

Name xx
Address xx

Markets & Street Trading Team
Regulatory Services
@southwark.gov.uk
Tel: 0207 525 6000
Date xxxxxx

Dear Mr xx,

RE: STATUTORY NOTICE – SECTION 60 OF THE FOOD ACT 1984 & SECTION 27 OF THE STANDARD LICENCE CONDITIONS - PROPOSALS TO REVOKE STREET TRADING LICENCE

I refer to my letter dated xxx in respect of non payment of trading fees.

In accordance with the requirements of the Food Act 1984, and related standard licence conditions, I hereby notify you that an item will be presented to the Licensing Sub Committee at their meeting on xxxxx at 160 Tooley Street, London, SE1 2TZ proposing to revoke your trading licence, in accordance with the revocation process.

To date, you have not settled the outstanding arrears on your trading account. Your arrears as of DATE xxxxx amount to: xxxx.

The revocation of your street trading licence is being recommended on the grounds that for a period of 2 months or more, you failed to pay fees or charges due to Southwark Council in connection with your trading licence.

Section 27 of the standard licence conditions states:-

“Any trader in arrears with their licence fee in excess of 2 months may have his/her licence revoked as per the agreed revocation procedure”.

You will have the opportunity to appear before the Licensing Sub-Committee, and to be heard in this matter. A representative may accompany you if you wish.

You may also make a written representation on this matter. This must be received in the market office no later than Tuesday 24th January 2017 and must be addressed to: Lisa York, **Markets & Street Trading Manager, SAST House, 47 – 53 Dawes Street, London, SE17 1EL.**

If you pay all outstanding arrears prior to the Licensing Sub Committee meeting, the report proposing the revocation of your trading licence will be withdrawn. **May I remind you that your account will need to have a zero balance to be withdrawn prior to the Licensing Sub Committee.**

Any payment must be showing on your account prior to the hearing. If paying at a bank you should ensure five clear working days before the date of hearing. If you have not left 5 clear days, you will need to bring proof of payment to the Market Office.

You have not been charged for this letter but you will be charged £25.00 for any further correspondence regarding this debt.

Yours sincerely,

Hannah Lilley
Markets & Street Trading Team
47 – 53 Dawes Street
London
SE17 1EL