

**APPLICATION FOR PERMISSION TO PLACE TABLES AND CHAIRS** **ON THE PUBLIC HIGHWAY**

#### COVID-19 TEMPORARY PROVISION

(Business and Planning Act 2020)

**GRANTS OF PAVEMENT LICENCES ARE DISCRETIONARY AND THE COUNCILS DECISION IS FINAL**

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| **Applicant/s Name:** | |  | | **Contact Details** | **Tel No** | |  | | |
| **Email** | |  | | |
| **PREMISES DETAILS** | | | | | | | | | |
| **Trading Name:** |  | | | | | | | | |
| **Address;**  **(incl Postcode)** |  | | | | | | | | |
| **Tel No:** |  | | | | | | | | |
| **PREMISES DESCRIPTION:** | | | | | | | | | |
| **Do you sell food/drink?** |  | | **Are you licensed to sell alcohol? If yes please provide licence reference** | | | | |  | |
| **Requested hours**  **Hours cannot exceed past 23.00 hours each day** | | | **Does your premises have any private outside areas**  **(i.e. car parks/ courtyards/ gardens)** | | | | |  | |
| **Monday** |  | |
| **Tuesday** |  | |
| **Wednesday** |  | |
| **Thursday** |  | | **Please specify any variation to the normal requested hours. I.e. bank holidays** | | | | |  | |
| **Friday** |  | |
| **Saturday** |  | |
| **Sunday** |  | |
| **REQUESTED SPACE ON THE HIGHWAY** | | | | | | | | | |
| **Number of Tables** |  | | **Number of Chairs** | |  | **Number of parasols (if applicable)** | | |  |
| **Number of barriers (if applicable)** |  | | **Other Furniture (i.e Stall/Counter/heaters or any other furniture associated with operation** | |  | | | | |
| **Part of the highway requested: please provide details of the area you wish to utilise**  I understand I must include a plan showing the boundary of the area requested, with dimensions of the area specified**.** | | | | | | | | | |
|  | | | | | | | | | |
| **Advertising of the application** | | | | | | | | | |
| * I understand on the day: I make this application to the Licensing team I must place the set public notice, prominently displayed on my premises **for 7 working days**.   Notice can be found at:   * I understand I must send an image of this notice in situ to the licensing team, on the day of my application – photographs must include: one showing the details written on the notice and one showing its location on the premises. * I understand that a 5 working day public consultation process will be undertaken regarding my application and the licensing team must consider any representations received during this period when determining my application. * I understand if I am found not to have complied the advertising process, my application will be rejected/ or any granted consent revoked. | | | | | | | | | |
| **Supporting documentation required**   * A plan showing the location and size of the outside area being requested, with the table positions indicated on the plan. * Photograph of the proposed furniture and any barriers etc. * Public Liability insurance (minimum of 5 million pounds cover)  Please return application form and supporting documents to: [licensing@gloucester.gov.uk](mailto:licensing@gloucester.gov.uk) | | | | | | | | | |
| **DECLARATIONS**   * I understand any furniture I am permitted to place on the highway must be robust, easily cleaned and in good operational condition at all times. * I understand that permission to place furniture on the Highway will be granted for an initial period of up to 12 months, to assist with the Covid-19 restrictions on business operations, and that should I be granted such permission it does not set any precedent for any future use of the highway after the expiry any this licence. * I understand use of any licensed area, will be subject to 3 monthly safety and impact reviews. * I understand that all applications for a licence to use the highway, will be considered on their own merit on a case by case basis and that the Councils decision is final, *There is no right of appeal*. * I confirm that public liability insurance (minimum of 5 million) is in place covering the use of the proposed area, and I will enclose a copy with this application * I have read and agree that I will comply with all licence conditions that may be attached to the pavement licence * I understand that a consent can be revoked at any time for the following reasons * A breach of licence condition has occurred * A public health or safety risk has been identified * The highway is being obstructed other than the permitted area * Anti-social behaviour or public nuisance is being caused * The applicant is found to have made a false or misleading statement on application or found not to have fully complied with the advertising process. * The designated area or any part of the area is deemed as no longer suitable for use. * I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes * I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent * I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.   **I confirm that all the above information is true to the best of my knowledge and understand a consent will be revoked if it is found I have made a false or misleading statement.**  Name (please print): ……………………………………………………  Signed:……………………………………….. Date: …………………. | | | | | | | | | |