Renewal Form for Temporary Shop Front Licence (Goods on Display/Tables and Chairs)

Please complete this form and return with copies of your supporting documents to; Post or in person: Market & Street Trading Office, Unit 2B(ii), Kingsland Shopping Centre, Kingsland High Street, Dalston, London, E8 2LX

Email: marketsservice@hacknev.gov.uk

Personal details	
Full name:	
Residential address: If this has changed (send	confirmation)
Postcode:	
Mobile no :	
Telephone no :	
Email address:	
Premises details	
Trading name:	
Premises address:	
Temporary licence no:	
Business telephone number :	
Valid public liability insurance certificate no:	
I wish to renew my temporary street trading licence a	and I have fully completed the renewal form and provided all
	e to the best of my knowledge and belief. I understand and information that I know to be false on my application.
Print name:	Signature:
Date:	4
Please see overleaf for important notes.	← Hackney

Produced by Hackney Design, Communications & Print • October 2016 • HDS165

Important Notes

- 1. My renewal form fully completed, signed and dated.
- 2. Please attach a valid public liability insurance (PLI) certificate (minimum cover for £5 million; two passport photos; renewal fee; proof of address (as I have changed address since my last renewal)
- 3. The Council will require confirmation of address if what you have stated on this form is different from what is on our records.
- 4. My street trading account is up to date. My street trading licence will not be renewed if I am not up to date with my rent.

We are required under Section 6 of the Audit Commission Act 1998 to participate in a National Fraud Initiative (NFI) data matching exercise.

For office use only			
Fees payable : €	Yes □	No □	
Receipt no:			
Proof of change of address (where applicable):			
Proof of public liability insurance:	Yes	No □	
Two passport size photographs supplied :	Yes □	No □	
Application process date :	Date sent to trader :		
Processing Officer's name:			



If you have any queries regarding the application, please contact the Markets & Street Trading Team:

Web: www.hackney.gov.uk/markets • Telephone: 0208 356 5300 • Email: marketsservice@hackney.gov.uk

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