

2. Applicant to be the licence holder (see Note 1)

Agent to be the licence holder (see Note 1)

Name	
Address	
Post Code	

Name	
Address	
Post Code	

Tel. No.	
Fax. No.	
Email:	

Tel. No.	
Fax. No.	
Email:	

3. Details of Application Site (see Note 2)

Name of Establishment/Business	
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Address of Application Site		
		Post Code
Is more than one frontage proposed to be used (if so please specify)	YES/NO	

Number of tables applied for	
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Number of persons to be seated	
<i>Note: licences will not generally be granted to accommodate customers while standing</i>	

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Dimensions of area of street to be used (<i>In Metric</i>)
This should exclude any area of private forecourt

Width		Depth	
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Dimensions of private forecourt (if any) from building line (<i>In Metric</i>)

Width		Depth	
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Total distance of kerb edge from building line (<i>In Metric</i>)

Width		Depth	
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Do you intend to place free standing space heater(s) within the proposed area (see Note 2(c))

Yes		No	
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Do you intend to place items other than space heaters, tables and chairs within the proposed area? (see Note 2(d))

Yes		No	
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Please give number and details of all other items of furniture including space heaters, planters, umbrellas, barriers etc. Dimensions, manufacturers details/specifications and photographs should be supplied.

Hours during which the tables & chairs will be on the street. (See Note 2(e))	Monday to Sunday From		Monday to Sunday To	
Hours during which other items will be on the street.	Monday to Sunday From		Monday to Sunday To	

WC Provisions (see Note 2(f))

Public Provisions	Female	Male	Disabled	Staff (if separate)
WC's				
Urinals				
Wash hand basin's				

Number of internal covers (see Note 2(g))	
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4. Place of storage (see Notes 2(h) and 3)

Please specify the place of storage of the tables & chairs and other items when not placed on the highway. If applicable specify the storage of the gas cylinders.	

Dimensions of Storage place	m2
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5. Plans and Drawings (see Note 3)

One copy of an Ordnance Survey site plan Scale 1:1250 and a detailed 1:100 scale or larger plan must be submitted showing the location of tables & chairs and other items to be placed on the highway and on any private forecourt. Indicate on the site plan the proposed location for overnight storage of the highway furniture.

Drawing(s) Number(s) submitted

6. Risk Assessment

Please include Risk Assessment report with this application if you intend to use a free stranding space heater.

7. Evidence of planning permission, if available.

Applicants are advised to consult the Planning Policy Guidance '**Guidelines for the placing of Tables and Chairs on the Highway**'. The guidance is available on the Westminster City Council website at: <http://www3.westminster.gov.uk/spgs/publications/Tables%20and%20chairs.pdf>

If you have a current planning permission please enclose a copy with this application. A temporary licence will not normally be granted until permission is in force.

8. LICENCE FEE PAYABLE: SEE ENCLOSED FEE LIST

No of Chairs	Application fee	Supplement for New Applications	Additional Charge for each hour beyond 7pm per day
1-4	£325	£50	£7
5-9	£500	£75	£11
10-16	£900	£110	£15
17-23	£1,300	£175	£21
24-36	£1,750	£200	£28
37+	£2,400	£300	£38

- I have enclosed the plan of the premises see section 5
- I have enclosed a risk assessment for the use of space heaters. If applicable see section 6
- I have submitted a planning application/planning permission see section 7
- I have enclosed payment of the fee see section 8

9. Declaration and Indemnity.

Declaration

I/we declare that to the best of my/our knowledge the information contained in this application form and on the submitted plans are correct.

Fraud

The City Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds for these purposes.

Signature of Applicant

Please print name

Date

Name of Company (if applicable)

Position in Company (if applicable)
(see Note 4)