

Application to place Tables and Chairs on the Highway
Section 115 Part VIIA of the Highways Act 1980

Date of Application

Applicant details

Name

Address

.....

Postcode Telephone Number

Email Address

Agent's details if applicable

Name

Address

.....

Postcode Telephone Number

Email Address

Premises to be licenced

Name

Address

.....

Postcode Telephone Number

Please indicate restaurant/café opening hours for each day of the week

Sun	to.....	Thurs	to.....
Mon	to.....	Fri	to.....
Tues	to.....	Sat	to.....
Wed	to.....		

How many tables and chairs do you intend to site?
.....

Do you intend to place heaters within the licensed area? Yes/No

How many

All heaters placed within the licensed area must conform to the required British Standard (see guidelines)

Please list below any other items you intend to place within the licensed area, e.g. umbrellas, barriers, planters.
Include the number and a brief description of each.

Table and Chair licences are valid for one year commencing on the 1 April.
You will therefore need to renew your licence on the 1 April each year regardless of its commencement date. An invoice will be sent to you as a reminder.

Accompanying Documentation

We need to see the following before we can process the application:

- A copy of your public liability insurance for a minimum of £5,000,000 in respect of any one incident to indemnify both Chelmsford City Council and Essex County Council.
- A dimensioned plan clearly showing the area where you intend to place the tables and chairs.
- Details of the furniture you intend to use including umbrellas, heaters, barriers and planters.
- The required fee.

Fees

The application fee for 1 April 2019 to 31 March 2020 is £827.80.

The renewal fee for 1 April 2019 to 31 March 2020 is £263.20.

Please post to: Licensing Team
 Public Places
 Chelmsford City Council
 Duke Street
 Chelmsford
 Essex, CM1 1 JE