

<b>Official use only:</b>	Date received
Payment received	Case Ref:



**APPLICATION FOR A LICENCE TO PLACE TABLES AND CHAIRS (ETC.) ON THE HIGHWAY  
HIGHWAYS ACT 1980**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Please complete all questions on the form. If you have nothing to record, please state 'not applicable' or 'none'. Before completing the form you should read the application guidance notes and refer to them where indicated on this form.

If you are completing this form by hand, please write legibly in block capitals using black ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

**Please note all new applicants must have valid planning permission in place prior to making an application for street cafe licence.**

**Part 1 - Details of premises to be licensed**

<b>1. Trading name of premises</b>
<b>2. Address of premises</b> (if only using part of a premises, e.g. the ground floor, please give details)
<b>3. Email address</b>
<b>4. Telephone number</b>

**You must ensure that you have the have valid planning permission in place prior to making an application for street cafe licence. (see guidance note 1)**

<b>5. Is the premises currently under construction or being altered in any way?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
(see guidance note 3)
<b>If Yes, please give details:</b>

**Part 2 - Applicant details****6. Please state if you are applying for a licence as** (see guidance note 2)

- An individual**  please complete section A
- A partnership**  please complete section A for all partners
- An unincorporated organisation**  please complete section A
- A company or other incorporated body**  please complete section B

**8. What is your interest in the premises?**

- Freeholder**
- Lessee**
- You rent the premises**
- Other**

Give details of the lease, tenancy or other arrangement:

**Section A - To be completed by individuals, partnerships and unincorporated organisations only. Please use additional sheets if necessary****List name and home address of applicant(s):**

Please do not give a business address in this section. Applications that do not state home addresses will not be accepted. These details will appear on the licence.

**Title:** Mr  Mrs  Miss  Ms  Other title:**Surname**  **First Name(s)** **Date of birth**  **Place of birth** **Home address** **Telephone number**  **Email address** **Title:** Mr  Mrs  Miss  Ms  Other title:**Surname**  **First Name(s)** **Date of birth**  **Place of birth** **Home address** **Telephone number**  **Email address**

<b>Section B - To be completed only if you will be trading as a limited company or other incorporated body</b>	
<b>Name of company / incorporated body</b>	
<b>Address of registered office</b>	
<b>Description of applicant</b> (e.g. company, limited liability partnership)	
<b>Registration number</b> (e.g. company number)	
<b>Telephone number</b>	<b>Email address</b>

<b>Part 3 – Occupation of the pavement / footway</b>	
<b>7. Describe the area where you wish to place tables and chairs</b> (a detailed plan must be attached with your application) (see guidance note 3)	
<b>8. Give the dimensions of the area you wish to occupy in metres</b>	
<b>Length</b>	<b>Width</b>

<b>Part 4 – Opening times</b>					
<b>Monday</b>	<b>From</b>	<b>To</b>	<b>Friday</b>	<b>From</b>	<b>To</b>
<b>Tuesday</b>	<b>From</b>	<b>To</b>	<b>Saturday</b>	<b>From</b>	<b>To</b>
<b>Wednesday</b>	<b>From</b>	<b>To</b>	<b>Sunday</b>	<b>From</b>	<b>To</b>
<b>Thursday</b>	<b>From</b>	<b>To</b>			

<b>Part 5 – Details of furniture</b>		
<b>Tables</b>	<b>Number</b>	<b>Description</b>
<b>Chairs</b>	<b>Number</b>	<b>Description</b>
<b>Litter bins</b>	<b>Number</b>	<b>Description</b>
<b>Barriers</b>	<b>Number</b>	<b>Description</b>

Parasols/Umbrellas	Number	Description
Other furniture	Number	Description

**Part 6 – Additional Details**  
**9. Provide any additional information which is required or relevant to your application**

**Part 4 – Important Notes**  
Please use this part of the form to check that your application is complete

**If the answer to any of these questions is no, then your application is incomplete and should not be sent**

Have you completed **all** relevant parts of the form? Yes  No

Have you included the **correct fee** (see guidance note 4 for cost of licence. Details on how to pay over page) Yes  No

Has the form been signed (below)? Yes  No

Have you included the plan of the proposed street trading site This can be hand drawn (see guidance note 3) Yes  No

Have you included evidence of your public liability insurance to cover activity (see guidance note 4) Yes  No

**Part 5 - Signature**  
**The form must be signed by the applicant. In the case of a partnership, all parties must sign. In the case of a limited company, the Managing Director, Company Secretary, or applicants agent (e.g. solicitor) can sign**

<b>Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	<b>Position in organisation:</b>

<b>Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	<b>Position in organisation:</b>

**See over page for details on how to pay**

**Please note any statutory consultation periods will not commence until payment has been made. Do not send cash with applications. You are advised to check that your application has been received if you have not heard from us within 4 weeks of postage. No liability can be accepted by the Council for any loss of application in the post**

**Freedom of information**

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request. To comply with financial regulations, details of license holders may also be disclosed to authorised Government agencies.

## Royal Borough of Kingston upon Thames applicants:

The completed application should be sent to:-

**Royal Borough of Kingston upon Thames, Licensing Team, Guildhall 2, High Street, Kingston, KT1 1EU.**

Alternatively you can send a scanned PDF copy of your application to [licensing@kingston.gov.uk](mailto:licensing@kingston.gov.uk)

The following **Payment Options** are available:

✉ **Post:** Cheques or postal orders should be made payable to 'Kingston Council'

☎ **Telephone:** Debit and Credit Card payments can be made by ringing (020) 8547 5080

If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. We will then contact you once we have received your form. Please note any statutory consultation periods will not commence until payment has been made. It is your responsibility to contact us if you have not been requested to make the payment after submitting an application in this way.

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### GUIDANCE NOTES

1. **PLANNING PERMISSION.** You will need planning permission to place tables and chairs on the public highway before applying for a licence. You can contact the planning team by:  
Email: [development.management@kingston.gov.uk](mailto:development.management@kingston.gov.uk)  
Telephone: 0208 547 5002 (Kingston)
2. **TYPE OF APPLICANT:** Licences can be granted to individuals, companies and partnerships. Please ensure that when completing your application form you provide the correct applicant details. These will appear on the licence and the person or body named will be responsible for ensuring compliance with the conditions of the licence.
3. **PLAN:** The plan must clearly outline the extent of the proposed licensed area. The plan must show the position and size of the proposed tables and chairs etc. in relation to the building, adjoining public footway, any street furniture or trees etc.
4. **FEE:** The current charge is £100 per table with a minimum charge of £500 per licence application.
5. **PUBLIC LIABILITY INSURANCE:** The licence holder shall hold public liability insurance that indemnifies the licence holder and Kingston Council against each and every claim in respect of injury damage or loss arising out of any grant of permission to place objects (including tables and chairs) on the highway to the sum of at least £10 million.