



Regulatory Services

Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW

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Email: licensing@hillingdon.gov.uk

Web: www.hillingdon.gov.uk

**APPLICATION FOR A COMMUNITY/CHARITY
EVENT TRADING LICENCE**

London Local Authorities Act 1990 (as amended)

APPLICANT'S DETAILS Please print clearly

Full Name	Title	First Name	
		Surname	
Business Name Business Address			
		Post Code	
Home Address			
		Post Code	
Telephone Number(s) (Home & Business)			
	Email		

ASSISTANT DETAILS (if applicable) Please print clearly

Full Name	Title	First Name	
		Surname	
Home Address			
		Post Code	
Telephone Number(s)			

OTHER INFORMATION Please print clearly

Trading Location*
(Attach a plan if possible)

Pitch size* (if possible)

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 (Attach photos of display/unit – if possible)

Commodities, Articles,
Services Offered for
Sale*

Public Liability*
Insurance Company
(Attach copy of Policy)

	Policy Number	

Days of Trading*

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Times of Trading*

From		To	
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DOCUMENTATION

The following documents must be submitted with this application (see guidance below):

- 1. Photographs*
- 2. Licence application fee*
- 3. Evidence of £2m Public Liability Insurance Cover*
- 4. Photos of pitch display* if possible
- 5. Plan/area layout if possible *

* See www.hillingdon.gov.uk/licensing & Guidance Notes for Making a Community Event Trading Licence for further guidance included with this application

I confirm that I have read the Guidance Notes for Submitting a Community Event Trading Licence application and that the information I have provided is correct and I understand that if any of it is false I may be prosecuted and any Trading Licence issued to me may be cancelled.

Signature of applicant: _____

Date: _____



Guidance Notes for Submitting a Community Event Trading Licence

1. General principles

- a. Any display or sale of goods or services within seven metres from the public Highway will require a licence.
- b. Organisers of Community events may apply for licence fees to be waived.

2. Application process

- | | |
|--------|---|
| Step 1 | Community Event Trading Licence Application and Licence Fee Wavier Application received by Licensing Team (no later than 10 (ten) working days ahead of the planned event). |
| Step 2 | Officers confirm application details. |
| Step 5 | Licence issued to trader/s. |

3. What is asked for

- a. Trading location: description of location where trading is to take place (e.g.: land adjacent to Kings' Arms, Public House, Alpha Street, Hillingdon).
- b. Commodities, Articles, Services offered for sale: commodities are goods that are being sold for sale (e.g.: fruit & vegetables, clothing, luggage). Remember that some commodities are not allowed to be displayed and/or sold under a street trading licence (e.g.: phone cards, cars, pets).
- c. Public Liability Insurance Company: covers any awards of damages given to a member of the public because of an injury or damage to their property caused by you or your business. It also covers any related legal fees, costs and expenses as well as costs of hospital treatment (including ambulance costs) that the NHS may claim from you. All licences will require a valid Public Liability Insurance Policy that runs for the full term of the licence.
- d. Day/s of trading (e.g.: Monday to Saturday).
- e. Times of trading (e.g.: 0900 – 1900).

4. What should you provide

- f. Licence application fee and fee waiver application: the full fee must be included with the application and can be paid in the following methods: cash, cheque, credit or debit card. Please refer to the fees and charges table for the correct fee (Table of fees can be viewed at www.hillingdon.gov.uk) Should you wish to apply for your licence fees to be waived you should include a fee waiver application with your licence application..
- g. Details of the display and map/area layout, give details of how the display will be constructed. (Remember that the display must be a safe and secure structure that will adequately support the items on display)
- h. Photographs: to apply for a licence, the applicant and any assistants should submit two passport-sized photographs as part of their application (this may be done electronically).

The photographs should be:

Colour photographs

Recent (Must have been taken in the last three months)

45 millimetres (mm) high x 35 millimetres (mm) wide

Taken against off-white, cream or light grey plain background so that your features are clearly distinguishable against the background.

The name of the person shown should be written on the back of each photograph.

- i. Evidence of £2m Public Liability Insurance Cover: (please refer to the section – What is asked for (c))

5. Disposal of waste - obligations at the event

All traders have a duty to ensure that all waste generated as part of their trading activities is stored and disposed of in a responsible manner by ensuring there is no wind blown litter and waste is contained during the event. At the end of your trading activities at the event, your waste should be taken to a Civic Amenity site that accepts trade waste for disposal, a receipt should be obtained to show this transfer.

For further information see: www.hillingdon.gov.uk