

Thurrock Council

Licence to place tables and chairs on the pavement – application form

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Applicant details

Applicant name	
Applicant address, including postcode	
Applicant landline phone number	
Applicant mobile phone number	
Applicant email address	

Premises and application details

Name of premises to be licensed	
Licensee name	
Licensee address, including postcode	
Type of application	<input type="checkbox"/> New application <input type="checkbox"/> Renewal of licence
If you are applying to renew, on what date did your previous licence expire?	

Planning permission

Do you have either planning permission, or written confirmation that planning permission is not required?	<input type="checkbox"/> Planning permission <input type="checkbox"/> Written confirmation
Planning permission reference number, if applicable	

If you have written confirmation that planning permission is not required, please submit the confirmation with this form.

Furniture details

Sizes of tables and chairs should be given in centimetres, as length x width x height.

Number of tables		Size of tables, in centimetres	x	x
Number of chairs		Size of chairs, in centimetres	x	x
Width of the footpath from the building to kerb, in metres				
Where will you store your furniture outside licensed hours? Furniture must not be stored on the public highway				

Proposed days and time of use for the tables and chairs

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start time							
End time							

Declarations

I confirm I have included the following attachments with this application.

Site plan	– required	<input type="checkbox"/>
Insurance evidence	– required	<input type="checkbox"/>
Photos showing the area to be licensed in relation to the main premises	– required	<input type="checkbox"/>
Pictures or photos showing the design of the proposed furniture enclosed	– required	<input type="checkbox"/>
Written confirmation that planning permission is not required	– if applicable	<input type="checkbox"/>

I confirm that:

- the details provided on this application are correct
- any damage to the public highway resulting from the placement of tables and chairs will be repaired by the council and I agree to pay the full costs for any damage
- I hold a public liability insurance policy with a value of £5million and that cover will continue for the entire period in which I occupy the public highway, as required in the conditions
- I have read the conditions of the license and acknowledge that in signing this document I am legally responsible for complying with the license conditions and the requirements of any other associated legislation, codes of practice and conditions imposed by the authority

Signature			
Name		Date	

Submitting your application

To submit your application form and supporting documents, send them by email or post to:

- email – hmaintenance@thurrock.gov.uk
- post – Highways, Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL

To pay the application fee, phone **01375 652 127** and select the option to speak to an adviser.