

# Application for Permission to Place Tables and Chairs on the Public Highway

The Highways Act 1980 Section 115E



## Highways & Engineering Division

3<sup>rd</sup> Floor Paderborn House, Le Mans Crescent, Bolton BL1 1UA

Email: [highwaylicensing@bolton.gov.uk](mailto:highwaylicensing@bolton.gov.uk)

Please read Bolton Councils "Street Café Guidance" document along with the conditions of Licence set out overleaf before completing this application form. Complete the following information in block capitals and return the form to the address above.

### 1. Applicant Details

Name: .....  
Address: .....  
.....  
.....  
Postcode: .....  
Daytime Tel. no: .....  
Fax no: .....  
Email: .....

### Agent Details

Name: .....  
Address: .....  
.....  
.....  
Postcode: .....  
Daytime Tel. no: .....  
Fax no: .....  
Email: .....

### 2. Site Details (*Location of the proposed street café*)

Name of establishment / business: .....  
Nature of business undertaken: .....  
Street Café Planning Permission Reference Number: .....  
Area of highway to be used (*Please state measurements in metric*): Width ..... Length .....  
Width of private forecourt (if any) from building line: Width .....  
Distance from building line to edge of kerb: Width .....  
Proposed hours of operation: from ..... a.m to ..... p.m Number of Tables: .....  
Days on which it is proposed that the street café will operate (*tick as appropriate*):  
Mon  Tue  Wed  Thu  Fri  Sat  Sun  Bank Hol's

### 3. Plans and Drawings

Please submit 2 copies of an Ordnance Survey Site Plan (1:1250 or 1:500) and a detailed scaled plan (1:100 in metric) showing the exact location and dimensions of the proposed area of public highway to be used, indicating any private forecourt, building line, width of the footway, together with any fixed highway furniture, e.g. street lighting columns, barriers, bollards along with any public utilities inspection chambers or boxes.

### 4. Declaration

I/We apply for permission to place tables and chairs on the public highway within the defined area specified within this application, at the location stated above. I/We declare that, to the best of my/our knowledge, all the information on this application form and contained in the submitted plans is correct. I/We agree to pay the appropriate licence fee (refer to the Councils schedule of fees for Street Café's) on demand.

Signature of Applicant / Agent: ..... Date: .....

## **General Conditions of Licence**

1. Bolton Council may request that the area occupied by the Street Café be defined by Brass Studs installed within the surface of the public highway. If required these studs shall be installed by the Licensee in agreement with Bolton Council at the Licence's cost.
2. The tables & chairs hereby approved shall only be placed on the public highway during the agreed operating hours stated on this Street Café Licence. Outside these stated hours all furniture shall be removed and stored off the public highway.
3. The general cleaning and appearance of the licensed area will become the responsibility of the Licensee during the hours of operation of the Street Café.
4. The Licensee will be required to revert the area for normal highway use outside the agreed operating hours in a clean and unobstructed state.
5. All tables & chairs shall be suitable for the purpose, clean, tidy and maintained to a high standard. There shall be no overhanging or obstruction of any item on or over the public highway whatsoever, other than in the permitted area specified in this Street Café Licence.
6. Tables must be cleaned as soon as they become vacant, if not before.
7. If umbrellas or parasols are proposed, they must be adequately secured and positioned so as not to project beyond the designated area.
8. Litter receptacles will be required within the licensed area which should be maintained in a clean and tidy condition.
9. The playing of amplified music outside the premises will not be allowed under the Street Café Licence.
10. The sale of takeaway food or drink from outside the premises will not be allowed under the Street Café Licence.
11. A minimum distance of 0.75m from the face of the building is required to adequately accommodate tables and chairs plus seated persons.
12. Generally a 5.0m wide corridor should remain as a clear and unobstructed route for pedestrians and emergency vehicles.
13. In partially pedestrianised areas, tables and chairs must only be placed on the highway, which is shared with vehicles, inside the times designated for pedestrian use. Street café furniture will be allowed on licensed areas 30 minutes after vehicular access is closed. All street café furniture must be removed 30 minutes before vehicle access commences.
14. A minimum width of 1.8m unobstructed footway is required for safe pedestrian movement, and their needs must be paramount, nor should they be diverted from their main route. In areas of heavy pedestrian flows or on bus routes a minimum width of 2.3m unobstructed footway is required.
15. In a situation where there is a significant amount of street furniture, a minimum width of 1.8m will be required from the line of the street furniture rather than the face of the kerb edge or other defined edge.
16. The area of the street café must be defined by a barrier, at all times whilst the tables & chairs are placed on the public highway. The barriers shall be provided with a 'tapping rails' at a maximum of 0.2m above ground level and a minimum 0.05m thickness.
17. Street café tables must be served directly from adjacent building premises where the food is prepared and sold.
18. The Licensee is fully responsible for ensuring that the Street Café is covered by a valid Highway Licence at all times, ensuring that the Licence is renewed, on or before the due date. Failure to do so may result in action being taken for the removal of the Street Café from the public highway.
19. The Licensee must be covered by Public Liability Insurance which should be available for inspection, minimum cover £3 million and should indemnify Bolton Council from and against all actions, claims, losses and expenses whatsoever in respect of personal injury or damage to property, however, caused, arising out of or in anyway attributed to the Street Café.

### **Note:**

Failure to comply with any of the terms & conditions listed above may result in the Street Café Licence being revoked.