



# 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

Chiswick Flower Market

Registered address of company

c/o Freeman Carr, The Gatehouse, 2 Devonhurst Place

Town Chiswick, London

Postcode W4 4JD

Tel No: c/o

Email:

Please state Company Registration No. 12546445

What type of company: Community Interest Company

(Please complete if applying in person)

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 <b>MUST</b> be registered as a food business with Local authority where your business is based.</p> <p>Are you intending to sell food? <b>YES</b> (food traders will be registered with their local authority)</p>
<p>If yes, please provide evidence that you are registered as a food business</p> <p><b>Date of Registration:</b> n/a                      <b>Local Authority:</b> n/a</p>
<p>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)</p> <p><b>Certificate No:</b> n/a                      <b>Date of Issue:</b></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?</p> <p>Some of our traders may sell food, they will be separately licensed.</p>
<p>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)</p> <p><b>Certificate No:</b> [REDACTED]                      <b>Date of Issue:</b>                      <b>Date of Expiry:</b> 03.09.26</p>

<p>It is a requirement to provide evidence on how you intend to remove trade waste from the site:</p> <p><b>Waste Contract No:</b> Hounslow Highways % Tim Hurley.</p>
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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:**

If necessary, water to be supplied by Planet Organic, Old Market Place, but in general any water required will be brought by traders. The water (used for flower buckets) will be recycled to water the surrounding flower beds.

How do you intend to provide power to your site?

Council has installed electric points in the Old Market Place. Most traders don't require power.

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

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

Plan Attached: YES

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

Photos attached: YES

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

(If yes Please give details Inc., Number, location and dates)

Current licence: M131068/2025 Old Market Place, Chiswick High Road, W4 2DR

previous licences:

1. Old Market Place, Chiswick High Road, W4 2DR. 6 Sept, 4 Oct, 1 Nov, 6 Dec 2020 + renewal 4 July 2021. Licence number: M131068/2020
2. Devonshire Road, from High Rd to Ingress St, 1 Nov, 6 Dec, 7 Feb, 7 March, 4 April 2021. Licence number: M131372/2020-2021
3. Combined Old Market Place and Devonshire Road, 2<sup>nd</sup> May, 6<sup>th</sup> June, 4<sup>th</sup> July, 1<sup>st</sup> August, 5<sup>th</sup> Sept, 3<sup>rd</sup> October 2021. Licence number: M131068/2021
4. Old Market Place covering 123-211 Chiswick High Road, 7th November 2021, 5th December 2021, 6th February 2022, 6th March 2022, 3rd April 2022, 1st May 2022. Licence Ref: M131068/2021-2022
5. Chiswick Flower Market adjacent to 123-211 Chiswick High Road, 5th June 2022, 3rd July 2022, 7th August 2022, 4th September 2022, 2nd October 2022, 6th November 2022. Licence Ref: M131068/2022

This licence has since been renewed every 6 months. The latest licence covered the period January 2026 to June 2026. Licence Ref: M131068/2026

### SECTION 3 – Shop Front Display/Stall

Name of Pitch/Shop: Chiswick Flower Market

Address of Pitch/Shop:

Chiswick High Road from Old Market Place and the area alongside Chiswick High Road i.e. 123 to 211 as per previous licence

Town: Chiswick Postcodes: W4 2DR-W4 2EG, W4 2DT, W4 2ED

What type of goods offered for sale/displayed on shop front/Stall?

Flowers, plants, horticultural accessories, including but not limited to pots, equipment, garden ornaments, gifts and other non-food items, food and alcohol.

Note: we would like to allow some local businesses to sell alcohol at the market. E.g. mulled wine for the Christmas market.

Size of pitch required (*measurements in Metres*)

Total area of road space: 2,797sqm

Stalls will mostly be either 6mx3m or 3mx3m, depending on requirements and size of trader.

Up to 65 3m x 3m (or combined where necessary, within the same footprint; i.e. any combination thereof depending on traders' requirements).

Trading Times:

Monday .....am - .....pm

Tuesday .....am - .....pm

Wednesday .....am - .....pm

Thursday .....am - .....pm

Friday .....am - .....pm

Saturday .....am - .....pm

Sunday .....9.00am - .....4.00pm

First Sundays of the month: 5 July, 2 August, 6 September, 4 October, 1 November, 6 December

Set up time from 7am. Market place to be empty by 5.30pm.

Where will the stall/shop front display be stored at the end of trading hours? n/a



Stall Only: Please give details of employees: n/a

Full Name: \_\_\_\_\_ D.O.B \_\_\_\_\_ Address: \_\_\_\_\_ Photo: \_\_\_\_\_

1.

2



3



4



5



#### SECTION 4 - Pavement Café/Tables & Chairs

Name of premises n/a

Address

Town:

Postcode:

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 n/a	
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. YES

I have attached an accurate plan of the area to be licensed as required. YES

I have attached photographs of the area to be licensed as required. YES

(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 YES

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

Payment of fee: BACS YES

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 NO

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. YES

Signature of Applicant Kathleen Mitra \_\_\_\_\_ Date: 5/05/26 \_\_\_\_\_.

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)

DO NOT SCALE FROM DRAWING  
ALL DIMENSIONS TO BE CHECKED ON SITE  
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**NOTES:**  
ALL MEASUREMENTS TAKEN TO EXISTING SURFACE FINISHES UNLESS STATED OTHERWISE  
ALL LEVELS IN METRES  
ALL ARROWS POINT UP  
LOCAL SURVEY GRID

**LEGEND:**

20.00F	FLOOR LEVEL
20.00H	WINDOW HEAD LEVEL
20.00S	WINDOW SILL LEVEL
20.00C	CEILING LEVEL
20.00SC	SUSPENDED CEILING LEVEL
20.00B	BEAM LEVEL
20.00D	DOOR HEAD LEVEL

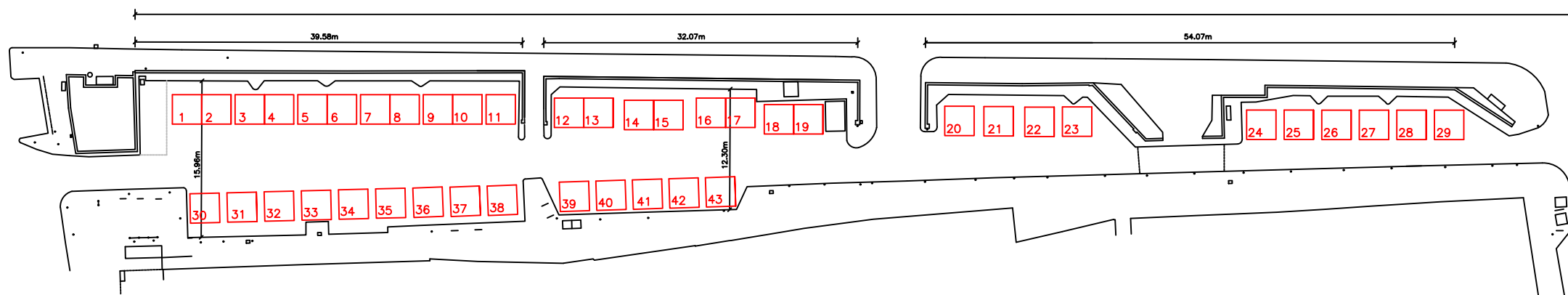
AB ARCHIBOLD  
B HEIGHT TO BEAM UNDERSIDE  
BW BRICK WALL  
BT BRITISH TELECOM  
CBV CABLE TV  
C CONCRETE  
CPS CONCRETE PAVING SLABS  
DZ DROP ZEPH  
ER EARTH ROD  
FB FLOOR BED  
FH FIRE HYDRANT  
FW FLOOR WATER  
G GULLY  
GV GATE VALVE  
IC INSPECTION CHAMBER  
IL INVERT LEVEL  
LP LAMP POST  
P POST  
RE ROOMS EYE  
RS ROAD SALLY  
RSB ROAD SIGN  
RWP RAIN WATER PIPE  
SWP SOL. WAST. PIPE  
SW SURFACE WATER  
TL TRAFFIC LIGHT  
TOP TOP OF FENCE LEVEL  
TSM TOP OF WALL LEVEL  
TP TELEGRAPH POLE  
V VENT PIPE  
WM WATER METER  
WP WASTE PIPE  
WSV WATER STOP VALVE

FW FENCE THREE	CF Chicken Wire
SB Street Sign	IF Intercom
CB Chain Board	IR Iron Rolling
CI Cast Iron	OB Openboard
CL Chain Link	PF Post and Rail
CP Chain Plate	FW Post and Wire
CP Chestnut Piling	

All tree details should be checked by an Arborologist




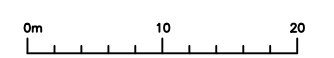
# Stall Locations



# Old Market Place (West)

 6x3m stall  
 3x3m stall  
 TOTAL = 43x 3x3m plots

REVISIONS	DATE	BY
 10 St John Street, London W4 T: 020 8996 7000 E: enquiries@matrixsurveys.com		
<b>PROJECT</b> CHISWICK FLOWER MARKET OLD MARKET PLACE LONDON W4		
<b>TITLE</b> SITE PLAN - West Sheet 1 of 2 AS EXISTING		
SCALE	1/200@A0	DATE
		AUG 2021
DRAWN BY	RF	CHECKED BY
		SN
DRAWING No.	01	FILE No.
		21/2700





DO NOT SCALE FROM DRAWING  
ALL DIMENSIONS TO BE CHECKED ON SITE

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NOTES:  
ALL MEASUREMENTS TAKEN TO EXISTING SURFACE FINISHES UNLESS STATED OTHERWISE  
ALL LEVELS IN METRES  
ALL ARROWS POINT UP  
LOCAL SURVEY GRID

LEGEND:

20.00P	FLOOR LEVEL
20.00H	WINDOW HEAD LEVEL
20.00S	WINDOW SILL LEVEL
20.00C	CEILING LEVEL
20.00SC	SUSPENDED CEILING LEVEL
20.00B	BEAM LEVEL
20.00D	DOOR HEAD LEVEL

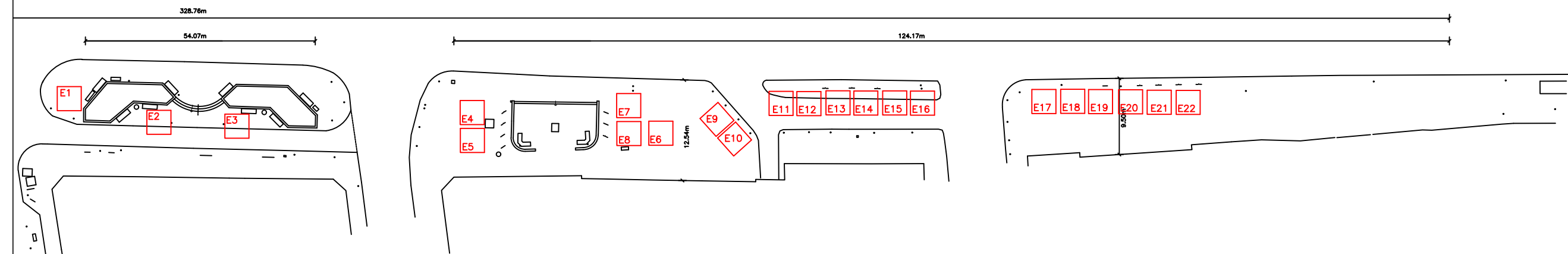
AN	ANNEX
B	HEIGHT TO BEAM UNDERSIDE
BM	BENCH MARK
BT	BRITISH TELECOM
CB	CABLE TV
CB	CURBING
CC	CONCRETE PAVING SLABS
CK	CHOP KISS
ER	EARTH ROD
FB	FLOOR BED
FI	FIRE HYDRANT
FW	FULL WATER
G	GULLY
GV	GULLY VALVE
IC	INSPECTION CHAMBER
I	INVERT LEVEL
JP	JAMP POST
P	POST
RE	ROADSIDE EYE
RS	ROAD SIGN
RG	ROAD GULLY
RS	ROAD SIGN
RWP	RAIN WATER PIPE
SVP	SOIL VENT PIPE
SW	SURFACE WATER
TL	TRAFFIC LIGHT
TOP	TOP OF FENCE LEVEL
TM	TOP OF WALL LEVEL
TP	TELEGRAPH POLE
V	VEN
VP	VENT PIPE
WM	WATER METER
WP	WASTE PIPE
WSV	WATER STOP VALVE

FENCE TYPES

SW	Barbed Wire	CW	Chicken Wire
CB	Chain Board	IF	Iron Fencing
C	Corrugated Iron	IR	Iron Rolling
CL	Chain Link	DB	Overboard
CP	Chain Panel	FR	Post and Rail
CP	Chain Panel	FW	Post and Wire

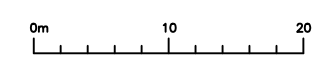
All tree details should be checked by an Arborist

# Stall Locations

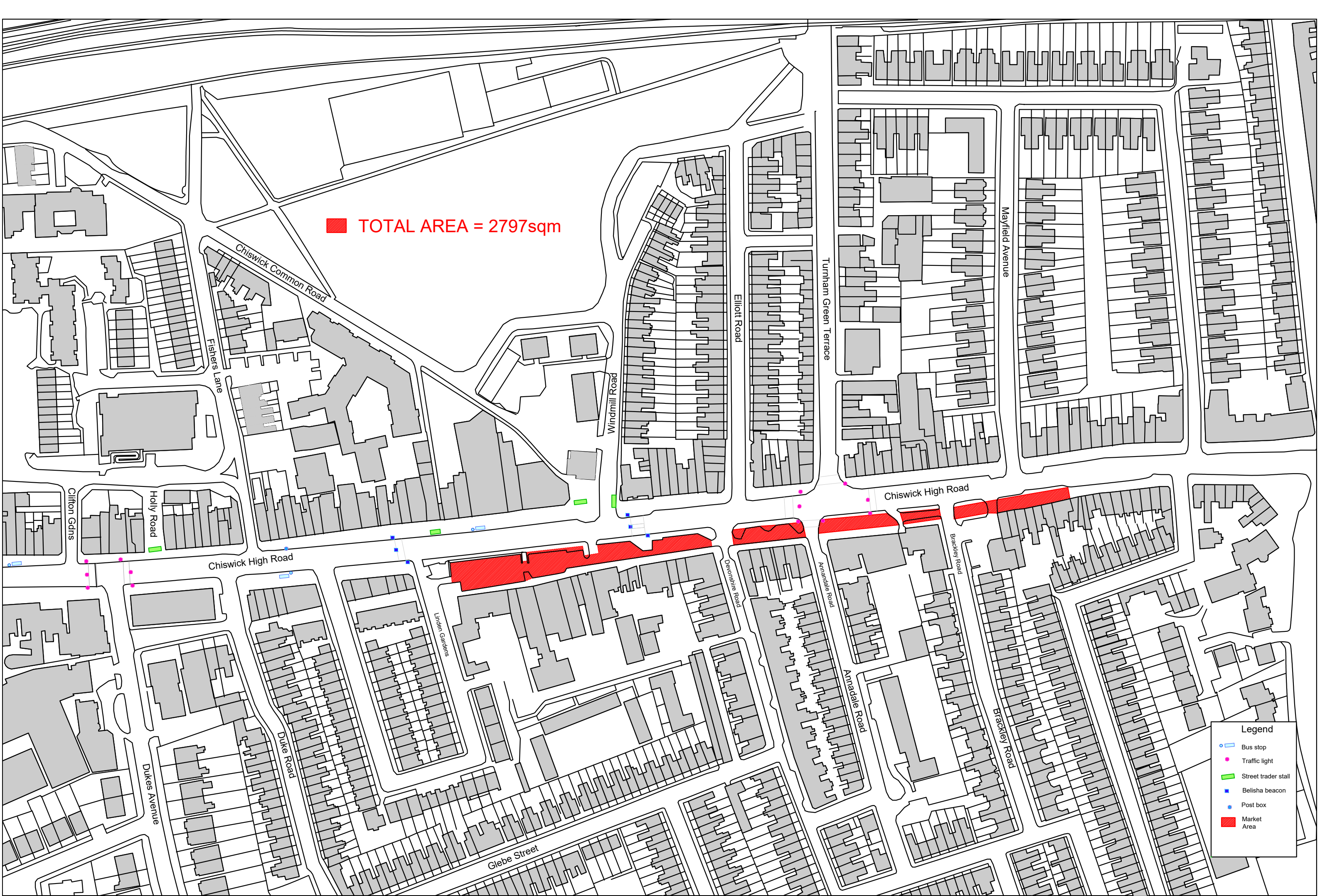


# Old Market Place (East)

 3x3m stall      TOTAL = 22x 3x3m plots



REVISIONS	DATE	BY
<b>matrix</b> SURVEYS 100 Whitehall Road, London W14 7AF Tel: 020 8996 7000 Fax: 020 8996 7001		
PROJECT		
CHISWICK FLOWER MARKET OLD MARKET PLACE LONDON W4		
TITLE		
SITE PLAN - East Sheet 2 of 2		
AS EXISTING		
SCALE	1/200@A0	DATE
		AUG 2021
DRAWN BY	RF	CHECKED BY
		SN
DRAWING No.	02	FILE No.
		21/2700



■ TOTAL AREA = 2797sqm

**Legend**

-  Bus stop
-  Traffic light
-  Street trader stall
-  Belisha beacon
-  Post box
-  Market Area





