

APPLICATION FORM

To apply for a street cafe licence
S.115E Highways Act 1980



Please read the 'Notes of Guidance for Applicants' before completing this application form.

PART 1

Applicant Contact Details – This information will be available to the public

Mr Mrs Ms First name Surname

Company/ Organisation

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Address:

.....

.....Post Code:.....

Tel No:.....E mail:.....

New application Renewal (1 Months Notice required)

Proposed location of street cafe

Street Name/Description.....

Name and address of Business premises (if different from applicants details above)

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Please attach:

a) An accurate (OS base) plan outlining the application site in red and land in the applicant's ownership in blue (3 copies of a 1:1250 or 1:500 scale plan as appropriate).

b) A site plan of at least 1:200 showing the precise location and proposed setting out of the tables and chairs (3 copies).

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PART 2

Operating hours

Please indicate hours and days of week this service will operate:

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Describe the services being provided

- Food:** Hot / Cold
- Drink(s):** Soft / Tea / Coffee
- Alcohol:** Separate licence required from the District Council
- Music:** Separate licence required from the District Council
- Service:** Self / Serving Staff (please indicate)

Describe what measures will be taken to ensure that the transfer of hot food and/or drink will be undertaken safely and how litter will be controlled (continue on separate sheet if necessary)

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Describe the type of furniture being proposed

Tables: Wood Metal Plastic
Colour:.....How many?.....

Chairs: Wood Metal Plastic
Colour:.....How many?.....

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Please enclose pictures/brochures of proposed equipment

Enclosures

Please describe the type of barriers that you intend to use (if any)

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Please Note: You will require approval from the District Council to advertise

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Declaration and Payment	
Applicant	
Name:	Position:
Signed: Date:/...../.....	
For and on behalf of:	

Application Checklist for Street cafe Licence
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Please complete prior to submission of application	
Have you had a preliminary meeting with Newton Abbot Town Council?	Yes/No
If so, who and when	
.....	
Please enclose the following:	Tick
Copy of site Plan (indicating proposed area of street café) scale 1:1250	<input type="checkbox"/>
A copy of plan of street café scale 1:200	<input type="checkbox"/>
Pictures/brochures of proposed furniture	<input type="checkbox"/>
A copy of Public Liability Insurance Certificate	<input type="checkbox"/>
Completed and signed application form	<input type="checkbox"/>
Correct payment, made payable to Newton Abbot town Council	
£170 for initial application	<input type="checkbox"/>
£85 for renewal	<input type="checkbox"/>

Note: If the application is incomplete or information provided is inadequate, the application will be rejected prior to processing.

If you have any queries or require further information please contact MsSam Scott on 01626 201120 or sam.scott@newtonabbot-tc.gov.uk . Send your completed application form, checklist and enclosures to Ms Sam Scott, Newton Abbot Town Council, Newton's Place, 43 Wolborough Street, Newton Abbot, TQ12 1JQ.

DO NOT PLACE TABLE AND CHAIRS ON THE HIGHWAY WITHOUT LAWFUL AUTHORITY
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