

**Table and Chairs Licence Application Procedure under Section 115 Part VIIA
of the Highways Act 1980**

The process for the application for a tables and chairs licence is as follows:

1. The applicant applies for Table and Chairs Licence to the Head of Technical & Procurement Services.
2. The applicant is asked to provide insurance details, a plan of the area, furniture details and the required fee.
3. A3 planning permission is required for the sale of food and drink for consumption on the premises and if the applicant is planning to serve alcohol they will require a valid liquor licence.
4. An officer will visit the site to survey the area.
5. Consultation letters are sent to the following asking for any comments.
 - ECC Highways
 - Planning Services
 - Environmental Services
 - Legal Services
 - Regeneration Services
 - Financial Services (Insurance)
 - ECC Legal Services
 - Essex Police (Licensing)
 - Town Council
6. Letters are sent to the neighbouring shops or properties that the applicant shares the frontage with for their consent to the application.
7. Site notices are drawn up and erected for representations or objections to the application.
8. If no representations or objections are received the licence is issued. Two licences are sent to the applicant for signature. Both are returned for the Head of Technical & Procurement Services to sign.
9. Any representations or objections received will be considered by the Head of Technical & Procurement Services. If the application is approved the licence is issued. Two licenses are sent to the applicant for signature. Both are returned for the Head of Technical & Procurement Services to sign.
10. When both licenses have been signed by the Head of Technical & Procurement Services one licence is returned to the applicant. The other is retained by the Head of Technical & Procurement Services.
11. Studs will be installed on the boundary of the approved area where tables and chairs are to be placed.
12. Ongoing enforcement of the licence premises will be carried out to make sure the conditions of the licence are not being broken.
13. Expiry dates of insurance details will be monitored to ensure insurance cover is current.
14. All licences are renewable yearly on the 1st April.

Tendring
District Council



Way to Pay for a Tables and Chairs Licence

You can make your payment using one of the following options:

- **By cheque** made payable to Tendring District Council
- **By phone** using a credit or debit card
- **By credit or debit card**
- **Online** (for renewals only)



Application to place Table and Chairs on the Highway Section 115 Part VIIA of the Highways Act 1980

Date of application.....

Applicant Details

Name:.....

Address:

.....

Postcode:..... Telephone number:.....

Email address:

Agent's details if applicable

Name:

Address:

.....

Postcode: Telephone number:

Email address:

Premises to be licensed

Name:

Address:

.....

Postcode: Telephone number:

Please indicate restaurant/café opening hours for each day of the week.

Sun To Mon To

Tues To Wed To

Thurs To Fri To

Sat To

How many tables and chairs do you intend to site?

Please list below any other items you intend to place within the licensed area e.g. umbrellas, barriers, planters.

Include the number and a brief description of each.

Table and Chair licences are valid for one year commencing on the 1st April.

You will therefore need to renew your licence on the 1st of April every year regardless of its commencement date. An invoice will be sent to you as a reminder.

Accompanying Documentation

We need to see the following before we can process the application:

- A copy of your public liability insurance for minimum of £5,000,000 in respect of any one incident to indemnify both Tendring District Council and Essex County Council.
- A dimensioned plan clearly showing the area where you intend to place the tables and chairs.
- Details of the furniture you intend to use including umbrellas, heaters, barriers and planters.
- The required fee.

Fees

The application fee	1 st April 2010 to 31 st March 2011	£660
	1 st April 2011 to 31 st March 2012	£680
The renewal fee	1 st April 2010 to 31 st March 2011	£210
	1 st April 2011 to 31 st March 2012	£220

Please post to:

**Tendring District Council
Technical & Procurement Services
Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE**

For all enquiries contact **01255 686975**