



**Uttlesford District Council**  
Council Offices  
London Road  
Saffron Walden  
Essex CB11 4ER  
Tel: 01799 510510  
Email: [licensing@uttlesford.gov.uk](mailto:licensing@uttlesford.gov.uk)

## PERMISSION TO PLACE TABLES AND CHAIRS ON THE PUBLIC HIGHWAY

### APPLICATION FORM

Pursuant to Section 115A Highways Act 1980 – Use of the highway in connection with the provision of refreshments.

#### **21/22 Application changes to support reopening of cafes / restaurants, following easing of COVID-19 restrictions**

**Uttlesford District Council is keen to help businesses through this difficult time and have simplified the process to apply for a NEW permit to place tables & chairs on public highway reducing the fee for 21/22 ONLY**

**Businesses must still apply and will be issued with a permit, which will be **£100** and valid until September 30<sup>th</sup> 2022**

If you previously had a permit and wish to extend your hours of operation or increase the street café area please email [licensing@uttlesford.gov.uk](mailto:licensing@uttlesford.gov.uk) with details of requested changes.

The consultation period has been reduced from 28 days and as long as all documents have been submitted you will be **contacted within 10 days with approval** if your application is successful.

*Conditions include;*

- *Identifying and agreeing the extent of the area for the permit*
- *keeping the area clean and tidy*
- *using only tables, chairs and barriers*
- *ensuring all customers are seated, no vertical drinking*
- *no barbecues, fire pits or naked flames*
- *no amplified music or sports commentary*
- *ensuring furniture is removed from the pavement by the agreed time*
- *you have in place Public Liability Insurance of £5m*

A risk assessment must be included advising how you plan to follow government guidance on social distancing, including a basic site plan showing the location of your furniture along with a copy of your public £5m liability insurance

Please complete the below form over and return with the requested documents to [licensing@uttlesford.gov.uk](mailto:licensing@uttlesford.gov.uk)

I/we hereby make application for authorisation/renewal\* of use of the highway in connection with the provision of refreshment at the location shown below, for which planning permission has been granted. (\* delete as appropriate)

**1. Applicant** to be the licence holder

|          |           |
|----------|-----------|
| Name     | Telephone |
| Address  | Mobile    |
|          | Email     |
| Postcode | Fax       |

**In the case of a limited liability company, the name of the company and the address of the registered office must be given**

|              |           |
|--------------|-----------|
| Company name |           |
| Address      | Telephone |
|              | Email     |
| Postcode     | Fax       |

**2 Site Location**

|                  |           |
|------------------|-----------|
| Name of premises |           |
| Address          | Telephone |
|                  |           |
| Postcode         |           |

### 3. Site dimensions *(new applications only)*

Dimensions of area of street (highway) to be occupied *(in metric)*

*Do not include any area of private forecourt*

Width

Depth

Dimensions of private forecourt, if any  
*(in metric)*

Width

Depth

Distance from building line to kerb edge *(in metric)*  
*Or if within pedestrianised area:*  
Distance from building line to nearest highway structure e.g. public bench, telephone kiosk

### 4. Furniture

Please provide illustrations/photographs of the tables, chairs and barriers which you intend to use within the proposed area *(new applications only)*

Do you intend to use patio heaters within the proposed area?

Yes

No

Do you intend to place items other than patio heaters, tables and chairs within the proposed area?

Yes

No

Please give details of all items of furniture, other than tables and chairs, which you intend to place within the proposed area.

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

### 5. Risk Assessment

Please include Risk Assessment Report with the application

## 6. Hours of operation

Please indicate opening hours for each day of the week

Monday \_\_\_\_\_ am/pm \_\_\_\_\_

Tuesday \_\_\_\_\_ am/pm \_\_\_\_\_

Wednesday \_\_\_\_\_ am/pm \_\_\_\_\_

Thursday \_\_\_\_\_ am/pm \_\_\_\_\_

Friday \_\_\_\_\_ am/pm \_\_\_\_\_

Saturday \_\_\_\_\_ am/pm \_\_\_\_\_

Sunday \_\_\_\_\_ am/pm \_\_\_\_\_

Please submit a copy of an Ordnance Survey site plan (scale 1:1250) and a detailed seating plan (scale 1:100 or larger) with the application

## 8. Fee payable

The licence fee is £100.

## 9. Declaration

I/we hereby declare that the information I/we have given is correct to the best of my/our knowledge and belief.

Signed

Date

Please print name

Name of company (*if applicable*)

Position in Company (*if applicable*)

Any persons who, in connection with an application for a Highway Amenity Licence, make a statement which they know to be false or do not believe to be true, shall be guilty of an offence.