# 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](https://www.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 | New application  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? | Planning permission  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 |  |
| Insurance evidence – required |  |
| Photos showing the area to be licensed in relation to the main premises – required |  |
| Pictures or photos showing the design of the proposed furniture enclosed – required |  |
| Written confirmation that planning permission is not required – if applicable |  |

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](mailto: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.