



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

<p>If you are selling food, you MUST be registered as a food business with Local authority where your business is based.</p> <p>Are you intending to sell food? YES/NO</p>	<p><i>The market will be managed by Brentford Voice and T&T Markets. We will ensure that any food traders will have the necessary registration in place.</i></p>
<p>If yes, please provide evidence that you are registered as a food business</p> <p>Date of Registration:</p>	<p>Local Authority:</p>
<p>You MUST 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)</p> <p>Certificate No:</p>	<p>Date of Issue: <i>We will ensure that food traders will have the necessary accreditations.</i></p>
<p>Please state what type of food you intend to sell, and how and where the food you intend to sell will be produced? <i>Food traders may offer a wide range of food and drink, but they will not sell anything that will compete directly with existing outlets within 200 metres of the market e.g. coffee and tea, sandwiches, pizza.</i></p>	
<p>It is a requirement that you MUST have public liability insurance for a minimum of £2,000,000 (please provide a copy of the certificate)</p> <p>Certificate No: [REDACTED] Date of Issue: 17-Feb-2025 Date of Expiry: 16-Feb-2026</p>	

It is a requirement to provide evidence on how you intend to remove trade waste from the site:	
Waste Contract No:	<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.	
Please state details here:	<i>A source of fresh tap water is available on site</i> <i>We will ensure that traders remove any waste water at the end of every event.</i>
How do you intend to provide power to your site?	
<i>Electricity supply is already available on site, but safety checks etc. will be carried out prior to beginning of operations.</i>	
Please provide safety certificates for Generators, electrical equipment and Gas Cylinders <i>(To be arranged)</i>	
You MUST 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 MUST provide photographs of the proposed licensed area	
Photos attached:	<input checked="" type="checkbox"/> <i>(see Appendix 2 below)</i>
Do you hold or have ever held a street trading licence in the L B Hounslow? YES/NO (If yes Please give details Inc., Number, location and dates)	
<i>Existing licence number for this site-</i> <i>Brentford/M135159/Sunday fortnightly/Dec2024-May2025</i>	

SECTION 3 – Shop Front Display/Stall

Name of Pitch/Shop	Brentford Market																																			
Address of Pitch/Shop	Market Place																																			
Town:	Brentford	Postcode:	TW8 8EN																																	
What type of goods offered for sale/displayed on shop front/Stall?	<i>The focus will be on goods produced by local creative artists and makers but other goods will be available (e.g. hot and cold food, drinks, jewellery, gifts, books, antiques).</i>																																			
Size of pitch required (measurements in Metres)																																				
Depth:		Width:	(see Appendices 4 and 5 below)																																	
Trading Times:	<p>NB The dates on which we wish to hold markets are:</p> <table> <tr> <td>Monday</td> <td>.....am -pm</td> <td>8th June 2025</td> </tr> <tr> <td>Tuesday</td> <td>.....am -pm</td> <td>21st June 2025</td> </tr> <tr> <td>Wednesday</td> <td>.....am -pm</td> <td>27th July 2025</td> </tr> <tr> <td>Thursday</td> <td>.....am -pm</td> <td>17th August 2025</td> </tr> <tr> <td>Friday</td> <td>.....am -pm</td> <td>31st August 2025</td> </tr> <tr> <td>Saturday</td> <td>.....am -pm</td> <td>14th September 2025</td> </tr> <tr> <td>Sunday</td> <td>...11.00 am -5.00...pm</td> <td>28th September 2025</td> </tr> <tr> <td></td> <td></td> <td>12th October 2025</td> </tr> <tr> <td></td> <td></td> <td>26th October 2025</td> </tr> <tr> <td></td> <td></td> <td>16th November 2025</td> </tr> <tr> <td></td> <td></td> <td>30th November 2025</td> </tr> </table>			Mondayam -pm	8 th June 2025	Tuesdayam -pm	21 st June 2025	Wednesdayam -pm	27 th July 2025	Thursdayam -pm	17 th August 2025	Fridayam -pm	31 st August 2025	Saturdayam -pm	14 th September 2025	Sunday	...11.00 am -5.00...pm	28 th September 2025			12 th October 2025			26 th October 2025			16 th November 2025			30 th 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:	Not applicable																																			
Full Name:	D.O.B	Address:	Photo:																																	
1.																																				
2																																				
3																																				
4																																				
5																																				

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 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.

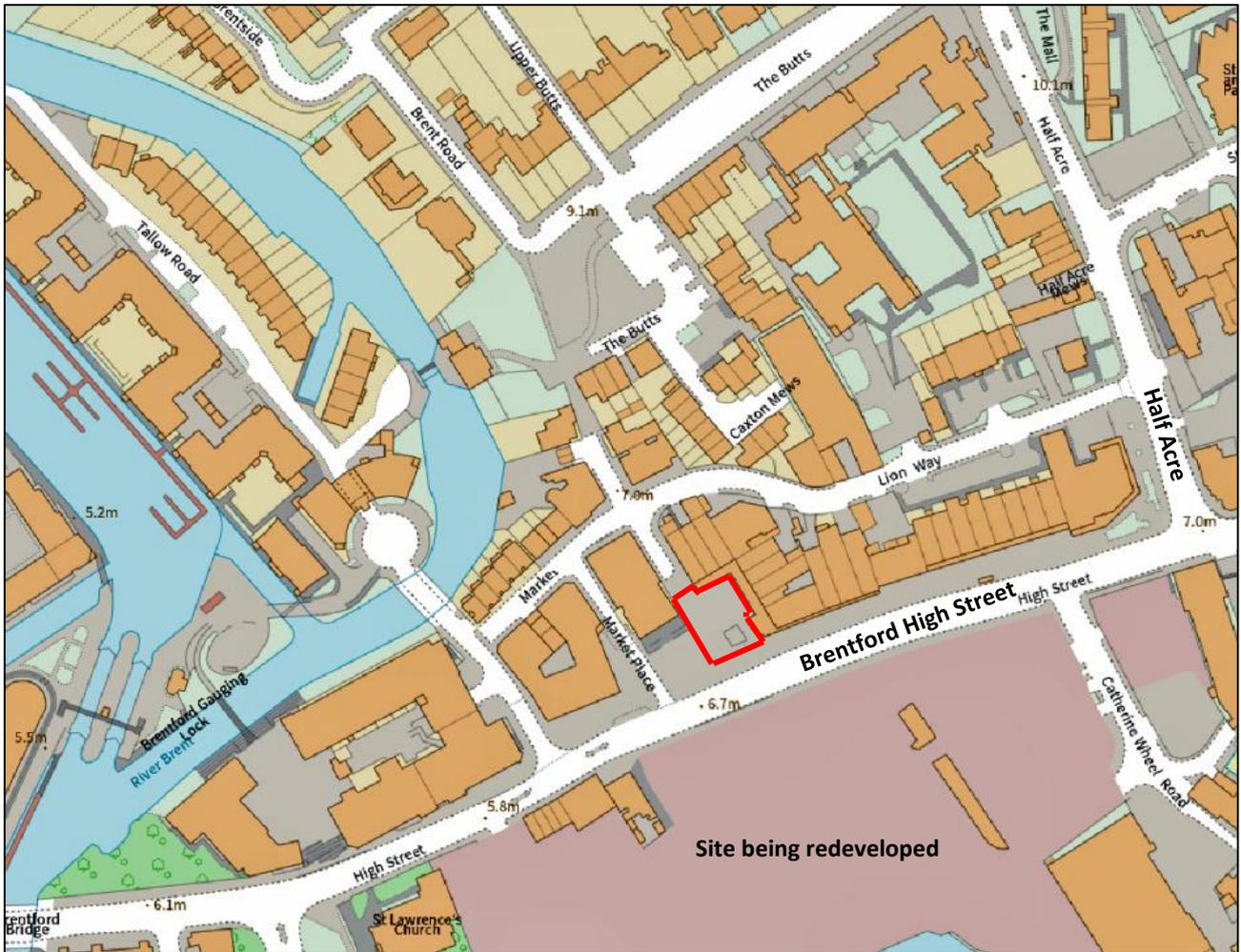
Signature of Applicant Martin Case (Chair of Brentford Voice) **Date:** 10th May 2025

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

The Boundary of the Proposed Site —



Photographs of the site



View looking south



View from NE corner looking west



View from north-east corner looking south



View from east side looking north



View from east side looking south



View from east side looking west



View from south side looking north

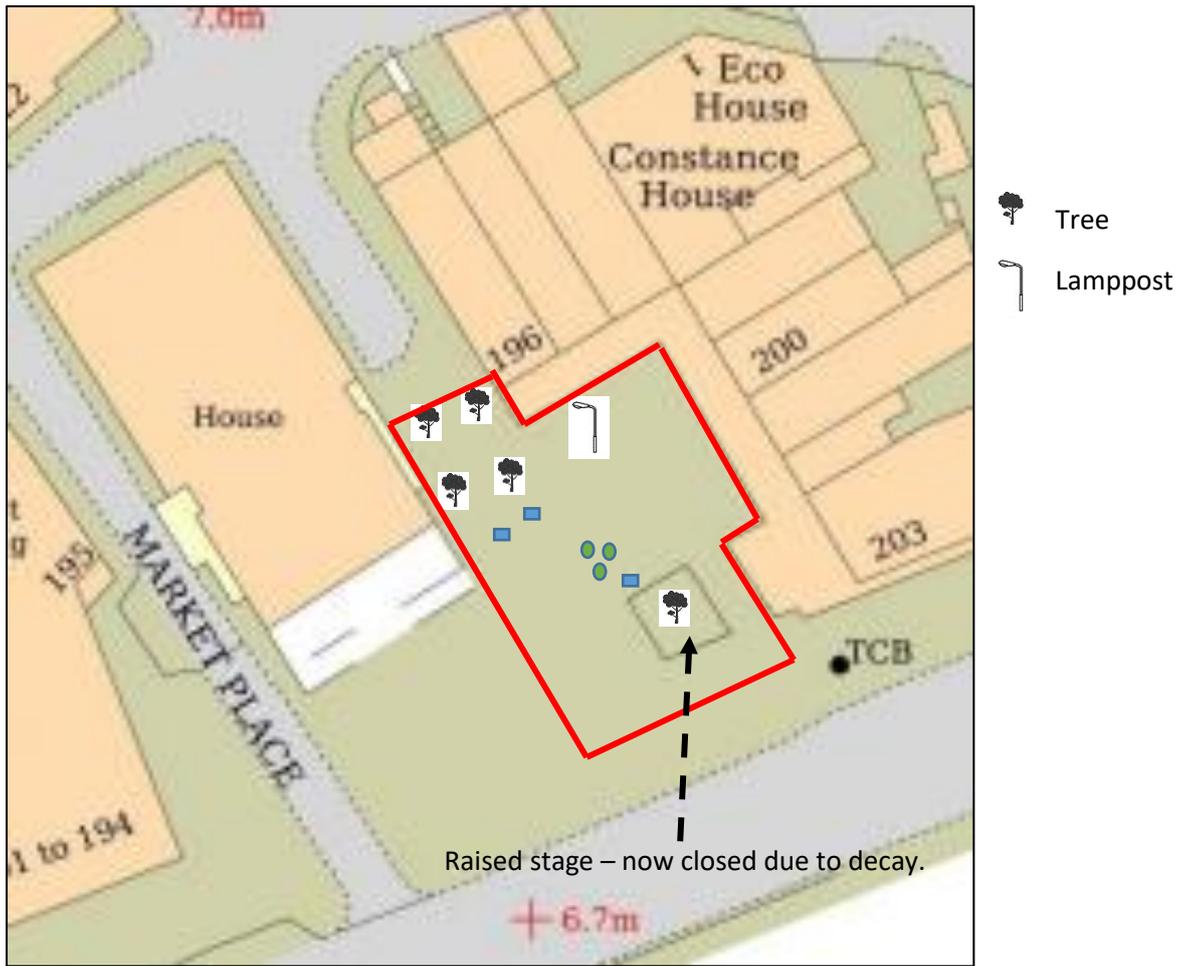


View from west side looking east

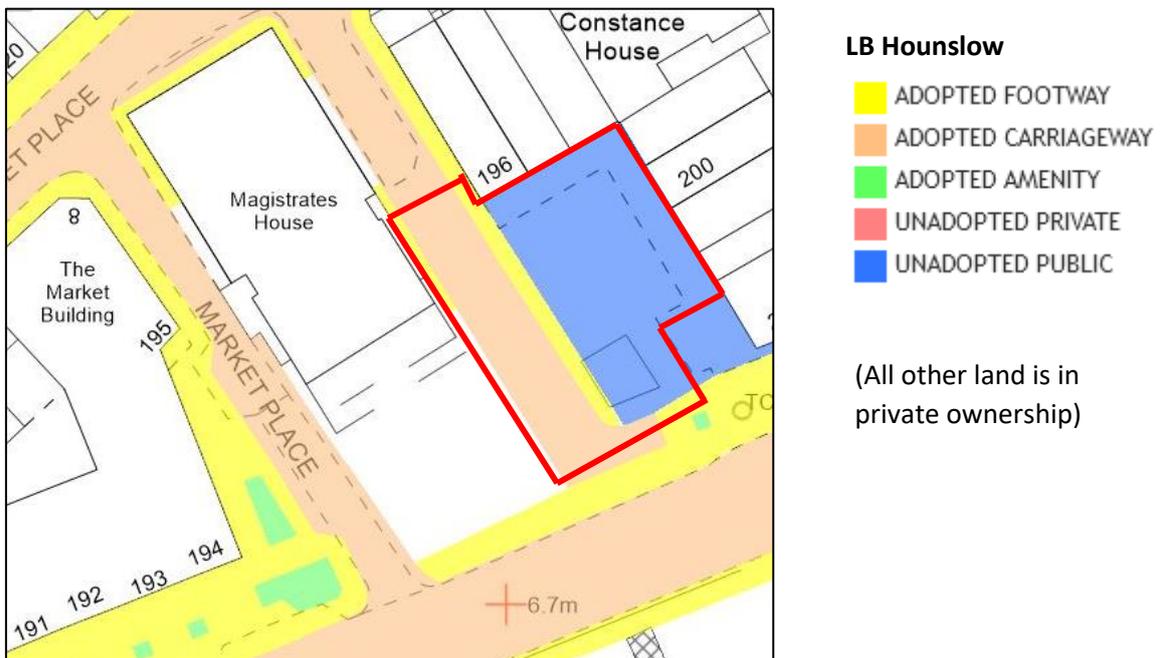


Aerial view © Google Earth

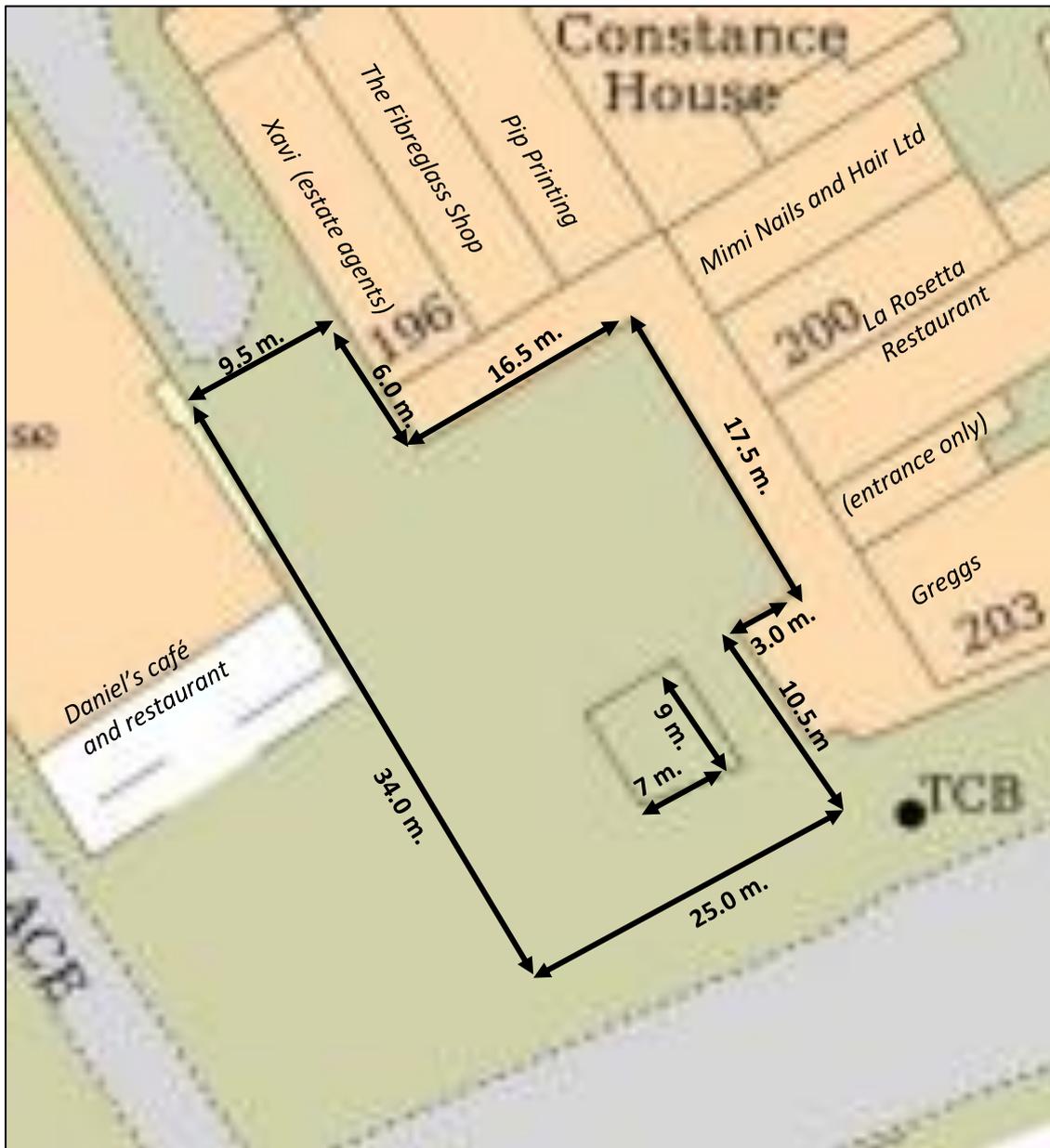
Principal Features of the Site



Land Ownership



Dimensions of site



Proposed Layout of Market Stalls

