

CANNOCK CHASE DISTRICT COUNCIL
LICENSING ACT 2003

APPLICATION FOR PAVEMENT CAFÉ LICENCE

Checklist	
Please indicate below which application you are submitting	
New application	<input type="checkbox"/>
Transfer of Licence	<input type="checkbox"/>
Variation of existing Licence	<input type="checkbox"/>
1. Applicant details	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
2. Address of premises	
Post town	Postcode
3. Address for correspondence (if different from above)	
Post town	Postcode
4. Contact details	
Telephone Numbers	Daytime
	Evening (optional)
	Mobile (optional)
Fax Number (optional)	
Email Address (optional)	
5. Location of Licensed Area/Pavement café:	
6. Have you established whether planning permission is required?	
Yes / No	
If yes, please attach their response.	
If no, please consult with Planning Services before proceeding with this application.	

7. Have you consulted with Staffordshire County Highways over your proposed street café? Yes / No If yes, please attach their response If no, please do so before proceeding with this application.
8. Proposed hours of operation:
9. Proposed number of tables:
10. Proposed number of chairs:
11. Proposed other items of furniture/equipment:
12. Details of proposed street furniture Please give a brief description, suppliers and technical details where appropriate of proposed furniture. Photographs/illustrations are welcome.
13. Details of proposed barriers Please give a brief description, suppliers and technical details where appropriate of the proposed barriers:
14. Details of any other items to be included in the pavement seated area Please give a brief description, suppliers and technical details where appropriate of proposal:
15. Public liability insurance Public liability insurance of £5 million is required which covers the street café area. Do you hold this insurance Yes / No If yes, please include a copy of the insurance policy and schedule with your application If no, please be aware that the permission will not be issued until the City Council has had sight of the insurance policy.

Date	
Signed	
Print name	

Enclosures
<ul style="list-style-type: none"> • Remittance <input type="checkbox"/> • Location Plan <input type="checkbox"/> • Seating Plan <input type="checkbox"/> • Barrier/Table and Chair Details <input type="checkbox"/> • Public Liability Insurance <input type="checkbox"/>
General information
<p><u>Location plan</u> Please supply an A4 plan clearly outlining the premises and the location of the proposed outdoor seating area. Suggested scales are 1:1250/1:500 the location plan may be included as part of a larger site plan.</p> <p><u>Site plan</u> Please supply 4 copies of a site plan showing the following information. Suggested scales are 1:1250/1:500.</p> <ul style="list-style-type: none"> • Access points • Building lines • Boundaries • Kerbs • Dimensions of seating area • Table and chair arrangement • Other furniture/items layout • Plan and elevations (1:50) of barriers/enclosure <p><u>Payment</u> Please enclose your cheque for the appropriate fee (application fee depends on the non domestic rateable value of the premises) made payable to Cannock Chase District Council</p>

Please note that Cannock Chase District Council hold and use data in accordance with the Data Protection Act 1998. You should be aware that by signing this form you are agreeing that the information you have provided within it may be used and shared with other departments and agencies in order to assist in the prevention and detection of crime and to protect public funds.

Please submit all details to:

Cannock Chase District Council
Licensing Authority
Civic Centre, PO Box 28
Beecroft Road
Cannock
WS11 1BG