

**HIGHWAYS ACT 1980
PART VIIA-PROVISION OF AMENITIES ON CERTAIN HIGHWAYS
SECTION 115C: PROVISION OF RECREATION & REFRESHMENT FACILITIES
APPLICATION FOR A NEW PAVEMENT CAFÉ LICENCE**

APPLICANTS DETAILS

Full Name of Applicant	
Home address of applicant (please include your postcode)	
Telephone Number	
Mobile Number	
E-mail address	
Date of Birth	

ORGANISATION/BUSINESS DETAILS

Name of Business / Organisation	
Address of Business / Organisation (Head Office-if applicable)	
Registered Company Number (if applicable)	

N.B. Any changes to the above information should be notified to the Council in writing as soon as possible.

REQUIRED PERMISSIONS

<p>LICENSING ACT 2003 PREMISES LICENCE</p> <p>Do you hold a licence to sell alcohol or late night refreshment under the above act?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please provide your licence number</p> <p>_____</p>
<p>FOOD, HEALTH & SAFETY REGISTRATION</p> <p>Have you registered your business with the Council's Food Safety Team?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what date did you register?</p> <p>_____</p>

FURNITURE

Please detail the number of tables you wish to provide at the pavement café	<input style="width: 80px; height: 30px;" type="text"/>
Please detail the number of chairs you wish to provide at the pavement café	<input style="width: 80px; height: 30px;" type="text"/>
Do you intend to provide umbrellas and/or parasols?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you intend to use a canopy fixed to your premises for use with the pavement café?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you intend to provide any outdoor heating appliances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please detail the number of bins you intend to provide	<input style="width: 80px; height: 30px;" type="text"/>
Please provide details of any other items of furniture you intend to use as part of the pavement café (e.g. barriers, lighting equipment)	

N.B You must provide details of all furniture to be used as part of the pavement café, including pictures and dimensions along with any other supporting documentation.

TRADING DAYS & HOURS

<p>Please tick the days when you would like the pavement café to be open</p>	<p>Monday <input type="checkbox"/></p> <p>Tuesday <input type="checkbox"/></p> <p>Wednesday <input type="checkbox"/></p> <p>Thursday <input type="checkbox"/></p> <p>Friday <input type="checkbox"/></p> <p>Saturday <input type="checkbox"/></p> <p>Sunday <input type="checkbox"/></p>																								
<p>Please indicate the times when you would like the pavement café to be open (please use 24hr clock).</p> <p><i>**Pavement Café licences will normally only be granted between the hours of 9.00 and 22.00hrs. If you would like to operate outside of these times, you must give a justified business reason below**</i></p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">DAY</th> <th style="width: 35%;">OPEN</th> <th style="width: 35%;">CLOSE</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tues</td> <td></td> <td></td> </tr> <tr> <td>Weds</td> <td></td> <td></td> </tr> <tr> <td>Thurs</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>	DAY	OPEN	CLOSE	Mon			Tues			Weds			Thurs			Fri			Sat			Sun		
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<p>Reasons for requesting to trade outside of permitted hours</p>																									

MANAGEMENT PLAN

Please use the boxes below to detail how you propose to manage the pavement café if a licence is granted. Please use additional sheets of paper if necessary.

PUBLIC ORDER	
PUBLIC NUISANCE	
PUBLIC SAFETY	
CRIME & DISORDER	

FEE

The fee for a new application for a pavement café licence has been set at £200.00 This must accompany your application form. Upon successful application a further £31.00 will be due.

I confirm I have enclosed a cheque or postal order made payable to Warrington Borough Council	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that I will make payment via debit or credit card once my application has been submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>

PUBLIC NOTICE

I confirm that I will display the required public notice on my premises for a period of 28 consecutive days beginning with the day after I submit my application to the Licensing Section.

Yes

I hereby apply to **Warrington Borough Council** for and on behalf of the above named Business/Organisation under the Highways Act 1980, Part VIIA: Provision of Amenities on Certain Highways: Section 115c: Provision of recreation and refreshment facilities by Councils for a new application for a pavement café.

I declare that to the best of my knowledge and belief the above particulars are correct and that I will comply with the terms and conditions of any pavement café licence issued by Warrington Borough Council as a result of this application. I confirm that I am over 18 years of age.

SIGNED
(Applicant)

DATED

Please note that a licence will be valid indefinitely from the date of issue and will be automatically renewed each year.

Please ensure that you have enclosed the following documentation with your application:

1. Application Fee of £200 then Final Approval Fee (upon successful application) £31.
2. Confirmation of your registration with the Council's Food Safety Team.
3. Copy of your planning permission (if applicable).
4. Copy of your listed building consent (if applicable).
5. Copy of your Public Liability Insurance certificate.
6. Site plan on scale 1:100 detailing the proposed area along with dimensions.
7. Photographs and dimensions of all furniture to be used (including tables, chairs & barriers).
8. Photographs and dimensions of any outdoor heaters to be used (if applicable).
9. Photographs and dimensions of any additional lighting equipment to be used (if applicable).
10. Photographs and dimensions of all litter bins to be used.
11. Copy of the public notice to be displayed on the premises.

Failure to supply any of the required documentation or fee could result in your application being rejected.

There is a 28 day consultation period on all new applications after which the Licensing Section will inform you of the outcome of your application.

PLEASE RETURN YOUR COMPLETED APPLICATION FORM & SUPPORTING DOCUMENTS TO:

Licensing Section, Town Hall, East Annexe, Sankey Street,
Warrington, WA1 1UH

Should you wish to contact the Licensing Section directly please call 01925 984728 or e-mail pavementcafe@warrington.gov.uk