

# APPLICATION FOR STREET TRADING LICENCE

## ONE DAY TRADING LICENCE

Application for one day permission to trade from a stationary location at:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On (day, month between what times):

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**Ownership of Land - Please provide written permission to trade from Land owner/ or Freeholder (written permission from Tenants/Leaseholders will not be accepted)**

**Please provide proof of your National Insurance Number.....**

**In what goods or service do you wish to trade: \_\_\_\_\_**

**If food business, the questionnaire overleaf must be completed**

**I understand that any permission is personal and is issued in accordance with the London Local Authorities Act 1990 (As amended).**

**Mr/Mrs/Miss/Ms**

Full name (block capitals) \_\_\_\_\_

Private address \_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_ Email \_\_\_\_\_

Tel no: \_\_\_\_\_ Mobile: \_\_\_\_\_

Business address \_\_\_\_\_  
(If different to above) \_\_\_\_\_

Postcode \_\_\_\_\_

Business Email \_\_\_\_\_ Tel no \_\_\_\_\_ Mobile \_\_\_\_\_

**I further understand and accept:**

**a) That permission is granted without creating any precedent of future guarantee as to the issue of a Street Trading Licence/Permission and**

**b) That an inspection of my street trading operation/facilities may be undertaken by authorised officers of the Council at anytime during the dates permitted on the licence.**

**c) I enclose the fee of £ \_\_\_\_\_ two recent passport size photographs and proof of third party insurance cover with a minimum liability of at least £5,000,000**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**This form must be complete, with all required documents attached together with payment and submitted 28 days before the date(s) you wish to trade.**

**TO BE COMPLETED ONLY IF YOU INTEND TO SELL FOOD**

**Please state the name and contact telephone number for the Local Authority Environmental Health Department where the business is registered:**

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**Provide a certified photograph of the food handler who will be responsible for operating the unit.**

**Provide a copy of their Food Hygiene Training Certificate, which must be dated within the last 3 years and must be a minimum of Level 2 Food Hygiene in Catering.**

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**Please state the type of food(s) which will be sold.**

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**Please state the location of the toilet facilities that will be used.**

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**Please state what hand washing facilities you will provide.**

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**Please state what cleaning facilities & materials you will provide**

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**Please circle which of the following will be used on your unit**

LPG                      Electrical Supply                      Generator      (petrol                      or                      diesel)

Deep Fat Fryer                      Other Fuel      State type      .....

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**Please state what fire fighting equipment will be available on your unit. State type of fire extinguisher/s (foam, powder, CO<sup>2</sup> etc.)**

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**Please state what first aid equipment will be available on your unit**

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**Provide a brief description of your Food Safety Management System (FSMS), detailing:**

Where the food will come from? .....

.....  
How you ensure the cold chain is maintained?  
.....

.....  
How you ensure that food is protected from contamination?  
.....

.....  
How you ensure food is properly cooked or reheated?  
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.....  
How you ensure food is kept warm?  
.....

.....  
What Food Safety Monitoring records will be kept at the unit?  
.....  
.....

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Does your operation meet the requirements in the Food Safety Checklist? YES / NO

Does your operation meet the requirements of the Health and Safety Checklist? YES / NO

If you have answered 'NO' to either checklist, please state why .....

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**If Gas or Electrical Equipment is used in your undertaking Safety Certificates may be required.**

This form should be completed and returned to:

**London Borough of Richmond upon Thames  
Licensing  
2<sup>nd</sup> Floor  
Civic Centre  
44 York Street  
Twickenham TW1 3BZ  
Tel: 020 8831 6455**

# STREET TRADERS

## HEALTH AND SAFETY CHECKLIST

### LPG – General Considerations

Cylinders must be placed upright, in a well ventilated area, on a firm, level surface

Cylinders and hoses must be sited away from traffic routes, the public and sources of mechanical damage.

One gas cylinder will be allowed for use on the unit. Spare cylinders must be stored off site.

Combustible material and sources of ignition must be at least 1M away from LPG cylinders

Hoses must clearly state the date of manufacture, the manufacturer, that it complies with BS3212 and be free of signs of wear or damage.

Hoses must be replaced every two years.

Ensure that hoses are secured with hose clips. Soapy water should be used to check for leaks

The hose must be kept short whilst providing sufficient slack between the cylinder and appliance.

Ensure the cylinder is sited at least 2M from any drains.

### LPG – Vehicle Cylinder Storage Compartments

The cylinder/s must be securely fixed in position.

The floor and top of the cylinder storage compartment on a vehicle must be ventilated unless there is ventilation to the whole of at least one surface.

The compartment must be capable of being secured to prevent unauthorised access.

### LPG – Vehicle Cylinder Storage Compartments

There must be 30 minutes fire protection between the cylinder storage compartment and the inside of the unit.

Cylinder storage compartments must display a notice stating the presence of LPG.

### LPG – Fixed Pipework

All LPG pipework must be as short as possible and located away from excessive heat and accidental damage.

Pipework must be supported at no more than 1 metre intervals.

All fixed pipework and joints must be easily accessible.

Where pipes run through partitions they must be protected, e.g. by rubber grommets

Any pipework which runs beneath the vehicle must be protected, e.g. from stones, speed humps, heat from the exhaust etc.

## **LPG – Fixed Pipework (Cont'd)**

Every LPG pipe should terminate with a readily accessible shut off valve or tap immediately before an appliance. Instructions are to be displayed where necessary.

## **LPG – Appliances**

Appliances must be securely fixed with adequate ventilation and a flame failure device

Appliances must be regularly serviced and maintained by a competent person.

Barbecues and grills must be screened and located away from the public.

Provide a suitable fire extinguisher such as dry powder.

If you are using a deep fat fryer ensure that a fire blanket is located nearby, in an easily accessible location.

## **Electrical Safety**

If you are using a 240 volt electrical supply it must be protected by a 30mA Residual Current Device (RCD).

All exposed metal parts (worktops, stainless steel wall cladding etc) must be bonded and earthed

All supply cables must be protected from physical damage and must not pose a tripping hazard

Ensure there is sufficient cable to prevent pulls or tension at the plug, connection or appliance.

Supply cables must have no exposed coloured wires. The external sheath must be held by the grip inside the plug or connector.

Supply cables and components of the electrical system (plugs, sockets, and connectors) must have no chips, splits, cracks or other signs of damage.

External sockets, cables, extension leads and connections must be appropriate for external use.

## **Portable Generators**

Generators must be sited away from the public on a level, stable surface, and must not be left unattended.

They must be well ventilated and sited so as not to allow exhaust fumes to enter the catering unit and avoid odour and noise disturbance to neighbouring premises.

They must be well ventilated and sited away from LPG containers and any other flammable material.

They must be protected from inclement weather.

They must be sited away from sources of ignition.

All moving parts must be guarded to prevent entrapment.

Electrical connections must be waterproof.

Generator fuel must be stored away from sources of ignition.

You must provide a suitable fire extinguisher e.g. Powder/ CO<sub>2</sub>.

## **Additional H&S Considerations**

Ensure there is adequate separation between your cooking appliances and the public.

Organise your site so queuing customers do not obstruct the pavement.

## **Portable Generators (cont'd)**

Ensure you have a safe unobstructed exit route in the event of an emergency.

Ensure staff working on the unit are trained in H&S, particularly what to do in the event of fire or a gas leak.

# **STREET TRADERS**

## **FOOD SAFETY CHECKLIST**

### **The Site**

Ensure that the site is clean and the ground is stable and level. Acceptable surfaces are concrete, tarmac and paving. Wood decking will be considered.

If your unit is not under cover, ensure that there are no overhanging trees. Unless your unit is protected at the sides ensure that bushes or other vegetation are at least one metre from food handling or storage areas.

### **WC**

You must have access to a clean WC with hand washing facilities.

### **Hand Washing Facilities**

Where open food is supplied you must provide a purpose made wash hand basin with hot and cold running water (or warm water), soap and disposable paper towel for hand drying.

### **Waste Water and Refuse**

Ensure that you have made suitable arrangements for the collection and disposal of waste water and refuse from the site.

### **Food Safety Management System**

Ensure that your documented Food Safety Management System is available on the unit (SFBB pack or alternative HACCP document).

### **Temperature Control**

Provide thermometers and temperature records to demonstrate that food is being transported, stored, cooked and hot held at the correct temperatures;

Frozen foods,	-18C
Refrigerated foods,	1C to 5C
Cooked/reheated food,	75C and above
Food kept warm,	63C and above

## **Food Hygiene Training**

Staff handling open food must have a valid Food Hygiene Training Certificate (Minimum Level 2) or be supervised or instructed by a suitably trained member of staff.

If the licence holder is not the food handler on the unit you must provide a certified photo and Food Hygiene Training Certificate for the food handler.

Food Hygiene Training Certificates over 3 years old must be updated.

## **Protection from Contamination**

Ensure that you have adequate work surfaces, equipment and storage facilities for the separation of raw meats and cooked/ready to eat foods.

Food is to be stored in clean, lidded food grade plastic containers or an equivalent alternative.

Food, food equipment and materials are not to be stored on the floor

## **Structure and Cleaning**

For vehicles and fixed units ensure that the walls, floors and ceilings are clean, with suitable smooth, surfaces which are maintained in good condition.

Ensure that all work surfaces are non-absorbent, smooth and can be wiped clean.

If you are handling open high risk foods you must ensure there is a supply of hot and cold (or mixed warm water) for washing equipment and surfaces.

Provide a sufficient supply of cleaning materials (broom, bucket, cloths, disposable tissue) and chemicals (detergent, disinfectant, spray sanitizer).  
Chemicals must be stored away from food.

## **Personal Hygiene**

All food handlers must wear clean, protective clothing when preparing food.

## **First Aid**

Ensure that a fully stocked first aid box is readily available on the unit.