# Application Form to Place Furniture in the Highway

HIGHWAYS ACT 1980 (AS AMMENDED BY THE BUSINESS AND PLANNING BILL - 2020)

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| **PREMISES DETAILS (including full postal address, postcode and name of applicant):** | |
| **APPLICANT CONTACT TELEPHONE No:** | |
| **APPLICANT EMAIL ADDRESS:** | |
| ALTERNATIVE CONTACT DETAILS |  |
| Please indicate a contact name and address for any further correspondence to be forwarded to regarding this application (if different from the above) |  |
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| **Days and Times Requested:** | Nature of Amenities | Number |
| Tables |  |
| Chairs |  |
| Umbrellas |  |
| Barriers (each side of enclosure = 1) |  |
| Heaters |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IMPORTANT: Do you need a seating plan?**  All applications MUST be accompanied by a detailed seating plan unless the application is for an annual renewal and there are no changes proposed to the initial licence.  If you are requesting a renewal of consent, please state the Consent Ref No here:   |  |  |  | | --- | --- | --- | |  | **YES** | **NO** | | Do you have space inside your premises to store the furniture outside of permitted hours? | ⬜ | ⬜ | |

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| The fee for processing this application is a single fee for each permission.  The fee is payable on successful applications only and is due on receipt of the license. The fee can be paid by cheque made payable to “North East Lincolnshire Council” and should be sent for the attention of:  **Highway Asset Engineer, ENGIE, Highways and Transport, New Oxford House, George Street, Grimsby, DN31 1HB** |

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| **Please note that the fee of £100.00 is only payable on the issuing of a valid licence.**  Signed ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### To be completed by office:

Date of receipt: \_\_\_\_\_\_\_\_\_\_\_\_ Postal Record No: \_\_\_\_\_\_\_\_\_ Application No: ­­­­­­­­­­\_\_\_\_\_\_\_

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| CURRENT FEES (from 29 June 2020) **Tables and chairs on the highway** | |
| Tables and chairs.  Renewal of existing licence. | £100.00 each permission.  £100.00 each permission. |

## Contact details

Should you have any query regarding the notes, your application or any other matter relating to consent to place furniture in the highway, please e-mail: [HWAY\_ASSETS@nelincs.gov.uk](mailto:HWAY_ASSETS@nelincs.gov.uk).

Please title your email **“PAVEMENT LICENCE – Name of business”,** this will help us to reply to your queries in a timely manner.

**Check list**

Have you included the following in your application?

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Copy of the completed application form | ⬜ | ⬜ |
| Plan of the proposed seating area, including identifying measurements? | ⬜ | ⬜ |
| Photographs of the proposed seating area | ⬜ | ⬜ |
| Photographs of other street furniture near to your premises | ⬜ | ⬜ |
| Photographic evidence of the notice of consultation within the premises window | ⬜ | ⬜ |
| Details and images of the type of furniture to be used | ⬜ | ⬜ |
| Copy of public liability insurance (£5m minimum) | ⬜ | ⬜ |
| Any other plans, maps or photographs that may assist NELC to determine your application | ⬜ | ⬜ |

**Next Steps**

**Email your completed application form along with all supporting evidence to** [**hway\_assets@nelincs.gov.uk**](mailto:hway_assets@nelincs.gov.uk)**.**

**Please title your email “PAVEMENT LICENCE – Name of business”**

Failure to supply all the required information may result in your application not being processed within 10 working days.

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