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### **APPLICATION FOR STREET MARKET CASUAL TRADING LICENCE**

Thank you for expressing your interest about becoming a casual trader at one of the Councils Street Markets.

Please complete the attached application form your application will only be processed if the below is followed;

- **DRIVING LICENCE IS NOT ACCEPTABLE AS IDENTIFICATION OR PROOF OF ADDRESS.**
- **CAREFULLY READ DOCUMENTS LISTED ON PAGE 5**
- **THE APPLICANT MUST ATTEND THE OFFICE IN PERSON**
- **ONLY ORIGINAL COPIES WILL BE CONSIDERED NO PHOTOCOPIES.**
- **NO APPLICATION BROUGHT INTO THE OFFICE WILL BE PROCESSED UNLESS AN APPOINTMENT HAS BEEN BOOKED FIRST. PLEASE RING 0208 475 8971 BETWEEN 08:30 – 18:30  
Tues/Thurs/Fri/Sat ONLY.**

**The Markets Team Office  
Shop 7 Queens Market  
Upton Park  
London E13 9BA  
Email: [street.markets@newham.gov.uk](mailto:street.markets@newham.gov.uk)**

**This Document includes the following sections**

Section 1	Newham Markets, Trading times and Prices
Section 2	Relevant documentation needed.
Section 3	Advice for applicants.
Section 4	Application
Section 5	Equality monitoring form
Section 6	Declaration
Section 7	Important Market Information

SAMPLE

## **SECTION 1**

### **Newham Markets and General Rules**

#### **Pilgrims Way Market, East Ham E6 -**

Trading Days: Thursday – Saturday  
Trading Hours: 9.00am – 6.00pm  
Casual One Day Licence: £17.51 per pitch  
(Traders are responsible for the removal of their own waste at the end of trading)

#### **Stratford Indoor Market - Stratford Shopping Centre Broadway, E15**

Trading Days: Monday – Saturday  
Trading Hours: 9.00am – 6.00pm  
Casual One Day Licence: £31.93 per pitch

#### **Stratford Indoor Sunday Market - Stratford Shopping Centre Broadway, E15**

Trading Day: Sunday only  
Trading Hours: 10.00am – 16.00pm  
Charges: £27.81 per pitch  
(Traders are responsible for the removal of their own waste at the end of trading)

#### **Stratford Outdoor Market - The Broadway Stratford E15**

Trading Days: Tuesday - Saturday  
Trading Hours: 9.00am – 6.00pm  
Casual One Day Licence: £27.81 per pitch

#### **The Grove – Stratford E15 –**

Trading Days: Tuesday - Saturday  
Trading Hours: 9.00am – 6.00pm  
Casual One Day Licence: £22.66 per pitch

#### **Queens Market - Green Street, Upton Park, E13** **–NO Fruit & Vegetable Traders – NO Second Hand/Used goods**

Trading Days: Tuesday, Thursday, Friday and Saturday  
Trading Hours: 9.00am – 6.00pm  
Casual One Day Licence: £27.81 per pitch Tues, Thurs, Fri  
Casual One Day Licence: £32.96 per pitch Saturday

### **Queens Sunday Casual Market - Green Street, Upton Park, E13**

Trading Day: Sunday only  
Trading Hours: 10.00am – 16.00pm  
Charges: £13.50 per pitch when booked on a Sunday in advance  
Charges: £16.50 per pitch when booked on the day  
(Traders are responsible for the removal of their own waste at the end of trading)

### **Queens Square Market - Green Street, Upton Park, E13**

Trading Days: Tuesday to Sunday  
Trading Hours: 09.00am-6.00pm (Tuesday to Saturday)  
10.00am-4.00pm (Sunday)  
Casual One Day Licence: £27.81 per pitch Tues, Wed, Thurs, Fri  
Casual One Day Licence: £32.96 per pitch Saturday

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**Casual Traders must show valid public liability insurance before permission to trade is given.**

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**The sale or distribution of religious or political material, weapons and explosives, any pornographic material and counterfeit goods is prohibited in all markets.**

### **Stall Presentation**

**Traders are expected to display goods in a tidy presentable manner, and are not to set a stall up to trade from unapproved equipment, such as:**

**Stock cages**

**Milk delivery cages**

**Bread trays**

**Pallets**

**Traders are NOT permitted to trade directly from the floor of a market.**

**PLEASE BE ADVISED THAT NO APPLICATION WILL BE ACCEPTED FROM ANYONE WISHING TO SELL ALCOHOL UNDER ANY CIRCUMSTANCES.**

## **SECTION 2**

### **Documentation**

#### **Documentation of all prospective traders will be required to provide.**

All applicants for a street trading licence will be required to attach the following documents with their applications.

#### **Please note only original documents will be accepted no photocopies.**

- National Insurance Number
- Three different, **unrelated** proofs of address e.g. utility bills, bank statements, etc.  
All proofs of address must be dated within the **last three months** of when the application is made.  
**A Driving Licence is not accepted as proof of address.**
- Please provide 2 recent passport sized photographs signed on the reverse
- Passport  
Birth Certificate (born in the uk only)  
Proof of entitlement to work in the United Kingdom, which must be valid for at least 6 months of the application being submitted.
- Public Liability Insurance Minimum **£5,000,000**, which must be valid for at least 6 months of the application being submitted - **Insurance Must be in your Full name matching the Name as it appears on your Utility Bill.**
- **Applicants intending** sell food must obtain a food hygiene certificate
- You will be required to produce the originals of the above mentioned documents when invited to attend an interview.
- Licence set up charge – payable by invoice when issued £25

## **SECTION 3**

### **Advice for Applicants**

All applicants are advised for the avoidance of doubt, that the Council may verify with the Department of Work and Pensions (DWP) and the local authority where you live that you are not in receipt of benefits to which you are not entitled. The Council may where it seems appropriate, verify your immigration or residency status within the UK.

You are advised that all street trading business details may be forwarded to the Inland Revenue and Department of Works and Pensions.

The Council may also carry out checks to see if a Street Trading Licence has been issued at any time by any other London Borough.

- **Money Laundering**

The London Borough of Newham operates a policy that complies with the 1993 Money Laundering Regulations and the Financial Services and Markets Act 2000. All suspicious transactions will be reported to the appropriate authorities where the Council has reasonable grounds to suspect that an offence has or may be committed.

- **Fraud**

The London Borough of Newham is under a duty to protect the public funds it administers and to this end may use within the Council information you have provided on this form for the prevention and detection of fraud. For these purposes it may also share this information with other bodies administering public funds.

I understand the London Borough of Newham fraud policy and authorise all details obtained in the course of this application to be disclosed to whichever relevant government/public body or other agency that controls or administers public funds as and where it is deemed appropriate by the Council.

**I confirm that I have the right to work in the United Kingdom.**

**Have you previously had a market stall in Newham? Yes / No**

**Have you ever had a street trading licence revoked? Yes / No**

**Do you currently have any outstanding arrears with Newham? Yes / No**



## **SECTION 5**

### **Equality Monitoring Form**

Newham Council is committed to eliminating discrimination and promoting equal opportunities. We want to deliver and improve our services and ensure that services are available to all members of our community and the data collected on this form will help us to achieve this. It will also be used to report on the needs of different groups of people. The information that you provide on this form will remain confidential and will be used for the purposes of monitoring.

**Q1. Are you:**

- Male
- Female
- Prefer not to say

**Q3. What age group are you in?**

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85+
- Prefer not to say

**Q2. Is your gender identity the same gender you were assigned at birth ?**

- Yes
- No
- Prefer not to say

**Q4. Do you consider yourself to be a disabled person?** The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.” This includes people with physical impairments, visual impairments, hearing impairments, deaf BSL users, people with learning difficulties including people with specific learning difficulties like dyslexia, people with mental health needs and people living with a health condition. E.g. **HIV**, multiple sclerosis, cancer

- Yes
- No
- Prefer not to say

**Q5. It helps us to know whether we are reaching all disabled people. Can you please select the relevant impairment (disability) group below? You can tick more than one box, if appropriate.**

- Physical impairment
- Hearing impairment
- Learning difficulties
- Mobility impairment
- Visual impairment
- Deaf BSL user



- Blind
- A health condition e.g. HIV, multiple sclerosis or cancer
- Other
- Prefer not to say

**Q6. How would you describe your ethnic origin?**

**A. White**

- British
- Irish
- Eastern European (specify) \_\_\_\_\_
- Any other white background (specify) \_\_\_\_\_

**B. Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other white background (specify) \_\_\_\_\_

**C. Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Sri Lankan Tamil
- Any other Asian background (specify) \_\_\_\_\_

**D. Black or Black British**

- African
- Caribbean
- Nigerian
- Somali
- Ghanaian
- Any other Black background (specify) \_\_\_\_\_

**E. Chinese or Chinese British**

- Chinese
- Other (specify) \_\_\_\_\_

**F. Other ethnic groups**

- Irish Traveller
- Roma Gypsy / Traveller
- Other (specify) \_\_\_\_\_
- Prefer not to say

**Q7. How would you describe your religion or beliefs?**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Buddhist                                     | <input type="checkbox"/> Christian |
| <input type="checkbox"/> Hindu  | <input type="checkbox"/> Jewish    |
| <input type="checkbox"/> Muslim                                       | <input type="checkbox"/> Sikh      |
| <input type="checkbox"/> Paganism                                     | <input type="checkbox"/> Atheist   |
| <input type="checkbox"/> Agnostic                                     | <input type="checkbox"/> None      |
| <input type="checkbox"/> Any other religion or belief (specify) _____ |                                    |

Prefer to not say

**Q8. How would you define your sexual orientation?**

- Lesbian
- Gay man
- Bisexual
- Heterosexual
- Other (specify) \_\_\_\_\_
- Prefer to not say

## SECTION 6

### Declaration

**1. I hereby declare that all documents and information submitted to you are true and complete. •**

**2. I hereby consent to and authorize the Council to undertake any checks necessary to confirm the details that I have supplied on this form. •**

**3. I confirm that I have the right to work in the United Kingdom. •**

**Name:**.....

**Signature:**..... **Date:**.....

#### **For Official use Only**

**I confirm that I have checked all the documents and obtained copies as appropriate.**

**Section 2 – All documentation checked and scanned**

**Section 4 – Checked and completed in full**

**Section 5 – Checked and completed in full**

**Name:**.....

**Signature:**..... **Date:**.....

#### **To be countersigned by a senior officer/market manager**

**I confirm that I have checked all the documents and obtained copies as appropriate.**

- Section 2 – All documentation checked
- Section 4 – Checked and completed in full
- Section 5 – Checked and completed in full

Name:.....

Signature:.....Date.....

**SECTION 7**

**Important Market Information**

**Re; Electricity Supply**

**10.1 A licensed street trader must ensure that any connection or cables for the purpose of supplying electrical power to his stall is readily detachable and that no part of any connection shall be at a lesser height than 8 feet above the footway or gangway. No electrical connection or cable can be laid across the carriageway at any time.**

**10.2 Except for any special arrangements for high risk food stalls and refreshments stalls, electrical power shall be used only for the purpose of lighting, the operating of electrical scales and tills, and the testing of electrical goods. Any other use of electrical power must have prior written consent of the Council.**

**10.3 It is recommended that the electrical installation on each stall must be protected by an RCD (residual current device). All electrical cable and accessories must comply with the relevant British Standards. All electrical equipment must comply with the H.E.S. Electricity at Work Regulations 1989, the I.E.E Wiring Regulations (as amended) and the requirements of the electricity supplier.**

**10.4 A licence holder will be held liable for any damage to any installation provided by the Council for the purpose of supplying electricity if it is shown that such damage was caused by their actions or neglect.**

**10.5 A licensed street trader shall not use or permit to be used any radio or other audio equipment or public address system without prior written authorisation from the Council and only then at a reasonable level determined by the Council. In these circumstances the market officer or other duly authorised officer of the Council will be the sole arbiter of 'reasonable level'. The authorisation can be immediately withdrawn or suspended at any time by a notice served by the market officer or duly authorised officer of the Council if he/she deems it appropriate.**

**RE: Market Assistants and Employees**

**Under the terms of your Street Trading Licence, as referenced under subsection 13.0, Assistants and, specifically under clause 13.1, the Licensed Trader must;**

**'notify the Council in writing of the name and addresses or any other relevant information in regard to any person they use to assist them on the stall or in the course of the business for which the Trader is licensed.'**

**We also clarify that the terms under the clause 13.3 must be adhered to at all times;**

**'A Licensed Street Trader shall not employ any child, whether paid or not, in the business of street trading, including the putting out or stocking of receptacles, clearance of refuse, attending a stall or any related activity.'**

**Under clause 13.2 the Trader's responsibilities and conditions are clarified. We urgently require any assistants or employees working or helping on your stall to complete the attached form provided as a condition of your Street Trading Licence. As you have not provided the requested information you are now in breach of your Street Trading Licence.**

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