

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 Dear Coco Limited | |
| Registered address of company Barley Mow Centre, 10 Barley Mow Passage, London W4 4PH | |
| Tel No: [REDACTED] | Email: [REDACTED] |
| Please state Company Registration No. 14729835 | |
| What type of company: Limited Company | |

(Please complete if applying in person)

| | |
|--|---------------------------|
| Title: Mr/Mrs/Ms/Other (please specify) Mr | |
| Forename(s): Anthony | |
| Surname: Duckworth | |
| Private Home address: [REDACTED] | |
| Telephone No: [REDACTED] | Email: [REDACTED] |
| National Insurance No: [REDACTED] | Date of Birth: [REDACTED] |
| Place of Birth: [REDACTED] | |

SECTION 2 – Business Details

| | | |
|--|--|--|
| <p>If you are selling food, you <u>MUST</u> be registered as a food business with Local authority where your business is based.</p> <p>Are you intending to sell food? YES</p> | | |
| <p>If yes, please provide evidence that you are registered as a food business</p> <p>Date of Registration: 26/01/2021 Local Authority: Hounslow</p> | | |
| <p>You <u>MUST</u> 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. <i>(Please include a photo copy)</i></p> <p>Certificate No: [REDACTED] Date of Issue: 25/04/2021</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? Sweet treats/bakes (brownies, small cakes, cookies, pastries, and the like), confectionary. Food to be produced, packaged and stored in accordance with Food & Hygiene guidelines at 5 Beverley Road, London W4 2LL.</p> | | |
| <p>It is a requirement that you <u>MUST</u> have public liability insurance for a minimum of £2,000,000 <i>(please provide a copy of the certificate)</i></p> <p>Certificate No: [REDACTED] Date of Issue: 23/10/24 Date of Expiry: 22/10/25</p> | | |

| |
|---|
| <p>It is a requirement to provide evidence on how you intend to remove trade waste from the site:</p> <p>Waste Contract No: Not required due to small waste quantities. All rubbish generated by the van is removed from site and disposed of appropriately.</p> |
| <p>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.</p> |

Please state details here: The coffee van has a fresh water tank built in, and waste water is collected and disposed of away from site.

How do you intend to provide power to your site? Mains power arranged & installed at the pitch location via Hounslow Council & Hounslow Highways.

Please provide safety certificates for Generators, electrical equipment and Gas Cylinders: Already on file at Council. Electrical certificate for the mains power installation on file at Council.

You **MUST** provide an A4 hand drawn plan of the area to be licenced

Already on file at Council




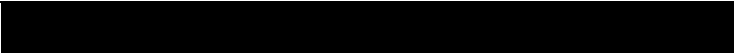



You **MUST** provide photographs of the proposed licensed area

Already on file at Council

Do you hold or have ever held a street trading licence in the L B Hounslow? **Yes**

License No: TP134869/2024-2025 Location: Opposite 85 Strand on the Green, London W4 3PU. Issued: 3 February 2025

SECTION 3 – Shop Front Display/Stall

| | |
|---|---|
| Name of Pitch/Shop: Dear Coco Limited | |
| Address of Pitch/Shop Parking Bay, Opposite 85 Strand on the Green, Chiswick London, W4 3PU | |
| What type of goods offered for sale/displayed on shop front/Stall? Barista coffee, bakes, confectionary. | |
| Size of pitch required (<i>measurements in Metres</i>) Depth: 1.5m Width: 4.0m | |
| Trading Times: Monday 7.00am – 5.00pm Tuesday 7.00am – 5.00pm Wednesday 7.00am – 5.00pm Thursday 7.00am – 5.00pm Friday 7.00am – 5.00pm Saturday 7.00am – 5.00pm Sunday 7.00am – 5.00pm Where will the stall/shop front display be stored at the end of trading hours?   | |
| Stall Only: Please give details of employees: Full Name: D.O.B Address: Photo: 1. Anthony Duckworth  | |
| 2. Anna Hassan |  |
| 3 |  |
| 4 |  |
| 5 |  |

SECTION 5 – ‘A’ Boards or other Display Objects

| | |
|---|--------------------|
| Name of premises: Dear Coco Limited | |
| Address: Parking Bay, Opposite 85 Strand on the Green, Chiswick London, W4 3PU | |
| Telephone No: [REDACTED] | Email: [REDACTED] |
| Size of area to be used for the ‘A’ Board/s (<i>measurements in Metres</i>) | |
| Depth: 0.5m | Width: 0.7m |
| Trading Times: | |
| Monday | 7.00am – 5.00pm |
| Tuesday | 7.00am – 5.00pm |
| Wednesday | 7.00am – 5.00pm |
| Thursday | 7.00am – 5.00pm |
| Friday | 7.00am – 5.00pm |
| Saturday | 7.00am – 5.00pm |
| Sunday | 7.00am – 5.00pm |
| Where will the ‘A’ Board or Display Objects be stored at the end of trading hours? [REDACTED] [REDACTED] | |

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 of the area to be licensed as required.

☐

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: *Anthony Duckworth* **Date:** 17 July 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

Pitch location drawing: Dear Coco Limited
Parking Bay, Opposite 85 Strand on the Green, Chiswick, W4 3NN
Drawing not to scale

