

Street Trading Licence Renewal Guidance 2022-2025



Your street trading Permanent Licence is due for renewal and must be completed **by 31 March 2022**.

To renew your licence, you will need to complete the relevant online form, the link to which has been provided to you via email. For traders unable to access the internet, please contact the Markets Team for assistance at: marketapplications@camden.gov.uk.

How to renew your licence:

1. Get all the required documents together before you start to complete the form.
 - These must be copies saved in electronic format on your electronic device so they can be uploaded on the online renewal form
 - Documents must be in electronic format so they can be uploaded on the form. These are: **gif, jpeg, png, pdf, bmp, or docx** files.
2. Complete the online form
 - Make sure you have your payment card as this is needed to make renewal payment at the end of the form
3. The Markets Team will process your application
 - If approved, you will be emailed confirmation along with your licence

Guidance of how to renew your licence:

1. Documents needed before completing the online form.

Before you start, have electronic copies of the documents below

The documents must be for you, the licensee, as proof of identity. If you do not have these documents, you will not be able to complete the form or renew your licence:

- Copy of your **passport**
 - A clear photograph showing all four corners of the page that has your photo and passport details (passport number/ expiry date etc)
 - If you hold a non-UK passport, provide your right to work in the UK permit
- A recent **passport sized photograph**
- Proof of **National Insurance Number**
 - e.g., photo of your National Insurance card
- Proof of **current address** dated within the past 3 months.

We accept any of the following:

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- Utility bill (gas, electricity, water or landline telephone)
- Council tax bill
- Bank/ Building Society statement
- A copy of your **Public Liability Insurance policy** (£5 million minimum)

If employing registered assistants:

- A copy of your **Employer Liability Insurance policy**

Food traders only:

- If you use gas or electric appliances to trade on your stall
 - A valid **Gas Safe certificate**
 - A valid **PAT certificate**
- Accredited food hygiene certificate (level 2) if renewed since last provided
- Evidence of Hazard Analysis and Critical Control Points (HACCP)

2. How to complete Street Trading Licence renewal form

- Once you have copies of all the documents required to complete the form, open the application form on the Licence Renewals web page:
 - [Licence renewals web page](#)
- If there is a * next to the question, you must provide an answer or else you cannot continue to the next page.

Applicant Details page:

- Complete all the sections required.

Trading details page:

- Complete all the sections required
- State where and how you will store food when not trading (food traders only)
- If you use a vehicle, state the make of car (e.g. Toyota), model (e.g. Yaris) and the vehicle number plate

Documents upload page

- Complete all the sections required.
- Uploading documents:
 - All sections with an * **are mandatory and** must have the document uploaded. Click 'Select File' to choose which document you are uploading
 - If you have more than one document to upload for a particular section, click the blue + button, which will let upload another file

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Registered Assistant page

- If you employ registered assistant(s), select 'Yes'.
- Please visit the [Licence renewals web page](#) to complete the online **assistant form** – one form per assistant.

Variations and Succession request page

- If you want to vary your licence in any way complete the relevant section (i.e. page 7 of the online form) and the Markets Team will contact you to discuss further.
- In the event of the licensee's death, retirement (having reached retirement age) or incapacity due to ill-health (subject to satisfactory evidence being submitted), the licence can be granted to a family member from the list specified. If you wish to specify a successor for your licence, provide the name, address and how the relative is related to you.

Privacy Notice

- Make sure you read the Privacy Notice before proceeding

Signature

- Enter your full name and date, which will act as your signature on the form.

Payment

- Click 'Make a payment' where you will be taken to the card payment page for the renewal fee, which is £61.60.

3. Next steps

- Once payment is complete you will receive a confirmation email.
- The Markets Team will review your application and contact you if any more information is needed.
- If successful, you will be sent an email with a copy of your licence documents.
- **The licence will be valid for three years from 1 April 2022 to 31 March 2025.**

Reasons to refuse renewal of licence

It is our intention to serve a refusal to renew notice if you are in breach of any of the grounds set out in the London Local Authorities Act 1990 (as amended), which include:

(6) Subject to subsection (8) below the council may refuse an application on any of the following grounds:–

(a) that there are enough traders trading in the street or in any street adjoining the street in respect of which the application is made in the goods in which the applicant desires to trade;

(b) that the applicant is on account of misconduct or for any other sufficient reason unsuitable to hold the licence;

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(c) that the applicant is an individual who has without reasonable excuse failed personally to avail himself fully of a previous street trading licence;

(d) that the applicant has at any time been granted a street trading licence by the borough council which was revoked or could have been revoked on the grounds that he had refused or neglected to pay fees or other charges due to them in respect of the licence

(e) that the applicant has failed to provide or to identify suitable or adequate premises for the storage of any receptacles or perishable goods in which he proposes to trade when street trading is not taking place;

If you need advice on how to complete the Licence Renewal form, which is not outlined in this guidance, please contact:

020 7974 2475

marketapplications@camden.gov.uk