APPENDIX D

FORM B

APPLICATION FOR A TEMPORARY STREET TRADING LICENCE

This application form should only be used for applications for leafleting and other forms of advertising distribution, or walking/stationary human advertising (e.g. persons with billboards) without the use of stalls etc.

This form must not be used for:

- **Applications for street trading involving the use of stalls, vehicles, units, tables, and other apparatus or installations. Please use application Form A for those types of street trading.**
- **The licensing of markets or any street trading in a market.**

It is important that applicants read the following documents prior to completing this application form:

- Rules Governing Applications
- Standard Conditions
- Guidelines For Determination of Applications

The completed application form together with the required documents and fee must be submitted to:

The Licensing Team
1st Floor
Town Hall Annexe
330-354 Barking Road
London E6 2RT

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1. APPLICANTS DETAILS

Please complete section A if you are making an application in an individual or individual names or section B if you are applying as a corporate body.

A: Individuals

1. First name:

2. Family/Surname:

3. Residential Address:

4. Business Address (if different from residential address):

5. Date of Birth:

6. Main Telephone Number:

7. Other Telephone Number:

8. E-Mail address:

1. First name:

2. Family/Surname:

3. Residential Address:

4. Business Address (if different from residential address):

5. Date of Birth:

6. Main Telephone Number:

7. Other Telephone Number:

8. E-Mail address:

Please complete a separate sheet containing the above details if the licence is to be held by more than two persons.

B: Corporate bodies

Name:

Registered Office:

Principal trading address:

Registration number:

Country of incorporation:

Give details below of the Director or manager who will be responsible for ensuring that the leafleting etc will be carried out in accordance with the terms and conditions of any licence granted:

1. First name:

2. Family/Surname:

3. Status in the company:

3. Residential Address:

4. Business Address (if different from residential address):

5. Date of Birth:

6. Telephone Number:

7. E-Mail address:

1. DETAILS OF ACTIVITY

Please complete Section A if the leafleting etc is to be carried out from a fixed stationary position. Complete section B if the leafleting etc is to be non-stationary (e.g. a person walking up and down a street handing out leaflets or displaying a billboard).

A. Stationary Leafleting etc

1. Where do you want to carry out the leafleting etc, give full details and address below:

2. Will you be:

(i) Handing out leaflets/adverting material: YES?NO
If the answer to the above is YES:

- You must enclose a copy of the leaflets/advertising that you will be handing out.

- How many distributors will there be at any one time?

(ii) Using stationary human advertising (e.g. persons with billboards): YES/NO
If the answer to the above is YES:

- You must enclose an A3 or A4 size copy of the exact advertising (including wording, pictures etc) that will be displayed.

- What form of human advertising will be used? Give full details below (e.g. billboard hung from a person's neck) and the size of the advertising

B. Non -Stationary Leafleting etc

2. Where do you want to carry out the leafleting etc, give full details below (including details of the stretch of the street that will be used:

3. Will you be:

(i) Handing out leaflets/adverting material: YES?NO
If the answer to the above is YES:
- You must enclose a copy of the leaflets/advertising that will be distributed.

- How many distributors will there be at any one time?

(ii) Using human advertising (e.g. persons with billboards): YES/NO
If the answer to the above is YES, you must enclose an A3 or A4 size copy of the exact advertising (including wording, pictures etc) that will be displayed.

What form of human advertising will be used, give full details below (e.g. billboard hung from a person's neck) and the size of the billboard

2. TIMES ETC

2.1. When do you want the licence to start?

2.2. When do you want the licence period to finish?
(Note: licences can not exceed 6 months in duration and are not renewable)

2.3. On what days and during what times do you want to leaflet etc (use 24 hour clock):

Day	Start	Finish
Mon		
Tues		
Weds		
Thurs		
Fri		
Sat		
Sun		

3. LITTER ETC

3.1. If leaflets/advertising materials are to be handed out, what arrangements will be made for the regular collection of any discarded leaflets etc. and their disposal? Give full details below.

3.2 Where will spare supplies of the leaflets etc. be stored prior to be being distributed?

Documents etc to be submitted with this application form:

I have enclosed the following documents etc with this application form	**State Yes or No**
The fee	
A copy of the leaflets/advertising (see B.3 of this application from)	

Declaration of Applicant

I/we hereby declare that:

1. I/we have read the Councils:
   - Rules Governing Applications
   - Standard Conditions
   - Guidelines For Determination of Applications
2. I/we am aware that 'tacit approval' does not apply to the application
3. I/we are aware that if the Council are minded to grant the application that I will have to obtain the necessary Public Liability insurance
4. The details contained in this application and any attached documents are correct to the best of my knowledge and belief.
5. That the Council may send copies of this application form and supporting documents to the Metropolitan Police Service, HM Revenues and Customs, and the UK Border Agency as part of any consultation process

Signed:
Print Name

Dated