



Licensing

Highways Act 1980, Section 115E

Application to place tables and chairs on the public highway

Notes to applicants

This form is for an application to place tables and chairs outside your premise on the public highway for the purpose of providing food and drink to seated customers.

Please ensure you have read the guidance notes attached and the standard licence conditions that will be attached to any licences granted, and ensure you include all required documentation.

Incomplete applications will be returned as invalid.

If you have any questions please contact the Licensing team on 01256 844844 or email licensing@basingstoke.gov.uk

Surname of applicant	
First name(s) of applicant	
Applicant address	Tel. No.
Email address	
Applicant address	Postcode
Telephone number	
Are you the: (please tick all that apply)	
Freeholder <input type="checkbox"/>	Leaseholder <input type="checkbox"/>
Licensee <input type="checkbox"/>	Tenant <input type="checkbox"/>
Other <input type="checkbox"/>	
If you are not the freeholder of the premise, state the name, address and contact details of the freeholder.	
Name	
Address	
Telephone number	

Describe the nature of the business at the premise to which the application relates		
Is there a premises licence issued under the Licensing Act 2003 in force at the premise?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Licence Number
Name of Licensee stated on the premises licence		
Indicate the proposed days and times of operation for the tables and chairs		
	Start time	Finish time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Will your tables and chairs and associated furniture, barriers etc be removed from the highway outside the hours identified above?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
Provide details of your public liability insurance to the value of £10 million		
Policy provider		Name of policy holder
Policy number	Start date	End date
I confirm that I have enclosed the following (please tick)		
(a) Application form completed and signed by the applicant.	<input type="checkbox"/>	
(b) The application fee.	<input type="checkbox"/>	
(c) A location plan at 1:1250 scale plan showing location or premises.	<input type="checkbox"/>	
(d) A site plan at 1:50 as detailed in the guidance notes.	<input type="checkbox"/>	
(e) Elevation plans at 1:50 or 1:20 with supporting detail if required to show the means of enclosing the highway.	<input type="checkbox"/>	
(f) Photos and/or brochures showing types of furniture, umbrellas, etc to be placed on the highway.	<input type="checkbox"/>	
(g) A written specification describing details, materials and colours (these could be notes on the drawing).	<input type="checkbox"/>	

(h) I have displayed the Public Notice at the premises with a start date of the date of application to the council.	<input type="checkbox"/>
(i) There are no changes to (c), (d), (e), (f) and (g) as submitted with the application for my current licence. Please refer to documents previously submitted.	<input type="checkbox"/>

Please note that incomplete applications will be returned.

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|---|
| 1. New applicants are required to complete (a) to (h). |
| 2. Renewal – where there are no changes to the original application you must complete (a), (b), and (i). |
| 3. Renewal – where changes have been made to the original application you must complete (a) to (i) as applicable. A full consultation will take place. |

Declaration

I hereby declare that the information and particulars given by me in this application are true and correct to the best of my knowledge and belief and I make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and/or revoked.

I also understand and consent that the information given on this form may be issued to and verified with other enforcement agencies and consulting bodies; including the DVLA, Hampshire Police, local Magistrates Court and any of the trade associations mentioned hereon and any other corporate body in accordance with data protection and the council's disclosure policy.

Signed		Date	
Print Name:			

HOW WE COLLECT AND USE INFORMATION

We will use the information given in this form and any supporting evidence you send us to process your licence/certificate application.

We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

Basingstoke and Deane Borough Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

You have a right of access to the information that this Council holds about you. To request this please write to:

Information Management (Legislation and RIPA) Officer, Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
RG21 4AH