

Application for a licence to provide pavement café facilities on the Highway

The scheme which is operated by Swansea Council covers the issue of licences pursuant to sections 115C, 115E, 115F and 115K of Part VII A of the Highways Act 1980 allowing the provision of facilities on the Highway (footways and pedestrian areas only) for consumption of food and/or beverages. **Please read the attached guidance notes prior to completing the application.**

APPLICATION DETAILS	
Name of Applicant Mr./Mrs./Miss	* (Manager / Proprietor / Owner)
.....	
Establishment Name	
.....	
Address	
.....	
.....	
..... Tel No.	
E-Mail	
.....	
.....	
Type of Business	
.....	
.....	
Terms of existing Premises Licence under the Licensing Act 2003: Please state whether the existing licence granted by the Swansea Licensing Authority allows for the on street consumption and sale of alcohol. YES / NO *	
Toilet and washroom facilities (please list):	
.....	
.....	
.....	



INSURANCE DETAILS

Name of Insurance Company/Underwriters:

.....
Policy Number(s):

.....
Name of Insured:

.....
Insured Risks:

.....
Exclusions:

.....
Indemnity Cover (per Claim):

.....
Period Of Insurance:

.....
Date of Policy Renewal:

FACILITIES FOR THE CONSUMPTION OF FOOD AND BEVERAGES

Please provide full details of the following:

No. of chairs :

Type of Chairs :

.....

No. of tables :

Type of tables :

.....

List all other furniture, equipment and objects to be utilised (specifying quantity, manufacture & type):

.....

.....

.....

.....

Give full details of the layout of chairs and furniture etc. from above.
How do you intend sub-dividing areas within, and the enclosure of, the permitted area?
Please sketch layout in the space provided below, or provide separate layout drawing to a minimum scale of 1 in 100. The area of highway required should be indicated on the 1 in 500 scale plan provided.

.....
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.....
.....
..... Please continue on a separate sheet if necessary

N.B. IF APPLYING TO USE AN ADJOINING AREA NOT DIRECTLY ABUTTING THE ABOVE PREMISES, PLEASE ATTACH WRITTEN CONSENT OF OTHER RELEVANT PARTY e.g. owner/occupier

ADDITIONAL DETAILS

Give full details of your method(s) to achieve the required standards of cleanliness within the licensed area.

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.....
.....
.....
..... Please continue on a separate sheet if necessary

How do you intend to remove/secure the Agreed Facilities at the end of each business day? Please give full details.

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.....
.....

FEES

Date from which licence is to run (licences are for 12 month periods only):

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Licence fee (based on maximum no. of chairs to be utilised at any one time) @ **£32.00** per chair:

No. of chairs, x **£32.00** = TOTAL AMOUNT PAYABLE £

.....

Any remittance should be made payable to the **City & County Of Swansea**

AGREEMENT

I/WE AGREE TO ADHERE TO THE TERMS AND CONDITIONS OF THE LICENCE WHICH RELATES TO THE PROVISION OF FACILITIES ON THE HIGHWAY (FOOTWAYS AND PEDESTRIANISED AREAS ONLY) FOR THE CONSUMPTION OF FOOD AND/OR BEVERAGES.

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under Highways Act 1980 Part VII A s 115C, 115E, 115F, 115K. Your information will be used to help us fulfill our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website (www.swansea.gov.uk/privacynotice).

Signed :

Date :

.....

Position (e.g. Manager, Proprietor, Owner etc.)

.....

For further information, please contact:

Aled Jones
Licensing & Enforcement
Streetworks
Players Industrial Estate
Clydach
Swansea
SA6 5BJ

01792 841670
aled.jones2@swansea.gov.uk

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GUIDANCE NOTES - LICENCE FOR THE PROVISION OF PAVEMENT CAFÉ ON THE HIGHWAY

1. Tables, chairs and umbrellas must not be placed on the highway before 07:30 hours and must be removed from the highway outside trading hours and in any event no later than 21.30 hours.
2. Tables, chairs and umbrellas must be removed immediately if so required so to do, so as to permit works in or the use of the highway by: The Council, the Police, Fire and Ambulance Services and any statutory undertaker.
3. The Licensed area must be operated in such a way so as not to cause any nuisance or annoyance to the owners or occupiers of adjoining premises and to all persons using the highway.
4. The transfer of food and drink to the tables and chairs is undertaken by members of staff of the premises.
5. No alcohol shall be consumed in the area unless an appropriate term allowing such sale exists in the premises licence as issued by Swansea Licensing Authority.
6. This permission is for a term of one year (12 Months).
7. A copy of your current public liability insurance certificate must be submitted with the application. The indemnity provided by the policy shall be a minimum of £5,000,000.
8. The Company/Business named above shall indemnify the Authority against all actions, proceedings, claims and liability howsoever arising from the placement of their tables/chairs/barriers/street furniture etc.
9. Failure to comply with these requirements may result in a licence being revoked.

FOR OFFICIAL USE ONLY			
			Date:
Licensee:			
Licensed premises:			
Licence No :		Licence issued:	
Expiry Date :		Licence refused:	
Max no. of chairs :		Licence Cost:	
Max no. of tables :		Refund:	