**Westminster City Council**

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# APPLICATION FOR A TEMPORARY STREET TRADING LICENCE

**NOTTING HILL CARNIVAL 2019**

## Applicant Details - Please fill in all fields.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant First**  **Names:** |  | | |
| **Applicant Family**  **(Surname) Name:** |  | | |
| **Date of Birth:** |  | **Place of Birth:** |  |
| **Home Address** |  | | |
| **Post Code:** |  | | |
| **National Insurance Number:** |  | | |
| **Mobile Telephone**  **Number:** |  | | |
| **Email Address:** |  | | |

## Event Details

Applicants must identify their preferred pitch locations. Number 1 will be the first preference and then identify the second. Details of pitch locations can be found in guidance document. The Council will try and facilitate traders preferences. However, this does not guarantee being allocated that particular pitch and there will be no right to appeal the location that you are allocated to trade from.

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| --- | --- | --- | --- | --- | --- | --- |
| **Pitch Preferences** | **1:** |  | | **2:** |  | |
| **Pitch Type:**  **(Indicate type)** | **Cooking** |  | | **Non-**  **Cooking** |  | |
| **Cooking Trailer Pitch: (Y/N)**  \*please note no open BBQ permitted on the South side of Talbot Road | | |  | | | |
| **Dates to Trade:**  **(Tick appropriate dates)** | **25th August** | |  | **26th August** | |  |

## 3. Registered Assistants

Applicants must register the assistants that will be working on the pitch during the period of the licence. The maximum number of registered assistants is six.

Please note that a copy of the assistant’s photographic identification (e.g. passport, driving licence) of each of the assistants along with two passport sized photographs of the assistants must accompany this application. (JPEG / Electronic photos are permitted, they must be a recent clear face shot of applicant / assistant)

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| **No** | **Full Name** | **Address** | **Date of Birth** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

## 4. Non-Food Commodities

Please tick the items that you intend to sell or the service to be provided.

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| --- | --- | --- | --- |
| **Tee shirts** |  | **Clothing** |  |
| **Whistles** |  | **Decorations** |  |
| **Flags** |  | **Craft items** |  |
| **Knitted hats** |  | **Baseball caps** |  |
| **Other Commodities**  **(Please describe)** |  | | |

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| **5. Sale of Food** (If applicable)  Proposed number of food units to be on site. | **Public Catering** |
|  |
| Contact details for catering units –  Name, Address & Telephone (*If different from above)* |  |
| Address where food is stored. (*If different from above)* |  |
| Which Local Authority is your food business registered with? Please state the date of your last inspection and your Food Hygiene Rating Score. |  |
| Name of the person in charge of the food business whilst on site. Level of food hygiene and date of training. |  |
| List menu items.  Is the food cooked/uncooked, wrapped/unwrapped? |  |
| List equipment to be brought to site stating whether powered by gas or electric. Provide dates of the latest inspections i.e. Gas Safe Inspections, PAT certification.  If food is cooked on site, by which means *(i.e. LPG, generator, barbeque, etc)* |  |
| In addition to your food safety  documentation please provide the  following details:   * how the food is prepared/stored   before transit   * transportation * storage on site * preparation on site * cooking/reheating * hot/cold holding * serving of food     Please give details of the controls you  have in place (e.g. maintaining the cold chain, temperature control, cross  contamination control, cleaning, etc.) |  |
| Allergens – List the allergens that are present in your food. Confirm how this is advertised to customers. |  |
| Provide details of your hand washing facilities. If handling open food, fresh running warm water, which should be easy to use, must be provided. |  |
| A Health and Safety Risk Assessment should be carried out that is relevant for the event. Please list the hazards you have risk assessed. |  |
| Fire safety equipment – please state the type and size. |  |

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| **6. Vehicles.**  Only 1 vehicle pass will be issued to each street trader. Once the vehicle has been specified it cannot be amended and only vehicles with the correct vehicle access permit (VAP) will be permitted to enter the site. The permit will be issued to licence holders near to the event. | | | | | | |
| **Registration Number:** |  | | | | **Make**: |  | |
| **Model**: |  | | | | **Colour**: |  | |
| **Hire Vehicle (tick)** | **Yes:** |  | **No:** |  |  | | |
| **If Yes state hire company name and address** | | | | |  | | |
| If you are hiring a car or van you must submit a copy of the hire agreement with this application. Tick if attached:  The driver will need submit a copy of their driving licence with this application. Tick if attached:  It is unlikely that parking will be permitted this year within the Carnival Footprint for Street Traders unlike in previous years. However, if there are available parking then please indicate whether you would wish to park within the Carnival footprint if it was available  Please note that the Council will inform those who have indicated a wish to park within the Carnival footprint if that option is possible this year and the cost of that parking permit. | | | | | | |

## 7. Trader Briefing

Unlike previous years there will be no requirement for traders to have individual appointments with Westminster City Council Officers. Traders will be required to attend one evening session on **Wednesday** **7 August 2019**, **Thursday** **8 August 2019** or **Monday 12 August 2019** from **18:30hrs to 20:30hrs**.

The sessions will be held at Westminster City Hall, 18th Floor, 64 Victoria Street, London, SW1E 6QE. All documentation should be completed prior to this date at the latest so licenses can be issued after completion of the session

**Wednesday** **7 August 2019**

**Thursday** **8 August 2019**

**Monday 12 August 2019**

## 8. Commercial Food Waste

This year we will be trialing a food waste service for food stalls trading at Notting Hill Carnival. Thirty percent of rubbish thrown away at Carnival is food waste. By using this service your food waste will be recycled instead of sent for incineration.

This will involve a 140L food waste bin being delivered to your stall on Sunday morning and emptied at the end of the day and returned on Monday morning. This is a free service.

If you would like to opt in to our commercial food waste service, please tick here

## 9. Carnival Mobile App

The event organisers, Notting Hill Carnival Limited would like to feature traders on their mobile app to help direct the public to food, drink and other goods. If you would like your location to be featured on the mobile app please provide the trading name of your stall below.

I am happy for my details to be shared with Notting Hill Carnival Limited for the purpose of being featured on their mobile app. Please tick here

Stall name to be featured on the mobile app:

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| **IMPORTANT: The application must be completed in full and signed. The application must be accompanied by the documents referred to below or the application will be invalidated and not progressed. Applicants must also confirm they hold the documentation below.** | | |
| (1) | Passport Style photographs of the applicant and all registered assistants (up to 6) | Yes/No |
| (2) | Photographic identifications (confirming name & address) of the applicant and all registered assistants. |  |
| (3) | I (applicant) hold valid Public Liability Insurance (in the name of the applicant) of no less that £5,000,000 that covers the period of the event. | Yes/No |
| (4) | I (applicant) and all registered assistants hold current valid food safety certificates (if food is being sold) | Yes/No |
| (5) | I (applicant) and all registered assistants hold valid Right to Work documentation to work within the United Kingdom | Yes/No |

I wish to apply for a temporary street trader’s licence and confirm that the information given by me on this form is correct. I realise that giving false information could lead to prosecution. I will comply with all conditions and recommendations attached to the guidance document. I give permissions for my personal details and that of my assistants to be shared with other relevant authorities for the purposes of ensuring public safety.

Signed: Dated:

Print name:

## NOTES

1. **INSURANCE**

The licensee shall take out third party insurance cover with a minimum liability of at least £5,000,000 or to the cover mutually agreed between the Council.

## TRAINING

Proprietors of food businesses are required to ensure that their employees who handle food are supervised and instructed and/or trained in food hygiene matters sufficient for the work activities they undertake. It is strongly recommended therefore that all food handlers are trained and hold a certificate of competence in basic food hygiene from a recognised and approved training body.

## ANY LICENCE GRANTED IS SUBJECT THE CONDITIONS ATTACHED TO THE LICENCE.

1. **IMPORTANT NOTE**

**Application forms MUST be completed correctly.** This application form is open to inspection by relevant partners and the public.

***Data Protection Act 1998: This information will only be used for the purposes stated above. Please address any data protection enquiries to the Data Protection Officer, Information Services, City Hall, 64 Victoria Street, London, SW1E 6QP***