

# TEMPORARY LICENCE APPLICATION FORM

(London Local Authorities Act 1990 Part III as amended)



Please refer to the information sheet before completing. If you are applying on behalf of a registered company you **MUST** complete Section 2 below

## Section 1

Applicant's full name:	Title (Mr/Mrs/Miss/Ms/Other):	
	First Name:	
	Surname:	
Home address:		
	Post Code:	
Date of birth:	National Insurance No:	
Place of birth:		
Telephone number(s):	1:	Email:
	2:	

## Section 2

Trading Name		
Registered company name:		
Registered company number:		
Registered company address:		
	Post Code:	

## Section 3

Please select the type and length of licence you wish to apply for (please tick the appropriate box):		
<input type="checkbox"/>	1 to 2 days	£129
<input type="checkbox"/>	3 to 4 days	£189
<input type="checkbox"/>	5 to 6 days	£252
<input type="checkbox"/>	7 days	£315
<input type="checkbox"/>	Existing licence extension £123	Existing Licence Number:

## Section 4

Please provide the location for which you need a licence:
Please state the exact area from which you wish to trade, providing a plan giving dimensions (use a separate sheet if necessary):

**Section 5**

<b>Goods or Services offered for sale:</b>		
<b>Dates:</b>		
<b>Times:</b>	<b>From:</b>	<b>To:</b>

**Section 6**

<b>Do you currently hold public liability insurance?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>(You will be required to provide proof of your <u>PUBLIC</u> liability cover to the value of £5,000,000)</b>		

**Section 7 – You MUST complete this section if you intend to employ an assistant.**

<b>Assistant's Full Name:</b>	<b>Title (Mr/Mrs/Miss/Ms/Other):</b>	
	<b>First Name:</b>	
	<b>Surname:</b>	
<b>Home address:</b>		
	<b>Post Code:</b>	
<b>Telephone number:</b>	<b>Date of birth:</b>	
<b>National Insurance No:</b>	<b>Place of birth:</b>	

**Declaration**

<b>I confirm the information I have given on this form is correct. I realise that giving false information could lead to prosecution.</b>	
<b>Signature of applicant:</b>	<b>Date:</b>

Your application will only be considered if all appropriate parts of the form have been completed.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.merton.gov.uk/legal.htm>

Return address:      Regulatory Services Partnership      Telephone: 020 8545 3969  
Merton Civic Centre,  
London Road      Email: [licensing@merton.gov.uk](mailto:licensing@merton.gov.uk)  
Morden  
Surrey SM4 5DX

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- 1) Licence Fee
- 2) 2 full face passport photographs of yourself and 1 of any assistant/s. These photos must have been taken in the last 12 months and signed on the reverse.
- 3) Details of your public liability insurance. The policy must have a minimum cover of £5 million in the event of any claims being made.
- 4) Photocopies of your Passport or photo driving licence, National Insurance card and a recent utility bill (mobile phone bills will not be accepted). If your application is successful we may need to see the originals.

# Completing the Temporary Licence application form:

## 1. Section 1

This section needs to be completed by the person wishing to hold a licence. This person will be responsible for all actions taken under the licence, including responsibility for any breaches that may occur. Breaches of licensing conditions may result in a Fixed Penalty Notice or court action being taken.

## 2. Section 2

If you are applying for a licence in the name of a registered company this section must be completed.

## 3. Section 3

This section covers the length of licence being applied for. Please refer to our fees and charges as the cost of these licences are determined by length of use.

## 4. Section 4

Please fill out the address and exact area you intend to trade from so we can determine whether it is suitable for the task. If there is no specific address, please provide the nearest address and

## 5. Section 5

This section covers the additional information necessary to help us process your application. Providing us with intended goods, days and times allows us to assess whether the site you have chosen is suitable for trading. These days and times will form the basis of your licence.

## 6. Section 6

The Council requires Public Liability Insurance cover in respect of placing any objects or stock on the highway. The level of cover required is £5,000,000. When providing this information, we will need a copy of the insurance cover page containing details of the person/company insured, as well as a break down of the policy cover showing the public liability category and level of cover.

**ALL** traders need Public Liability Insurance and licences will not be issued without proof of cover.

## 7. Additional Information

This section covers the additional information necessary if you intend to employ an assistant on your stall. Any assistant is employed to carry out the street trading during the trader's temporary absence and not in place of them.

## 8. Fees and Charges

Please visit our website for up-to-date fees and charges relating to street trading  
<https://www.merton.gov.uk/business-and-consumers/street-trading/street-trading-licence-fees>

**All application fees are non-refundable**

## 9. Age Limit

Applicants must be over seventeen years of age.

## 10. If you decide not to use a licence

If you are granted a licence and then choose not to make use of it, you should surrender it by returning it with a covering letter. Fees may still apply.

