equipment, including fridges should be logged to ensure and record that at the time of testing they were operating safely and efficiently. Lambeth license conditions require all traders using electric consuming equipment to provide a copy of the Periodic Inspection Report for an Electrical Installation at each grant or renewal of a license or registration.
- Gas Safety (Installation and Use) Regulations require regular and recorded inspection for testing the soundness of all gas consuming equipment. Inspection and certification of all gas consuming equipment should be logged to ensure and record that at the time of testing they were operating safely and efficiently. Lambeth license conditions require all traders using of all gas consuming equipment to provide a copy of the Gas Safety Record at each grant or renewal of a license or registration.

Previous Trading and Other Information

Licenses from other Councils

- You need to complete the details of any previous street trading licenses that you have held. This information may be used to obtain a reference with regard to your trading history.

Assistants and Succession

- An assistant is someone employed to help a permanent licence holder or a temporary trader. A permanent license holder may register up to four assistants. A registered temporary trader may register a maximum of two assistants. An assistant does not have to be a relative, but they do have to meet the registration requirements. A trader must not use an assistant who has not been granted registration. Tick the appropriate box and complete one of the pages headed "Additional Information for Assistants" for each assistant.
- If you are given a permanent licence, you have the right to name a relative whom you would want to take over your license in the event of retirement, ill-health or death. The London Local Authorities Act 1990 – Part III specifies the relationships recognised for this purpose as: wife, husband, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister. These relationships will also be recognized through illegitimacy or adoption, but proof of relationship would be required when an application is made to take over a license.

Previous Trading and Other Information (continued):

Criminal Records, Financial History & Benefit Status

- You need to tell us if you have ever been convicted of a criminal offence. A past criminal conviction does not mean that you will not be given a license. The circumstances and nature of the offence may require additional conditions or restrictions to be placed on the license.
- You need to tell us if you have ever been declared bankrupt or if you have ever had a debt relief order. Your financial history does not mean that you will not be given a license. A poor credit history may result in restriction to a temporary license or the requirement to pay fees via direct debit.
- You need to tell us if you are in receipt of any state benefit. Receipt of state benefit does not mean that you will not be given a license. If you are in receipt of a benefit paid to people who are not working (e.g. Job Seekers Allowance, or Incapacity Benefit) you will need to inform the Department of Works and Pensions if you are granted a license or registration and intend to start working.
- Please note that the Council will not disclose information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. The council may also use this data in connection with the prevention or detection of fraud or other crime. When required to do so we will provide information to HM Revenue & Customs (HMRC) and we are required to provide information to the Audit Commission in relation to data matching as part of the National Fraud Initiative.
- All applicants must sign the declaration at the bottom of page 3 of the application form. Please note that this declaration may be produced as evidence if information given in this form is found to be untrue and the applicant is prosecuted.

Assistants

- An assistant is someone employed to help a permanent licence holder or a temporary trader. A permanent license holder may register up to four assistants. A registered temporary trader may register a maximum of two assistants. An assistant does not have to be a relative, but they do have to meet the registration requirements. A trader must not use an assistant who has not been granted registration.
- Assistants should follow the relevant parts of the above guidance for the main applicant when completing the “Additional Information for Assistants” pages.

Promoting Equality

You do not have to complete the ethnicity, gender and disability information on page 4 of the form if you do not want to fill in this section. We ask you to provide this information to help us. This information is used to make sure that our decision making processes do not favour or disadvantage a particular group and to monitor our provision of services to make sure that all groups in our community are reflected in our services and that the needs of all groups are met.

If you would like this information in large print, Braille, on audio tape or in another language, please phone 020 7926 9000

Spanish

Si desea esta información en otro idioma, rogamos nos llame al 020 7926 9000

Portuguese

Se desejar esta informação noutra idioma é favor telefonar para 020 7926 9000

French

Si vous souhaitez ces informations dans une autre langue veuillez nous contacter au 020 7926 9000

Bengali

এই তথ্য অন্য কোনো ভাষায় আপনার প্রয়োজন হলে অনুগ্রহ করে ফোন করুন 020 7926 9000

Twi

Se woƆe saa nkaeƆoy yi wo kasa foƆoro mu a fre 020 7926 9000

Yoruba

Tí ẹ ba ẹ imoràn yìí, ní èdè Òmíràn, ẹjọ, ẹ kàn wà l'ágogo 020 7926 9000