



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

Ryman Ltd

Registered address of company

Town Ryman House, SAVOY RD
CREWE, CHESHIRE Postcode CW1 6NA

Tel No: [REDACTED] Email: [REDACTED]

Please state Company Registration No.

03007166

What type of company

Retail Company

(Please complete if applying in person)

Applying for a Company

| | |
|---|----------------|
| 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 **MUST** be registered as a food business with Local authority where your business is based.

Are you intending to sell food? **YES** **NO**

If yes, please provide evidence that you are registered as a food business

Date of Registration: Local Authority:

N/A

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)

Certificate No: **Date of Issue:**

N/A

Please state what type of food you intend to sell, and how and where the food you intend to sell will be produced?

N/A

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)

Certificate No: LC CMB
7113133 **Date of Issue:** 1 Oct 2025 **Date of Expiry:** 30 Sep 2026

It is a requirement to provide evidence on how you intend to remove trade waste from the site:

Waste Contract No:

N/A

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:

N/A

How do you intend to provide power to your site?

N/A

Please provide safety certificates for Generators, electrical equipment and Gas Cylinders

N/A

You **MUST** provide a plan of the licenced area for all types of application to the scale of 1:2500 (*alternative sized plans may be accepted subject to prior agreement with the licensing manager*)

Plan Attached:

✓

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

Photos attached:

✓

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)

AB134732/2025

From 6 July 2025 - 5th July 2025

AB134732/2025 - 2026

From 6th July 2025 - 5th July 2025

Rymon Stationary 382-384 Church High Road, London W4 5TF

SECTION 3 – Shop Front Display/Stall

| | | | |
|--|-----------|----------|--------------------------|
| Name of Pitch/Shop | N/A | | |
| Address of Pitch/Shop | | | |
| Town: | Postcode: | N/A | |
| What type of goods offered for sale/displayed on shop front/Stall? | N/A | | |
| Size of pitch required (<i>measurements in Metres</i>) | | | |
| Depth: | Width: | N/A | |
| 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 stall/shop front display be stored at the end of trading hours? | N/A | | |
| Stall Only: Please give details of employees: | | | |
| Full Name: | D.O.B | Address: | Photo: |
| 1. | | | <input type="checkbox"/> |
| 2 | | | <input type="checkbox"/> |
| 3 | | | <input type="checkbox"/> |
| 4 | | | <input type="checkbox"/> |
| 5 | | | <input type="checkbox"/> |

SECTION 4 - Pavement Café/Tables & Chairs

| | | |
|---|---------------------|-----|
| Name of premises | N/A | |
| Address | | |
| Town: | Postcode: | N/A |
| Telephone No: | Email: | |
| Size of area to be used for the pavement café/seating area (measurements in Metres) | | |
| Depth: | Width: | |
| 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

| | | |
|--|--------------------------------------|-------------------|
| Name of premises | <i>RYMAN Stationery</i> | |
| Address | 382-384 Chiswick high Road, Chiswick | |
| Town: | London | Postcode: W4 5TF |
| Telephone No: | [REDACTED] | Email: [REDACTED] |
| Size of area to be used for the 'A' Board/s (measurements in Metres) | | |
| Depth: | 1 m | Width: 1 m |
| Trading Times: | | |
| Monday | 8.30 am - 18.30 pm | |
| Tuesday | 8.30 am - 18.30 pm | |
| Wednesday | 8.30 am - 18.30 pm | |
| Thursday | 8.30 am - 18.30 pm | |
| Friday | 8.30 am - 18.30 pm | |
| Saturday | 8.30 am - 18.30 pm | |
| Sunday | 10.30 am - 17.00 pm | |
| Where will the 'A' Board or Display Objects be stored at the end of trading hours? | | |
| <i>Stored inside the Premises</i> | | |

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. *✓TS*

I have attached an accurate plan to the scale of 1:2500 *✓TS*

I have attached photographs of the area to be licensed as required. *✓TS*

(Stall applicants only) I have attached/enclosed a full-face photograph of the applicant and any employee/s. *N/A*

I have attached and provided evidence of food registration. *N/A*

I have attached evidence of up to date Level 2 Food Safety in catering award *N/A*

I have attached and provided evidence of a waste contract if required *N/A*

I have attached and provided evidence of public liability insurance *✓TS*

I have attached and provided evidence of safety certificates for equipment *N/A*

Payment of fee: BACS *✓TS*

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

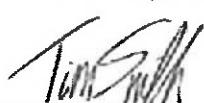
IBAN: GB79NWBK60111820364814

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



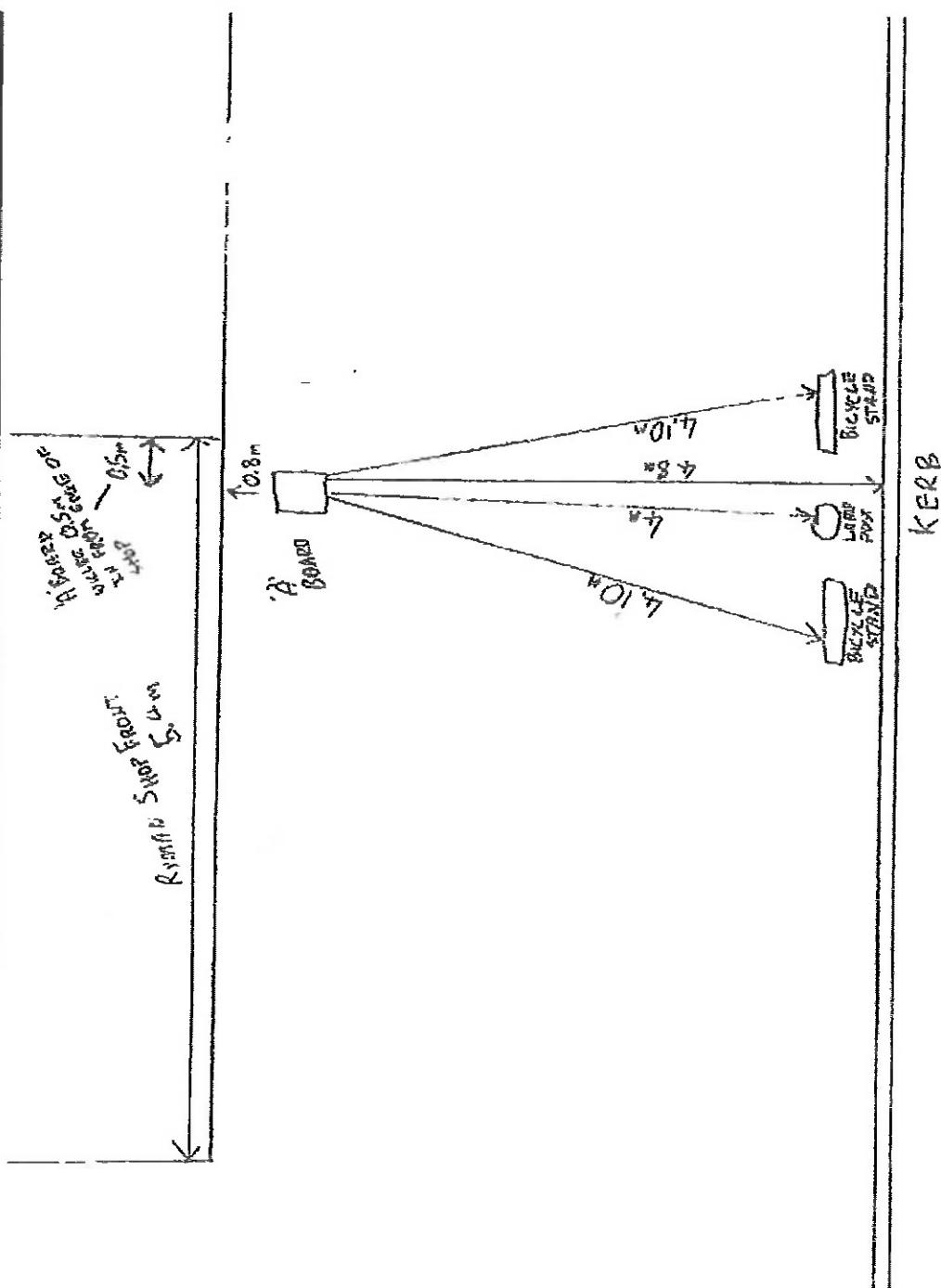
Date: 22/12/25

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

Plan of licensed area:







London Borough of Hounslow

Licence No. AB134732/2025-2026

London Local Authorities Act 1990 Temporary Street Trader's Licence

The council of the London Borough of Hounslow hereby grant to

Ryman Limited

a licence to engage in street trading in the Borough.

This licence authorizes the holder to trade solely in the articles, and in the manner, and at the place and times specified in the Schedule to the licence and is granted subject (1) to the provisions of the London Local Authorities Act 1990 and by any Byelaw and Regulation made by the Borough Council; (2) to any other statutory enactment which is in force for the time being.

The licence unless revoked by or surrendered to the council, shall continue in force

From: 6th July 2025 Until: 5th January 2026

This licence is the property of Hounslow Council and must be kept available for production on demand

Andrew Devine
Regulatory Manager

Environment, Culture & Customer Services - Licensing
London Borough of Hounslow
Hounslow House, 7 Bath Road, Hounslow, TW3 3EB

SCHEDULE

Description of articles to be placed up against the shop front: One 'A' board.

Premises: Ryman Stationery, 382-384 Chiswick High Road, London, W4 5TF

Measurements of allocated area: 1.0m in depth by 1.0m in width

Days: Monday – Saturday
Sunday

Times: 08:30 to 18:30
10:30 to 17:00



London Borough of Hounslow

AB134732
Current Licence

Licence No. AB134732/2025

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Regulatory Manager

Regeneration, Housing & Environmental Services - Licensing
London Borough of Hounslow
Hounslow House, 7 Bath Road, Hounslow, TW3 3EB

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