



**Beresford Square  
MARKET**

**Assistant**

**CONDITIONS AND APPLICATION FORM**

# GUIDANCE NOTES FOR APPLICANT

## Markets (Assistant)

### **Please Read The Following Information Carefully.**

Fully completed application forms must be returned to the street trading team. Incomplete applications will not be accepted and may delay the granting of a licence.

The applicant must be aged 17 years or over.

The production of an original Public Liability Insurance Document with a minimum of £5 million indemnity is required upon application.

Two recent identical full-face photographs signed on the reverse must also accompany each application.

Original Proof of a National Insurance Number is required –Card, Inland Revenue Document, Tax Statement, Benefits Agency Document, Pay Slip, P45 or P60

A Valid Food Hygiene Certificate (if applicable)

A Valid Food Handlers Certificate (if applicable)

The following are acceptable as confirmation of identification - Passport or Driving Licence with a recent utility bill.

### **Electronic copies of documentation are acceptable but must be clear and legible**

Maximum size of pitch allowed is 10ft by 10ft by 10ft in height (standard size) or as prescribed in the licence or registration.

This registration is invalid for Sunday trading without prior permission.

Registrations will not be issued for miscellaneous goods: specific commodities must be stated. A maximum of three (3) commodities are allowed and must be similar in nature. DO NOT USE GENERIC TERMS SUCH AS CASUAL WEAR, GIFTWARE, FANCY GOODS, TOPS ETC.

A registered trader who trades or acts in contravention of the Acts or any regulations containing the bylaws and conditions is liable to prosecution or to having the licence or registration revoked.

You must keep your trading area clean and tidy and dispose of any waste at the end of days trading.

# Required Documentation

## Markets (Assistant)

### **LONDON LOCAL AUTHORITIES 1990 (as amended)**

*THE ROYAL BOROUGH OF GREENWICH IS UNDER A DUTY TO PROTECT THE FUNDS IT ADMINISTERS AND TO THIS END MAY USE THE INFORMATION THAT YOU HAVE PROVIDED TO THIS AUTHORITY FOR CROSS SYSTEM AND CROSS AUTHORITY COMPARISON PURPOSES FOR THE PREVENTION AND DETECTION OF FRAUD.*

### **The following information/Documentation is required**

- **A valid National Insurance Number.**
- **Two forms of identification.**
- **Two recent full-face passport sized photographs signed on the reverse**
- **Public liability insurance (if applicable)**

### **Additional information required for Food Sellers Only**

- **Valid Food Hygiene Certificate** (if applicable)
- **Valid Food Handlers Training Certificate** (if applicable)

The following are acceptable as confirmation of identification - Passport or Driving Licence with a recent utility bill.

The applicant must be aged 17 years or over.

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

# **Markets**

## **(Assistant)**

**PLEASE PRINT IN BLOCK CAPITALS**

**1. Correspondence Details**

**Date:**

Forename/s:	Surname:
Address:	
	Post Code:
Home Tel No:	Mobile No:
National Insurance No:	
Date of Birth:	
E-mail:	

**2. Name and Address of Person / Business you are working for**

Name:	
Address:	
	Post Code:

**7. Give details of vehicle you intend to use when loading and unloading**

Make	Model	Colour	Reg No

**8. Have you ever been a street trader in the Royal Borough of Greenwich?**

YES		NO	
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**If yes where and when**


**9. Have you ever been issued with a street trading licence by another Local Authority?**

YES		NO	
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**If Yes, give name of Local Authority**

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## **DECLARATION**

I hereby apply under the above Act and Regulations made there under for a Temporary Street Trading Licence. I confirm that the information given by me is correct and I realise that the giving of false or deliberately misleading information could lead to immediate revocation of such licence and/or prosecution.

I confirm that I have read and agree to abide by the terms and conditions accompanying the issue of a licence and any alterations made by the council in the future.

I understand that I must provide all required and correctly completed documentation plus full payment at least 14 days prior to the event in question.

Applicants Name (PRINT)	
Applicants Signature	
Date	

*Copies of the London Local Authorities Act 1990 (as amended) which deals with street trading can be purchased from HM Stationery Office, 49 High Holborn, WC1 and applicants are advised to make themselves familiar with these facts.*

**Please return your completed application pack to the following address;**

**Markets & Street Trading  
1<sup>st</sup> Floor Office,  
20 Calderwood Street,  
Woolwich,  
SE18 6QW**

**Completed application packs can also be sent electronically via email to;**

**street-trading@greenwich.gov.uk**

**Please use the heading – completed street trading application.**

We have included below a check list for your reference.

you can tick the relevant box/s to make sure you have all the correct documentation before submitting your application.

**CHECK LIST**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Fully completed application form  |
| <input type="checkbox"/> | A valid National Insurance Number   |
| <input type="checkbox"/> | Two (2) forms of identification   |
| <input type="checkbox"/> | Two (2) recent full-face passport sized photographs signed on the reverse |
| <input type="checkbox"/> | Public Liability Insurance  |
| <input type="checkbox"/> | Valid Food Hygiene Certificate (if applicable)                            |
| <input type="checkbox"/> | Valid Food Handlers Training Certificate (if applicable)                  |
| <input type="checkbox"/> | Gas Safety Certificate (if applicable)                                    |