

**Occasional Sale (including Car Boot,  
Table Top sales etc.)  
Application for the Grant of a Licence**



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

Licensing Team, Council Offices, 37 Pembroke Road, London W8 6PW  
Telephone: 020 7341 5152 email: [licensing@rbkc.gov.uk](mailto:licensing@rbkc.gov.uk)

This form should be completed and forwarded to the Royal Borough of Kensington and Chelsea, Licensing Team at the above address with the required fee at least 42 days prior to the event.

Please ensure that your answers are typed in black. Some text boxes may have a limit on the number of characters. Where necessary please use additional sheets and upload them with your form.

**ALL FIELDS MARKED IN RED ARE MANDATORY AND MUST BE COMPLETED.**

Before submitting your application please save a copy to your desk top. Please ensure that you provide a valid email address.

I/We apply for a Licence for the location specified in section 3 below

<p>1. Full name and private address of applicant(s). If the application is made by a limited liability company, please give the address of the registered office (Note A) and where different, also state the main trading address of the company.</p>	<p>Name</p> <p>Address</p>     <p>Main trading address of the company</p>     <p>Telephone No</p> <p>Email address</p>
<p>2. Full name and private address of the registered land owner, (if different from section 1 above)</p>	<p>Name</p> <p>Address</p>     <p>Telephone No</p> <p>Email address</p>

<p>3. Details of the proposed Occasional Sale (please provide a plan or drawing showing entrances/exits, parking areas, buildings and sales areas).</p>	<p>Location</p> <p>Date</p> <p>Start time</p> <p>Finish time</p> <p>Expected number of attendees</p>
<p>4. Give details of the expected number of pitches/ vehicles, arrival time and time the site will be vacated</p>	<p>Time of setting up of vendors' pitches</p> <p>Time site will be vacated</p> <p>Number of vendors pitches</p>
<p>5. Please provide details of the arrangements for vehicle parking, controlling congestion, litter and noise and any other information you consider may be relevant to your application(continue on a separate sheet if necessary)</p>	<p>(i) Proposed parking arrangements</p> <p>(ii) Proposals for traffic management/road congestion</p> <p>(iii) Proposals for controlling litter</p> <p>(iv) Proposals for controlling noise</p>
<p>6. Full name and private address of the person appointed to deal with complaints about the sale, (if different from section 1 above)</p>	<p>Name</p> <p>Address</p> <p>Telephone No</p> <p>Email Address</p>
<p>7 Will there be any food stalls? (if yes please provide further details of the number of food stalls and where they will be located)</p>	<p>YES                      NO</p>

8 Has the applicant been granted a licence to hold an Occasional Sale in this or any other borough in the past 3 years? If yes, please provide details	YES NO
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Where application is made by a limited liability company, the secretary or a director should sign. In the case of a partnership, each partner should sign. If signing on behalf of applicant, please state in what capacity you are acting.

Signature(s) of applicant(s) or applicant's solicitor or other duly authorised agent.

Date

Address to which correspondence should be sent

**Data Protection:** This information will be used by the Royal Borough of Kensington and Chelsea for the purposes of Licensing and related purposes. The application form may be examined on request by any member of the public. In addition, this information will be disclosed to the Police, The London Fire and Emergency Planning Authority, relevant ward Councillors and other Council departments. To comply with financial regulations, details of license holders are also disclosed to the Inland Revenue.

**Now save your form and upload here**