

CALDERDALE METROPOLITAN
BOROUGH COUNCIL

**APPLICATION FOR A PAVEMENT CAFE
LICENCE UNDER THE HIGHWAYS ACT 1980
IN CALDERDALE BOROUGH**



I apply under the provision of the above act for a pavement café licence.

I submit the following particulars (please use BLOCK CAPITALS)

1. Full name:	
2. Telephone no.:	Mobile No.:
3. E-mail Address:	Fax No.:
4. Name of Licensee (if different to above):	

5. Business name and address of pavement café for which licence is sought.

a. Business Telephone no.:

6. Details of owners and occupiers of any neighbouring properties. (It is a requirement of the Highways Act 1980 that these neighbours be notified of your application).

7. Description of goods to be sold:

8. How do you propose to ensure the pavement café is sufficiently staffed at all times?



<p>9. Have you previously operated a pavement café licence?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>a. Please state the last year you operated a Pavement Café:</p>
<p>b. Please state the name and location of your previous pavement café:</p>
<p>c. Please state the licence number:</p>

<p>10. Are you at present registered with Calderdale MBC for food sales (food hygiene (England) regulations 2006)?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>a. Date of registration</p>
<p>11. Do you intend to allow the sale of alcohol?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>12. Do you currently hold a premises licence?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>13. If yes, please state premises licence number:</p>

DIMENSIONS – SIZE AND LAYOUT

<p>14. What is the size of the proposed pavement café area?</p> <p style="text-align: center;"> Width (m) Depth (m) </p>	
<p>15. Proposed number of tables:</p>	<p>Proposed number of chairs:</p>
<p>16. Do you propose to use umbrellas?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>If YES, how many?</p>
<p>17. Do you propose to use space heaters?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>If YES, how many?</p>

<p>18. Please give details of where the furniture, boundary treatments and other associated items will be stored outside trading hours.</p>

19. Please enter your proposed trading hours against the relevant day for the pavement café:	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

20. PERSONAL DETAILS OF OWNER OF PREMISES (if different to overleaf)	
21. Full name:	
22. Telephone no.:	Mobile no.:
23. E-mail Address:	Fax no.:
24. Address:	

NB. Pavement Cafes are not permitted to remain open later than 11:00pm.

Please ensure you include with this form

- Scaled plan of scale 1:100 showing:
 1. Area of highway included in the proposal
 2. Layout of umbrellas, space heaters, perimeter treatments and any other associated accessories
 3. Location of any outdoor lighting required
 4. Maximum number of tables and chairs allowing access for all users including those in wheelchairs
 5. Photographs/illustrations and dimensions of the furniture to be used, or opportunity to inspect similar type
- Third party public liability certification
- Written details of how pavement café area will be supervised and managed to ensure that all conditions are adhered to.
- Written specification describing the proposed pavement café with details of the furniture and the means of enclosure to be used (dimensions, colours, materials, photos/pictures) refuse storage arrangements and any other relevant information.
- A cheque for the required amount made payable to Calderdale Metropolitan Borough Council. £213 for cafes operating up to 1900 hrs, £320 if operating beyond 1900 hrs.

DECLARATION

I certify to the best of my knowledge and belief, the information I have provided in this application form and on the submitted plans is both accurate and correct.

Signed.....

Name of company.....

Position in company.....

To –
Calderdale Council
Licensing Unit
Westgate House
Westgate
Halifax
West Yorkshire
HX1 1PS

CONSENT OF APPLICANT

Calderdale MBC will ensure that any personal information provided by you on this form will be treated in accordance with the provisions of Data Protection Act 1998. Calderdale MBC is the Data Controller of the information you have provided on this form and is registered with the Information Commissioner’s Office for the purposes of processing your personal information in relation to your application.

The Council must protect the public fund it handles and so may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds. The council will not share this information for any other purpose without your explicit consent.

For further information about this please contact the Council’s Information Management Co-ordinator on 01422-392298.

Applicant’s signature.....

Applicant’s Name.....

Date.....