

LINCOLNSHIRE COUNTY COUNCIL

PAVEMENT CAFÉ PERMISSION

APPLICATION FORM

Please return this form to:

Mrs R Hayward

Lincolnshire County Council

Environment and Economy Directorate

Lancaster House, 36 Orchard Street

Lincoln, LN1 1XX

Highway_searches@lincolnshire.gov.uk

APPLICATION FOR PERMISSION TO PLACE TABLES AND CHAIRS ON A PAVEMENT OR FOOTWAY

Section 1

Are you agent acting on behalf of the applicant?

☐ Yes

☐ No

Put no if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First Name

Family Name

Email

Main telephone number

Other telephone number

☐ indicate here if you would prefer not to contacted by telephone

Applicant Business

Is your business registered
in the UK with Companies House

☐
Yes

☐
No

Is your business registered
outside the UK?

☐
Yes

☐
No

Business Name

If your business is registered, use its registered name

VAT Number

Put "none" if not registered for VAT

Legal Status

☐

Private limited
Company

☐

Partnership

☐

Sole
Trader

☐

Public limited
Company

☐

Charity or
Association

☐

Public Body

Your position in the business

Home Country,

Where the headquarters of the business are located

Business Address

Building number or name

Street

District

City or Town

County

Post code

Country

Section 2 – Type of Application

Type of application

☐

New

☐

Variance

Section 3- Premises for which the permission is required

Name of Premises/
Trading name

Premises Address

Is the address the same as the address given in section 1?

☐

Yes

☐

No

If “no” please enter details below

Building number or name

Street

District

City or Town

County

Post code

Are the contact details the same as those given in section 1?

☐ Yes

☐ No

If "no" please enter details below

Email

Main telephone number

Other telephone number

Further details

Type of business(e.g. pub, restaurant, café)

Section 4- Ownership of the premises

In what capacity do you occupy the premises?

☐ Freehold

☐ Leasehold

☐ Tenant

☐ Other

If "other" please specify

Section 5- Occupation of the pavement/ footway

Describe the area where you wish to place tables and chairs

Give the dimensions of the area you wish to occupy in metres

Length

Width

Give the total width of the
Pavement of footway at this
location

Opening Times

State the days and time you wish to place tables and chairs on the pavement

Mon Tues Wed Thurs Fri Sat Sun

☐☐☐☐☐☐☐

From

To

Do you plan to place tables and chairs on the pavement all year round?

☐

Yes

☐

No

Section 6- Details of Furniture

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

Tables

Number

.....

Chairs

Number

.....

Menu/A Boards

Number

.....

Parasols/Umbrella

Number

.....

Planters

Number

.....

Litter Bins

Number

.....

Barriers/Balustrades

Number

.....

Other furniture or equipment

Description (e.g. dimension, type, material, colour, supplier/ technical details)

Further Details

Where will the items be stored when not in use?

Arrangements for clearing and cleaning the pavement at the end of the day

Section 7- Public Liability Insurance

You must have public liability insurance for at least £ 5,000,000

Do you have public liability insurance?

☐

Yes

☐

No

Details of Insurance company

Name

Address

Insurance Policy Number

Renewal date

Section 8- Additional Details

Provide any additional information which is required or relevant to your application

Declaration

Full name

Capacity

Date

Signature

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Together with:

- Location plan (1:1250) showing the outline of the premises, the existing situation and the proposed location of the pavement café
- Site layout plan (1:500) showing the proposed boundary, kerb and building lines, points of access, seating/ table layout, parasols, means of enclosure, heaters and key metric dimensions etc
- Written specification for the proposed pavement café furniture, parasols and the means of enclosure identifying, style, colours, materials etc and including any other relevant information, such as samples/ photographs
- A copy of your Public Liability Insurance documentation (Please note your Employers Liability Insurance is NOT required)

Please note once we receive your application you will be invoiced for the correct application fee (see below). Application fees are not refundable even if the application is unsuccessful.

Occupancy

Up to 9 Chairs	£220
10-25 Chairs	£275
26-50 Chairs	£550
51+ Chairs	£1,100

Please note: your application will not be processed until all the relevant documentation as outlined above have been received