



# London Borough of Hounslow

## London Local Authorities Act 1990 (as amended)

### Application for the Grant / Renewal of a Temporary Street Trading Licence

- All questions to be answered in full
- All applicants should provide proof of identity – copy of passport, drivers licence photo card, (other official ID card with a photo & a copy of a recent utility bill (this will meet the money laundering requirements and the council undertaking due diligence.
- All applicants **MUST** complete section 1 & 2
- Applicants for a shop front display or a stall **MUST** complete sections 1,2,3 & 6
- Applicants for pavement cafes (placing tables and chairs on the highway) **MUST** complete sections 1,2,4 & 6
- Applicants for 'A' boards **MUST** complete sections 1,2,5 & 6
- All applicants **MUST** submit an accurately drawn plan to the scale of 1:2500 of the area to be applied for. (*alternative sized plans may be accepted subject to prior agreement with the licensing manager*)
- All applicants **MUST** submit photographs for the area to be applied for.
- All applicants **MUST** check with the planning team if planning consent is required prior to submission of an application
- **L B Hounslow is under a duty to protect the funds it administers and to this end may use the information that you have provided to this authority for cross system and cross authority comparison purposes for the prevention and detection of fraud.**

I/We hereby apply to the London Borough of Hounslow under the above-mentioned Acts, to be licenced for Street Trading.

### SECTION 1 – Applicant Details

*(Please complete if applying as a company)*

Please state the trading name of your company

**Brentford Voice**

Registered address of company

**40 Oakbark House, High Street**

Town **Brentford**

Postcode **TW8 8LF**

Tel No:

██████████

Email:

████████████████████

Please state Company Registration No. **12100895**

What type of company

**Community Interest Company**

(Please complete if applying in person) **Not applicable**

Title: Mr/Mrs/Ms/Other (please specify)	
Forename(s):	
Surname:	
Private Home address:	
Town:	Postcode:
Telephone No:	Email:
National Insurance No:	Date of Birth:
Place of Birth:	

## SECTION 2 – Business Details

If you are selling food, you <b>MUST</b> be registered as a food business with Local authority where your business is based.	
Are you intending to sell food? <del>YES</del> /NO	
If yes, please provide evidence that you are registered as a food business	
<b>Date of Registration:</b>	<b>Local Authority:</b>
You <b>MUST</b> hold a Level 2 Qualification in Food Safety in catering awarded by an accredited organisation such as the Chartered Institute of Environmental Health, Royal Society for Public Health or Highfield ABC. Your certificate should have been obtained in the last 3 years. (Please include a photo copy)	
<b>Certificate No:</b>	<b>Date of Issue:</b>
Please state what type of food you intend to sell, and how and where the food you intend to sell will be produced? <b>Food and drink will not be sold.</b>	
It is a requirement that you <b>MUST</b> have public liability insurance for a minimum of £2,000,000 (please provide a copy of the certificate)	
<b>Certificate No:</b> [REDACTED]	<b>Date of Issue:</b> 17-Feb-2025 <b>Date of Expiry:</b> 16-Feb-2026

It is a requirement to provide evidence on how you intend to remove trade waste from the site:	
<b>Waste Contract No:</b>	<i>We will ensure that all waste will be removed by traders at the end of each event. General litter picking will then be carried out after each market.</i>
It is a requirement that you provide evidence on how you will transport fresh water to the site and how you intend to dispose of the waste water.	
<b>Please state details here:</b>	<i>Water will not be required.</i>
How do you intend to provide power to your site?	
	<i>Power will not be required.</i>
Please provide safety certificates for Generators, electrical equipment and Gas Cylinders	
You <b>MUST</b> provide a plan of the licenced area for all types of application to the scale of 1:2500 ( <i>alternative sized plans may be accepted subject to prior agreement with the licensing manager</i> )	
Plan Attached:	<input checked="" type="checkbox"/> ( <i>see Appendices below</i> )
You <b>MUST</b> provide photographs of the proposed licensed area	
Photos attached:	<input checked="" type="checkbox"/> ( <i>see Appendices below</i> )
Do you hold or have ever held a street trading licence in the L B Hounslow? <b>YES/NO</b> (If yes Please give details Inc., Number, location and dates)	
<p style="text-align: center;"><i>Existing licence number for Market Place, Brentford-</i></p> <p style="text-align: center;"><i>Brentford/M135159/Sunday fortnightly/Dec2024-May2025</i></p>	

### SECTION 3 – Shop Front Display/Stall

Name of Pitch/Shop	<b>Brentford Market</b>																																			
Address of Pitch/Shop	<b>Market Place</b>																																			
Town:	<b>Brentford</b>	Postcode:	<b>TW8 8EN</b>																																	
What type of goods offered for sale/displayed on shop front/Stall?	<p><i>The focus will be on local community groups and charities, and goods produced by local creative artists and makers. This will give charities and community groups the opportunity to promote interest in their causes. Artists and makers will sell items including jewellery, ceramics, pottery, paintings etc. No sales of food or drink will take place.</i></p>																																			
Size of pitch required (measurements in Metres)																																				
Depth:	3 metres	Width:	3 metres <b>13 pitches (see Appendices below)</b>																																	
Trading Times:	<p><b>NB The dates on which we wish to hold markets are:</b></p> <table> <tr> <td>Monday</td> <td>.....am - .....pm</td> <td>8<sup>th</sup> June 2025</td> </tr> <tr> <td>Tuesday</td> <td>.....am - .....pm</td> <td>21<sup>st</sup> June 2025</td> </tr> <tr> <td>Wednesday</td> <td>.....am - .....pm</td> <td>27<sup>th</sup> July 2025</td> </tr> <tr> <td>Thursday</td> <td>.....am - .....pm</td> <td>17<sup>th</sup> August 2025</td> </tr> <tr> <td>Friday</td> <td>.....am - .....pm</td> <td>31<sup>st</sup> August 2025</td> </tr> <tr> <td>Saturday</td> <td>.....am - .....pm</td> <td>14<sup>th</sup> September 2025</td> </tr> <tr> <td>Sunday</td> <td>...11.00 am - .....5.00...pm</td> <td>28<sup>th</sup> September 2025</td> </tr> <tr> <td></td> <td></td> <td>12<sup>th</sup> October 2025</td> </tr> <tr> <td></td> <td></td> <td>26<sup>th</sup> October 2025</td> </tr> <tr> <td></td> <td></td> <td>16<sup>th</sup> November 2025</td> </tr> <tr> <td></td> <td></td> <td>30<sup>th</sup> November 2025</td> </tr> </table>			Monday	.....am - .....pm	8 <sup>th</sup> June 2025	Tuesday	.....am - .....pm	21 <sup>st</sup> June 2025	Wednesday	.....am - .....pm	27 <sup>th</sup> July 2025	Thursday	.....am - .....pm	17 <sup>th</sup> August 2025	Friday	.....am - .....pm	31 <sup>st</sup> August 2025	Saturday	.....am - .....pm	14 <sup>th</sup> September 2025	Sunday	...11.00 am - .....5.00...pm	28 <sup>th</sup> September 2025			12 <sup>th</sup> October 2025			26 <sup>th</sup> October 2025			16 <sup>th</sup> November 2025			30 <sup>th</sup> November 2025
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Where will the stall/shop front display be stored at the end of trading hours?	<p><i>Some stallholders will provide their own displays (tables, gazebos etc.) etc. and these will be removed and stored by them at the end of trading hours. Equipment can also be hired or borrowed from Brentford Voice who have bought some items and made arrangements for storage.</i></p>																																			
Stall Only: Please give details of employees:	<b>Not applicable</b>																																			
Full Name:	D.O.B	Address:	Photo:																																	
1.																																				
2																																				
3																																				
4																																				
5																																				

**SECTION 4 - Pavement Café/Tables & Chairs** *Not applicable*

Name of premises	
Address	
Town:	Postcode:
Telephone No:	Email:
Size of area to be used for the pavement café/seating area (measurements in Metres)	
<b>Depth:</b>	<b>Width:</b>
Trading Times:	
Monday	.....am - .....pm
Tuesday	.....am - .....pm
Wednesday	.....am - .....pm
Thursday	.....am - .....pm
Friday	.....am - .....pm
Saturday	.....am - .....pm
Sunday	.....am - .....pm
Where will the tables & chairs be stored at the end of trading hours?	

**SECTION 5 – 'A' Boards or other Display Objects** *Not applicable*

Name of premises	
Address	
Town:	Postcode:
Telephone No:	Email:
Size of area to be used for the 'A' Board/s ( <i>measurements in Metres</i> )	
<b>Depth:</b>	<b>Width:</b>
Trading Times:	
Monday	.....am - .....pm
Tuesday	.....am - .....pm
Wednesday	.....am - .....pm
Thursday	.....am - .....pm
Friday	.....am - .....pm
Saturday	.....am - .....pm
Sunday	.....am - .....pm
Where will the 'A' Board or Display Objects be stored at the end of trading hours?	

**SECTION 6 – Applicant Declaration**

I/We declare that:

- The details contained within this application form are true to the best of my/our knowledge and belief.
- I have attached an accurate plan to the scale of 1:2500
- I have attached photographs of the area to be licensed as required.
- (Stall applicants only) I have attached/enclosed a full-face photograph of the applicant and any employee/s.
- I have attached and provided evidence of food registration.
- I have attached evidence of up to date Level 2 Food Safety in catering award
- I have attached and provided evidence of a waste contract if required
- I have attached and provided evidence of public liability insurance
- I have attached and provided evidence of safety certificates for equipment
- Payment of fee: BACS

In the reference field please put payment code **C5361 V144** so it goes into the correct account. Then once you have the confirmation screen, please send a screen shot to me [licensing@hounslow.gov.uk](mailto:licensing@hounslow.gov.uk) as confirmation of the payment. **Please note until the Licensing Team have that confirmation we will be unable to process your application.**

**Re: Bank Account Details for BACS payment**

National Westminster Bank, 275-277 High Street, Hounslow, TW3 1ZA

Full Company Name: London Borough of Hounslow  
A/C Name: LB Hounslow Main Account  
A/C No: 20364814  
Sort Code: 60-11-18  
IBAN: GB79NWBK60111820364814  
SWIFT BIC: WBKGB2L

- I request a call to take a card payment of the fee
- I understand that if I do not complete the appropriate sections of the application form and provided the required information my application will be rejected.

**Signature of Applicant** Martin Case (Chair of Brentford Voice) **Date:** 16<sup>th</sup> May 2025

**Please return completed form to:**

**London Borough of Hounslow  
Community Enforcement and Regulatory Services - Licensing  
7 Bath Road  
Hounslow  
TW3 3EB**

**Email - [licensing@hounslow.gov.uk](mailto:licensing@hounslow.gov.uk)**

1:2500 Site Location Map



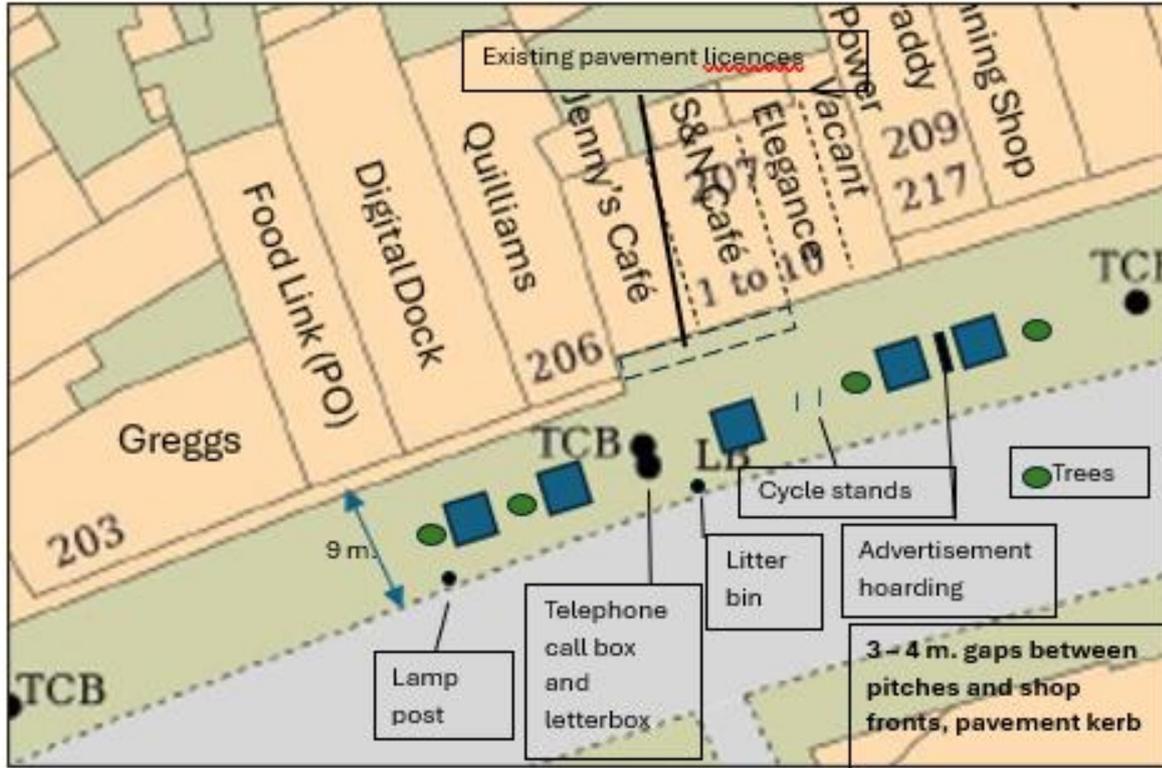
— Boundary of the Proposed Site

Location of proposed market stalls

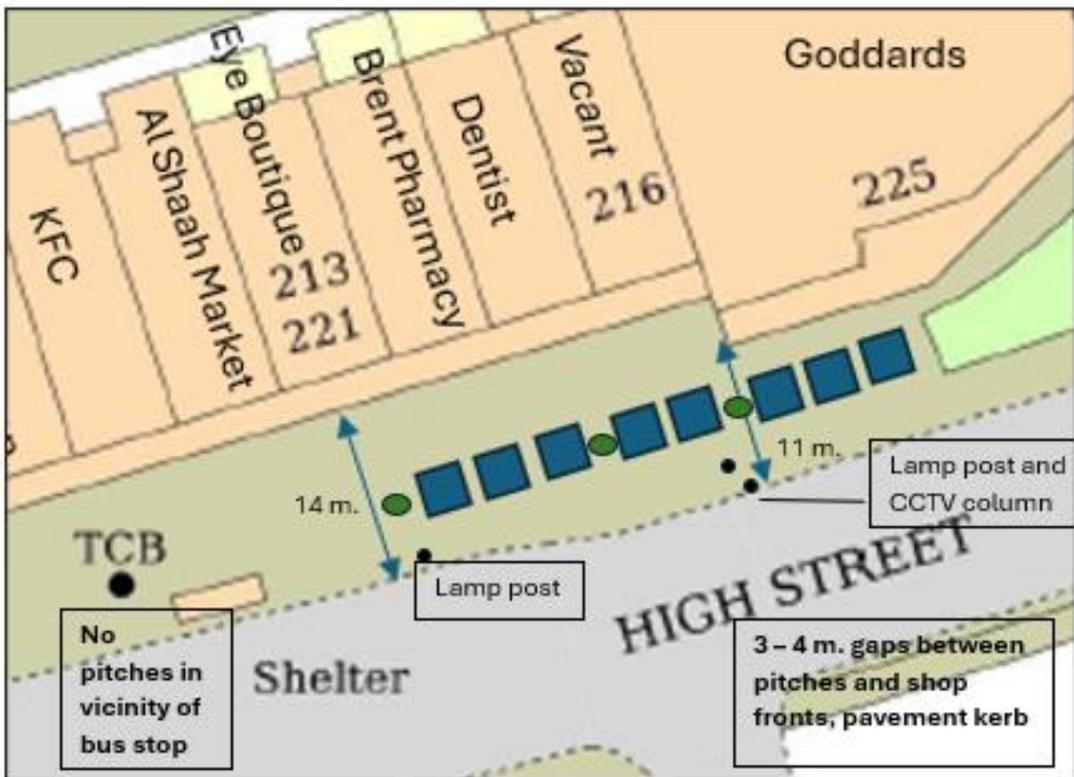


Aerial view © Google Earth

Proposed Pitch Layout



continued...



Location of Market Stalls shown on Instant Streetview (from west to east)

 = 1 stall, each 3m. X 3 m.





Photographs of Location of Market Stalls (in order from west to east)

Number of stalls, each 3m. X 3 m





