

**APPLICATION FOR
PAVEMENT LICENCE**
Business and Planning Act 2020

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| APPLICANT FULL NAME(S) & ADDRESS | |
| EMAIL ADDRESS: | |
| DAYTIME TELEPHONE NUMBER. | |
| TRADING NAME AND ADDRESS OF PREMISES TO WHICH APPLICATION RELATES | |
| NAME / DESCRIPTION OF AREA OF HIGHWAY TO BE USED (A detailed plan must also be provided) | |
| PURPOSE FOR WHICH FURNITURE WILL BE USED: | <input type="checkbox"/> SALE / SERVICE OF FOOD / DRINK <input type="checkbox"/> CONSUMPTION OF FOOD OR DRINK |
| DESCRIPTION OF FURNITURE TO BE USED / NUMBERS (eg tables , chairs, counters / design etc) You may wish to submit a photo. | |
| PROPOSED DAYS OF THE WEEK AND HOURS BETWEEN WHICH FURNITURE WILL BE USED | |
| PLEASE PROVIDE ANY FURTHER SUPPORTING INFORMATION. Where the proposal is to provide seating , please state the arrangements for non-smoking seating areas. | |

I enclose evidence of public liability insurance (£5,000,000) which provides cover in relation to use of furniture on the highway as set out in this application

I enclose a plan showing the proposed location and dimensions of area where tables/chairs etc are to be placed

Declaration

I confirm the information supplied with this application is correct

I confirm £100 has been paid by card

I have read and understood the standard conditions applicable to the licence

Signature:

Date:

To make a card payment, phone 01303 853660

Applications MUST be submitted by email to licensing@folkestone-hythe.gov.uk. Applications received by post / hand are not valid and will not be processed.

STANDARD CONDITIONS

1. The tables, chairs and temporary street furniture shall be positioned in the designated area on the plan agreed by F&HDC. Tables, chairs and furniture placed on the highway shall be kept within the designated area at all times.
2. Tables, chairs and other furniture should be of construction or otherwise secured such that they do not easily blow over in the wind and cause an obstruction.
3. A minimum clear footway width of 2m must be maintained at all times and 2.5m in busy locations or at busy times. No tables, chairs or temporary street furniture sited on a footway are to be placed within 1.2m of the edge of an adjacent carriageway. Additional width may be required in the following circumstances:
 - A – Proposals which place furniture within 20m of a road junction or roundabout.
 - B – Proposals which place furniture within 15m of a push button, zebra crossing or pedestrian island crossing.
 - C – Proposals which place furniture within 5m of a bus stop

4. Where seating is provided , reasonable provision must be made for a non-smoking seating area. This must include:
 - 2m separation between non-smoking seating and any seating area provided where smoking is permitted.
 - Use of no-smoking signage in no-smoking areas
 - No placing of ashtrays or similar receptacles in non-smoking areas.
5. All tables, chairs and temporary furniture shall be separated from the remaining highway using disability compliant barriers. This means that barriers MUST:
 - (a) Be between 1000mm and 1200mm in height
 - (b) Have a continuous tapping rail (150mm to 200mm deep) or panel edge either on the ground or up to a maximum height of 200mm above the ground.
 - (c) Have a colour contrast to ensure they are highly visible.
 - (d) Be continuous around the area of tables, Chairs and temporary street furniture except for the access point
6. Tables, chairs and other furniture must not be placed on the highway at any time other than that permitted by this licence. A licence will not be granted to place tables, chairs or other furniture on the highway before 7am or after 10pm. Tables, chairs and other furniture will not be permitted on the highway before 7am or after 10pm.
7. Tables, chairs and other furniture must be taken inside and stored during hours when the business is not trading.
8. Tables, chairs and other furniture must not block access to any premises without the consent of the occupier of those premises
9. Tables, chairs and other furniture must not be positioned such that they impede surface water drainage.
10. The licence holder is responsible for ensuring that the layout of furniture complies with social distancing guidelines.
11. F&HDC may request furniture is moved for emergency reasons, to allow maintenance or other works, access by the Highways Authority, statutory undertakers or to accommodate any change to social distancing requirements.
12. The licensee shall be responsible for keeping the designated area in a clean and tidy condition at all times and shall ensure that any associated litter or other debris is removed at the end of each day.
13. The owner will hold Public Liability Insurance up to the value of £5 million against any liability, loss or damage or other claim in respect of the placing and maintaining of the tables, chairs and temporary street furniture on the highway or their removal therefrom. Proof of insurance must be provided on request.
14. No tables, chairs or furniture must remain on the highway after this licence has expired.
15. A licence may be revoked if conditions are breached.