



Renewal Form for Permanent Shop Front Licence (Goods on Display/Tables and Chairs) (1st April to 31st March)

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

Permanent licence no :

Business telephone number :

Valid public liability insurance certificate no :

Please see overleaf for important notes.

I wish to renew my temporary street trading licence and I have fully completed the renewal form and provided all the required documents.

The information I have provided for this licence is true to the best of my knowledge and belief. I understand and accept that I may be prosecuted, if I have given any information that I know to be false on my application.

Print name: Signature:

Date:

Important Notes

1. My renewal form fully completed, signed and dated.
2. I have attached a valid public liability insurance (PLI) certificate (minimum cover for £5,000,000; 2 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 <input type="checkbox"/>	No <input type="checkbox"/>
Receipt no :		
Proof of change of address (where applicable) :		
<input type="text"/>		
<input type="text"/>		
Proof of public liability insurance :	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Two passport size photographs supplied :	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application process date :	Date sent to trader :	
Processing Officer's name :		
<input type="text"/>		



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
Post: Markets and Street Trading Office, Unit 2B(ii) Kingsland Shopping Centre, Kingsland Shopping Centre, Dalston, London, E8 2LX