# Application for temporary consent to place tables and chairs and/or offer for sale of goods and services on public spaces and Highway

The consent grants permission to place tables, chairs and barriers on the highway or on public open spaces until the 31 October 2020 and subject to the conditions imposed by the Council.

There is no fee for this application, however in some cases other licensing permissions may be required, notably the sale of alcohol.

Applicants are required to supply as much detail as possible for all items proposed by way of photographs, sketches, and safety procedures.

Please refer to the application guidance notes which will help you complete this form.

If you are a holder a current Pavement Café consent, please provide consent number:

Click here to enter text.

What are you applying for? Choose an item.

Where is the proposed area? Choose an item.

## Applicant details

Last name Click here to enter text.

First name Click here to enter text.

Address Click here to enter text.

Email Click here to enter text.

Telephone Click here to enter text.

Mobile Click here to enter text.

## Location of pavement café business

Trading name Click here to enter text.

Full postal address Click here to enter text.

## Operational details

Nature of the business Choose an item. If other please specify Click here to enter text.

Describe the area vicinity where you wish to occupy (photographs desirable)

Click here to enter text.

Give the dimensions of your current pavement licence (if applicable)

Length Click here to enter text.

Width Click here to enter text.

Width of pavement or footway at this location Click here to enter text.

Please state the days and times you wish to operate

Monday  From 00:00 To 00:00

Tuesday  From 00:00 To 00:00

Wednesday  From 00:00 To 00:00

Thursday  From 00:00 To 00:00

Friday  From 00:00 To 00:00

Saturday  From 00:00 To 00:00

Sunday  From 00:00 To 00:00

Please provide details of all the furniture and other equipment you propose to place on the pavement.

Please ensure the location of equipment is shown on your plan submitted with this application.

Table Choose an item.

Chairs Choose an item.

Parasols Choose an item.

Other (please specify) Choose an item. Click here to enter text.

Where will these items be stored when not in use?

Click here to enter text.

What are the arrangements for clearing and cleaning of the space at the end of the day?

Click here to enter text.

Are you providing waiter/waitress service? Choose an item.

## You need to discuss your application with your immediate neighbours on either side, and opposite. Have you done this, see declaration.

## If there are any objections, please declare them here and the Council as land owner, will make a determination based on the merits of each application.

## Click here to enter text.

## Health and safety procedures

Is it necessary to cross a public road to access the requestedarea? Choose an item.

If yes please provide a copy of a written safety procedure for staff and where appropriate customers.

Does the proposed area include the use of loading bays? Choose an item.

Please identity any obstacles in or nearby to the proposed area which may present a hazard to customers and employees. For example, bus stops, falls from height, bus lanes, road traffic, existing fencing etc.

Click here to enter text.

## Public liability insurance

You must have a minimum of £5 million level of public liability insurance. A copy will be required before your licence can be issued. If you already have insurance please attach a copy of your cover note.

## Declaration

I apply for permission to place tables and chairs and or offer the sale of goods and services in the defined area of the highway/public space at the location stated above and confirm my agreement to comply with the conditions attached to any licence issued.

By signing this form, you are confirming that you have discussed your proposal with the immediate neighbouring businesses on both sides and opposite, and that they have no objections to your proposal. If subsequently it is found that this is not the case and Torbay Council receives a complaint from any of these businesses, Torbay Council reserves the right to immediately withdraw any consent to use its land.

NB: Please read carefully the following statement before signing this application form:

Information held by Torbay Council complies with and is held in accordance with the UK Data Protection Act 2018. The information that you provide on this form will only be used for this application form and will only be disclosed where necessary under any applicable legislation.

Information may also be shared for the prevention and detection of crime, for example with the police and other agencies as required by law, such as the Audit Commission under the National Fraud Initiative data matching exercise.

You have a right of access to your personal information. If you wish to access your personal information or exercise any of your rights under the legislation then please contact Torbay Council’s Information Governance team on 01803 208025. Further information can be found at [www.torbay.gov.uk/sar](http://www.torbay.gov.uk/sar).

Signed\* Click here to enter text. Date Click here to enter a date.

\* A digital signature is acceptable

I have included the following:

Plan of proposed cafe pavement area

Photographs of proposed area

Copies of safety procedures, if applicable

Public Liability insurance