



**LONDON LOCAL AUTHORITIES ACT 1996
APPLICATION FOR A LICENCE TO HOLD AN OCCASIONAL SALE**

If you are completing this form by hand please write legibly in BLOCK CAPITALS using ink.

You may wish to keep a copy of the completed form for your records.

PLEASE READ THE NOTES ATTACHED BEFORE COMPLETING THE FORM BELOW

To: London Borough of Bromley, Public Protection, Licensing Section, Bromley Civic Centre, Stockwell Close, Bromley Kent, BR1 3UH.	
1. Name of applicant (proof required see note)	
2. Address of applicant (proof required see note)	
Daytime telephone number:	Evening telephone number:
Mobile telephone number:	
Email address:	
3. Location of sale	
4. Name of registered Land Owner	
5. Date, Time and Expected duration of sale	
Date:	
Time:	
Expected duration:	
6. Number of persons expected	

7. Name, address and telephone number of person who will receive and answer complaints

Name:

Address:

Daytime telephone number:

Evening telephone number:

Mobile telephone number:

Email address:

Arrangements for the sale

8. Parking (see note)

9. Traffic (see note)

10. Litter (see note)

11. Noise (see note)

Signature:

Date:

Note

The names and addresses of persons selling at the sale must be publicly displayed (see note 12)

Please note that the information provided on this form may be used for the prevention and detection of fraud. Certain information may also be passed to the Inland Revenue if we are required to do so.

(3)

Occasional Sales

Guidance notes for applicants And information about licence conditions

Licence fees

Please see licence fees on the Occasional Sales web page.

First time applications will only be accepted if brought **in person** to the address below.

Subsequent applications may be sent by post to:-

Licensing Section, Public Protection, London Borough of Bromley, Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH.

Payment may be made by Credit Card, Postal Orders or cheques made payable to "London Borough of Bromley". Please do not send cash in the post.

A separate application form **must** be submitted for each date.

First time applications.

The first time you make an application for an occasional sales licence you will be asked to provide certain information which will not be asked for again unless there are changes in the organisation of the sale. This will include plans of the area used for the sale and proof of identification. For this reason the first application will need to be made in person at the Civic Centre.

To ensure that an officer is available to see you when you come, it is advisable to make an appointment. Please phone 0208 313 4218 and ask to speak to the Licensing Support Team or one of the Licensing Officers.

What type of sale needs a licence?

You will need to apply for an occasional sales licence if you are running an "occasional sale" (e.g. Boot sale or Antiques Fair) with more than five stalls which is in the open air.

Some boot sales may be exempt if they are being run solely or principally for a charitable, social, sporting, religious or political purpose.

Note: *A holder of an occasional sale licence must still operate within planning legislation which restricts the number of occasional sales that may be held on a particular site or plot of agricultural land to 14 per calendar year.*

If you are not sure, if you need a licence please contact the Licensing Section.

(4)

When to apply?

Applications must be made at least 42 days before the date of the sale. After your initial application you can apply for more than one date at a time.

Who should apply?

- 1 The applicant must be a person who:-
 - a) Receives or is entitled to receive payment for any space or pitch hired or let on the site of the sale to persons wishing to trade at the sale; or
 - b) Is a person promoting the sale, or as the agent, licensee or assignee of a person promoting the sale, he receives or is entitled to receive payment from persons trading at the sale for goods sold or services rendered to persons attending the sale

What information do you need to provide?

1. **For first time application only** proof of name should be provided such as:-
 - Passport, or
 - Driving Licence, or
 - Credit Card / Building Society passbook, or
 - National Insurance card.
2. **For first time applications only** proof of address should be provided such as:-
 - An original utility bill (e.g. Electricity / Gas / Telephone) which is less than six months old, or
 - An original and current Council Tax bill, or
 - An original Bank / Building society / Store / Credit card statement which is less than six months old, or
 - An original and current TV Licence.
3. The exact location of where the occasional sale will take place.

A detailed plan of the site, at least A4 in size, should be provided. This may be taken from a recent detailed map or be a scaled drawing. The extent of the site should be clearly defined on the plan; also any areas of rough ground, water courses, deep uncut grass, significant gradients, derelict buildings, ruins, pits or hollows in the ground should be clearly identified.
4. The name of the person(s) registered on the title deed of where the occasional sale is proposed to take place.
5. The date of the proposed occasional sale.

The time that the occasional sale will commence.

The expected duration of the occasional sale, i.e. 9.00am to 2.00pm

6. An estimate of the number of persons expected to attend the occasional sale based on past experience, similar events, time of the year etc. It is recommended that you over estimate, as a mistake could lead to road traffic congestion if adequate provision has not been made.
7. The name, address and telephone number of the person appointed by the applicant to receive and answer complaints about the occasional sale.

Note: This person should be available for the duration of the sale and prepared, if necessary, to enter into postal correspondence with all complaints within 10 working days from the date when the occasional sale took place.

This person should identify themselves and display their name and address clearly in a prominent position and throughout the sale.

8. A clear and precise scaled plan of the whole site, at least A4 size, should be provided showing:
 - a) The access point(s) to the site from the public highway for vehicles of persons attending the sale;
 - b) The exit point(s) from the site to the public highway for vehicles of persons attending the sale;
 - c) The access and exit point(s) to and from the site to the public highway for persons trading at the sale if different from above;
 - d) Access point for emergency vehicles, should be at least 3.5m wide and be maintained throughout the whole of the sale;
 - e) Vehicle parking area(s) for those persons attending the sale;
 - f) Controlled areas of no parking on car park access routes;
 - g) Adequate and unobstructed pedestrian access away from moving vehicles.

Note: On site access roads should be maintained in good condition so as not to cause damage to vehicles or endanger pedestrians.

Only competent persons should be employed to direct traffic at the sale and should be at least 16 years of age.

9. A recent street plan drawn to scale of the local vicinity should be provided showing:
 - a) Any controlled areas of no parking;
 - b) Other means of controlling traffic congestion, e.g. marked filter lanes, park and ride scheme etc.;

Note: Only Police Officers or Traffic Wardens are considered competent to direct traffic on a public highway.

10. A scaled plan should be provided that shows the location and number of waste disposal points available.

Information is required regarding:

- a) the capacity of waste containers e.g. 300 litre steel drums, mini skips;
- b) The type of litter likely to be produced e.g. fast food packaging, plastic cups, paper, aluminium cans;
- c) Arrangement for the collection of litter both during and after the sale.

Note: This should extend to and include the approach roads for a distance of up to half a mile;

- d) Arrangements for the transportation and disposal of litter, e.g. use of licensed carrier for depositing at a licensed site;
- e) Effort taken to reduce, reuse and recycle collected waste;
- f) Method of advertising the sale to the general public, note, the use of fly posters will be considered litter in this context.

Plans

Plans are asked for in relation to Question 3 the location of the sale, Question 8 parking, Question 9 traffic and Question 10 Litter. You may put all the information on one plan but you may find it easier and clearer to use separate plans for each question. If you have difficulty in obtaining plans please contact the Licensing Section who may be able to help.

11. Measures for controlling noise caused by the sale. You may need to consider all or some of the following:-

- a) Setting a time limit that traders and their vehicles will be permitted entry to the site, those that arrive early to be turned away and not permitted to wait;
- b) Checking in of traders to be undertaken away from the public highway;
- c) Limiting activities on the site such as; erecting posts, fencing, stalls, portable cabins, installing rubbish bins, movements of noisy vehicles to certain times;
- d) Not allowing noisy vehicles or equipment on the site at any time throughout the duration of the sale;
- e) Positioning and limiting the use of personal address equipment;
- f) Reducing the sound level from traders amplified music;

- g) Preventing the use of portable generators except those fitted with noise limiting devices e.g. silencing baffles, acoustic housing;
- h) Reduce noise by position and ensuring competent management of amusements e.g. bouncy castles.

Licence conditions

12. The name and address of **EACH** person selling articles at the sale should be clearly and publicly displayed. The information should be displayed throughout the **WHOLE** event and be protected from inclement weather. The information should be securely fastened to the stall against the effects of wind or tampering.

There are 3 ways this licence condition may be met.

- 1. Each seller displays their full name and address (This may be a business address in the case of commercial traders).
- 2. Each seller displays their name and postcode.
- 3. The licence holder allocates plot numbers and records the name & address of each plot holder. This record would have to be held for 4 weeks to assist in tracing any traders in the event of any complaints.

Cancellation

If a sale is abandoned due to inclement weather the licence fee may be refundable.

To claim a refund or transfer of the licence to another date the sale must have been cancelled prior to the event or within 1 ½ hours of starting.

You must telephone the licensing team on 0208 313 4216 within 24 hours and confirm in writing on form L96 (Available from the Licensing Section).

Number of sales in a year

You can hold up to 14 sales within a year (January – December) under planning law. Licences will **NOT** be issued for any greater number.

Any licences transferred to a new date after a cancellation must be held within the same year.