



Application for New/Renewal* PAVEMENT PERMIT
Under the Highways Act 1980 – Part VIIA

IMPORTANT – Notes to Applicant

Please read the guidance provided with this application before completing this form.
Failure to supply any information requested may delay your application.

Date of Application

1. Applicant details

Name (including name of business if applicable):

Full Postal Address:

Daytime contact telephone number:

Mobile number:

E-mail address:

2. Agents details if applicable

Name (including name of business if applicable):

Full Postal Address:

Daytime contact telephone number:

Mobile number:

E-mail address:

3. Details of Application Site

Name of Establishment/Business:

Address of Application Site:

Telephone Number:

E-mail address:

Premises Licence Number if applicable:

4. Days and Hours during which the Furniture (barriers, Tables and chairs) will be on the street. (Note the barriers, tables and chairs cannot be out before 7.00am and must be put away by 18.00 hours) Applications can be made to have furniture out until 23.00

Monday	From		To	
Tuesday	From		To	
Wednesday	From		To	
Thursday	From		To	
Friday	From		To	
Saturday	From		To	
Sunday	From		To	

5. Place of Storage and Items

(Please specify the place of storage of the tables and chairs and other items when not on the highway) (Please list below any other items you intend to place within the licensed area)

6. Number of tables applied for
Note the maximum number of chairs cannot exceed 20 and the tables 10. The space is also limited to the length of your premise.

7. Number of persons to be seated

8. Dimensions of area of street to be used
(in metric)

9. Please give number and details of table and chairs and all other items of furniture including fencing, umbrellas, barriers etc.

10. Barriers are a requirement

11. Please supply a plan with Layout 1:1250

Checklist

- I have made or enclosed payment of the fee. ☐
- I have enclosed a copy of an Ordnance Survey site plan Scale 1:1250 showing the location of the tables, chairs and other items to be placed on the highway. ☐
- Plan not required for renewal
- Confirmation from the Highways Records of the status of the application site ☐
- Evidence of public liability insurance ☐
- Other associated permissions i.e. Planning and any appropriate licences under the Licensing Act 2003 ☐

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

☐

Signature of Applicant		Please print name:
Name of Company (if applicable)		
Position in company (if applicable)		
Fees as of 1 st of April	New	£
	Renewal	£

Please post to:

**Licensing Team
Colchester Borough Council
Rowan House
33 Sheepen Road
Colchester
Essex
CO3 3WG**