



Temporary Street Trading Licence Renewal Form

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: marketsservice@hackney.gov.uk

Personal details

Full name :

Residential address: If this has changed (send confirmation)

Postcode :

Mobile no :

Telephone no :

Email address :

Market trading details

Market name :

Temporary licence no :

Valid public liability insurance certificate no :

Ridley Road traders only:

The Council would like to encourage applicants to join the Ridley Road Market Traders Association (RRMTA). Membership of the RRMTA gives traders a collective voice and representation when dealing with the Council. The annual subscription for RRMTA membership is £15 per annum and membership is automatic for all applicants; this means that to cover your membership for the six month period of this licence a payment of £7.50 is required. Membership is not compulsory **so if you do not wish to subscribe to the RRMTA please tick this box**

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: _____

Please see overleaf for important notes.

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 million; two passport photos; renewal fee; proof of address (as I have changed address since my last renewal)
3. Please note that if you do not opt out of joining the RRMTA, there is an additional charge of £7.50 which must be included along with the renewal fee.
4. The Council will require confirmation of address if what you have stated on this form is different from what is on our records.
5. My street trading market’s account is up to date. My street trading licence will not be renewed if I am not up to date with my rent.
6. My assistants’ details have not changed. I will submit the appropriate assistants’ application form(s) if I need to make any changes to my assistant(s) details.

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) :	
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 :	



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