

APPLICATION FOR PAVEMENT CAFÉ LICENCE

Please read the notes for guidance and conditions form before completing this application.

SECTION 1 - APPLICANT DETAILS

Name of Applicant:
Address:
Post Code:
Contact Name:
Telephone Number:
Email Address:

SECTION 2 - PREMISES DETAILS TO WHICH THIS APPLICATION RELATES

Name of Premises:
Address:
Post Code:
Telephone Number:

SECTION 3 - NATURE OF BUSINESS AT THE PREMISES TO WHICH THIS APPLICATION RELATES

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SECTION 4 - DETAILS OF PROPOSED STREET FURNITURE

Proposed number of tables:	Qty	Proposed number of chairs	Qty
Proposed furniture (ie barriers / planters / menu boards etc) Please give brief description of technical details.			

SECTION 5 – OPERATION DETAILS

Do you wish to sell alcohol? Yes No

If yes, please enclose a copy of licence and other details. The sale of alcohol will require a separate licence from your District/Borough Council,

Please indicate the proposed days and times of operation of the street café:

Day	Time From	Time To	Day	Time From	Time To
Monday			Friday		
Tuesday			Saturday		
Wednesday			Sunday		
Thursday					

Will the tables and chairs be removed from the highway outside the hours specified above? Yes No

SECTION 6 - INSURANCE

Please provide details of your public liability insurance that provides cover of at least £5,000,000 in any one claim.

Name of Insurance Provider:

Policy Number::

Cover From:

To:

SECTION 7 - DECLARATION

I declare that all the information contained on this application form and it's supporting documents is correct. I have read and understand the standard conditions attached to this licence and I confirm my acceptance to those conditions as part of the licence agreement.

Signed:

Date:

Print Name:

Position within company:

Enclosures check list

Tick

Payment fee of £175 for new and £100 for a renewal (non refundable) Cheques payable to Leicestershire County Council	
Location Plan showing proposed location of furniture at a scale of 1:1250.	
Seating Plan showing table and chair arrangement and other furniture layout.	
Barrier, table and chair and equipment specifications.	
Copy of your Public Liability Insurance	

Please return application and payment to :Leicestershire County Council, Highways Management Office, Coventry Road, Croft, Leicestershire LE9 3GP Tel 0116 3050001