

Completing the Street Trading Licence application form:

Section 1

This section needs to be completed by the person wishing to hold a street trading 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, revocation/variation of the licence or court action being taken.

Section 2

You can apply for multiple sites if they are vacant and we will consider them under one notification. Please list out all sites of interest.

Section 3

This section covers the additional information necessary to help us process your application. Providing us with intended 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. The goods stated will be checked against our commodity lists.

Section 4

This section asks questions related to the operation of the site and how the applicant will tie into the local economy.

Section 5

This is the opportunity to provide a business plan for how you intend to move the business forward.

Section 6

As the application for a street trading licence is a legal document, the applicant is required to sign this declaration in full knowledge they would be committing an offense if the details are found to be untrue.

Fees and charges

This registration of interest does not carry a fee but the licence application, if you are successful, will. You must make the appropriate payment with your final application. Please refer to the fees and charges on the Council websites.

All application fees are non-refundable

Where to send this form

This form and any other documents should be sent to the Council via email to licensing@merton.gov.uk with the reference 'APP WINDOW'

Age limit

By law all applicants must be over seventeen years of age.

STREET TRADING LICENCE REGISTRATION OF INTEREST

London Local Authorities Act 1990 Part III (as amended)

Before completing the form, please refer to the **Street Trading Policy** on our website for guidance. London Borough of Merton [Licensing policies](#) | [Merton Council](#) Applications not complying with the policy may be rejected.

This form is used to assess potential licence holders for designated sites in the borough. Submission of the form is acceptance your details will be put forward for assessment when a site is available for use. If the applicant is successful, they will proceed to apply for a street trading licence.

Section 1

Applicant's full name:	Title (Mr/Mrs/Miss/Ms/Other):	
	First name:	
	Surname:	
Home address:		
		Post Code:
Date of birth:		
Trading Name/TA		
Telephone number(s):	1:	Email:
	2:	

Section 2

Please state the location/s you are interested in:

Please state the pitch **location number**, (if existing),

Please give the dimensions of the vehicle/stall from which you wish to trade, **providing a street plan of the area where the site will be** (using a separate sheet). Please **provide pictures** of your vehicle/stall.

Length: _____ Width: _____ Height: _____

Registration number of the vehicle to be used for trade: _____

Section 3

Operating Schedule

Services, Goods or Articles offered for sale:

Days

Start Time:

End Time:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Would you open for important days (e.g. Wimbledon Winter Weekender) if they weren't your normal trading days?

Yes/No

Section 4

Sustainability	How do you achieve low impact on the environment?	
	Can you provide containers / cutlery which are not plastic / harmful to the environment?	Yes/No
Fresh Minds	Please demonstrate how you have brought something interesting to a space previously	
	Where else have you provided catering for i.e. another market, catering services, restaurant experience?	
	Are you currently trading elsewhere? If so, where?	
Marketing	How would you market your new site?	
	How do you see yourselves working with other traders to market yourselves?	
	How active are you on social media?	
Menu	Please explain how your menu is different to other menus in Wimbledon	
	Please demonstrate your healthy eating plan	
	If you use meat - is it free-range / RSPCA assured etc.?	Yes/No

Section 5

Please provide a brief outline of how you intend to operate the business and what your goals are for the site:

Under the Data Protection Bill 2018 and General Data Protection Regulations, this authority 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>

Section 6

Declaration

I confirm the information I have given on this form is correct. I realise that giving false information could lead to prosecution.

Signature of applicant:

Date:

Return address: Regulatory Services Partnership
Merton Civic Centre
London Road
Morden
Surrey
SM4 5DX

Telephone: 020 8545 3969
Email: licensing@merton.gov.uk