

Official use only:

Date received:

Case Ref:



**APPLICATION TO RENEW A STREET LICENCE
LONDON LOCAL AUTHORITIES ACT 1990**

RENEWAL FORM

You must complete this form in full and submit it to the council. The completed application should be sent to:-

Royal Borough of Kingston upon Thames, Licensing Team, Guildhall II, High Street, Kingston, KT1 1EU.

Alternatively you can send a scanned PDF copy of your application to licensing@kingston.gov.uk

If you have changed your name and/or address, please provide details of the changes below.

Licence holder details:

Title: Mr Mrs Miss Ms Other title:

Surname

CORELLI

First Name(s)

Paola.

Date of birth

[REDACTED]

Place of birth

[REDACTED]

Home address

[REDACTED]

Main telephone number

[REDACTED]

Email address

[REDACTED]

Trading details:

Pitch details

1012.

Pitch address

Fife Road, KINGSTON UPON THAMES.
KT1 1SZ.

Details and registration number of the vehicle (and where appropriate trailer) used

ICE CREAM VAN.
YD04 4PV.

Declarations:**The following MUST be submitted with your application:** (please tick the boxes)

- | | |
|---|-------------------------------------|
| 1. Two full face passport sized photographs. (see guidance over page) | <input checked="" type="checkbox"/> |
| 2. Evidence of Public Liability Insurance (minimum cover £5 million) | <input checked="" type="checkbox"/> |
| 3. Proof of address (if you have changed address since last renewal) | <input type="checkbox"/> |

Signature**This form must be signed by the applicant.****I declare that the particulars given in this application are true in every respect. I realise that giving false information could lead to prosecution and the loss of any licence granted.****Signature:****Print Name:**

PAOLA CORELLI

Date:

04/04/2025

Please note any statutory consultation periods will commence once we have received the completed signed form with all the required accompanying documentation. You are advised to check that your application has been received if you have not heard from us within 4 weeks of postage. No liability can be accepted by the Council for any loss of application in the post.

Freedom of information

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request. To comply with financial regulations, details of license holders may also be disclosed to authorised Government agencies.

Guidance to applicants

Your renewal form must be fully completed, signed and dated. **If your current street trading account is not up to date, your street trading licence will not be renewed.**

How do I pay for my licence?

No fee is required at this time. If you currently pay your annual fees for the licence following receipt of an invoice, the existing payment plan will be carried over provided your application is successful. If you wish to set up a new payment plan, please contact the licensing team to discuss your options.

What documents must accompany my application?

We require the following supporting documentation.

- **Photographs:** two passport-sized photographs (this may be done electronically). The photographs must be of the passport approved type: - Colour photographs - Recent - 45 millimetres (mm) high x 35 millimetres (mm) wide - Taken against an off-white, cream or light grey plain background so that features are clearly distinguishable against the background.
- **Insurance:** Evidence of £5m Public Liability Insurance Cover.
- **Proof of address:** If you have moved you will need to provide us with evidence of your new address

What happens next?

If you submit everything we need, we aim to process your licence within 10 working days. If you are unsuccessful, we will explain why or what you need to do to help us process it. The licence we issue needs to be kept and displayed on the stall.

Existing pitch 1012, Fife Road, Kingston upon Thames

