



HEREFORDSHIRE  
COUNCIL

**STREET FURNITURE APPLICATION FORM**

**Section One – General Details**

- Applicants Name and Name of Business:

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- Address of Business:

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Tel. Number Day .....

Mobile Number.....

Tel. Number Evening.....

Fax Number.....

E-mail address.....

- Address for correspondence (if different from above):

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- Precise Location of Area/Pavement Café to be Licensed and Dimensions

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\* Proposed Number of Tables:

\* Proposed Number of Chairs:

- Proposed Other Items of Furniture/Equipment:

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**Section Two – Details of Furniture, Means of Enclosure and Other Proposed Items**

*[for renewals of existing licenses a brief description is adequate].*

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**Notes:** Applicants are requested to supply as much detail as possible, for all items proposed. Photographs, sketches, clear photocopies and technical details (dimensions/colours/materials, etc) are welcomed.

- Details of Proposed Street Furniture:

*Please give brief description and supplier/technical details where appropriate of proposed furniture (please see notes on furniture types in information pack):*

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- Details of Means of Enclosure:

*Please give brief description and supplier/technical details where appropriate of proposed barriers (please see note on enclosures in information pack):*

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- Details of Any Other Items To Be Included Within Enclosed Area, e.g. Umbrellas, Menu Boards, Gas Heaters, etc:

*Please give brief description and supplier/technical details where appropriate of proposed items:*

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### **Section Three – Additional Details Required**

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- Location/Site Plan: this will be completed at a site meeting with a Herefordshire Council Officer and you or your representative. *You will be contacted in due course to arrange this.*
- Insurance: Please supply a certificate of proof for Public Liability Insurance to the value of £5,000,000 for this additional area of trading.
- Payment: ***You will be advised of the fee payable on approval of your application.***

### **Section Four – Acceptance**

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The Council has the power to grant a person consent to provide and operate facilities for refreshment on a highway under **Section 115E of the Highways Act 1980**. Subject to the following criteria a person to whom consent has been granted must be aware of, and comply with, the requirements of the Section.

*I hereby consent to the following conditions:*

1. The conditions attached to the amenities licence may be varied and added to by the Council at any time.
2. The consent holder must always have a valid insurance policy for public liability for at least £5,000,000, and the consent holder must notify the insurance company of their application and receive confirmation they are covered as required by the Application Form.
3. In considering the applications the Council will take account of the need to maintain emergency vehicle access at all times.

4. The holder of the consent shall not provide any refreshments other than food and non-alcoholic drink normally obtainable within the consent holders premises.
5. Tables and chairs must be sited so that they are clearly visible from inside the premises. Consent holders shall ensure that during the period of use and at the conclusion of any period of use the area of the highway that is the subject of this consent shall be kept clean and tidy and free from litter. All street furniture must be removed from the Highway at the end of the permitted time of opening according to the individual licence.
6. No omission from, or addition to, or variation of, the consent shall be valid of any effect unless it is agreed in writing and signed by the supervising officer of the Council and by the consent holder.
7. The consent holder shall ensure that any equipment used for the purposes of providing these facilities are safe and present no risk to members of the public and in particular:
  - (i) that all chairs are in good repair and are stable.
  - (ii) any parasols and umbrellas are fully secured to the ground and weighted to prevent them being dislodged by the wind.
  - (iii) the area to be used is protected and separated from the rest of the highway in such a way that a blind or visually sighted person runs no risk of injury from their use.
8. The Consent holder shall indemnify the Council against any claim in respect of injury, damage or loss arising out of the grant of the consent except where any claim in respect of such injury, damage or loss is attributable to the negligence of the Council.
9. A clear pedestrian route will be required for those walking past the premises. Emergency exits from adjacent buildings must not be obstructed by a seating area.
10. The layout of the tables, seats, access points and any enclosure will have to be approved by the Herefordshire Council Street Trading Panel made up of senior council representatives. It is essential that the layout of these areas do not provide any obstructions, inconvenience or danger to those customers with disabilities and particularly that adequate space is left between tables for wheelchair access.
11. Any damage to local Authority Property caused as a result of street furniture placed on the highway will be repaired by the Authority with all costs recharges to the business in question.

It must be emphasised that the Council in giving consent cannot, and does not, seek to absolve anyone from any statutory risk which they may incur in placing or depositing any thing on the highway.

**I confirm that I am fully conversant with the Street Furniture Consent conditions.**

Signature..... Date.....

In support of this application, please attach the following:

- two passport photographs (proof of identification);
- a copy of a recent utility bill (proof of address);
- evidence of Public Liability Insurance that demonstrates you have cover to the value of £5,000,000 for this additional area of trading.

**WHEN COMPLETED PLEASE FORWARD THIS FORM  
TOGETHER WITH SUPPORTING DOCUMENTATION  
TO:  
LICENSING OFFICER  
HEREFORDSHIRE COUNCIL  
ENVIRONMENTAL HEALTH AND TRADING  
STANDARDS  
MARKETS, FAIRS AND STREET TRADING SECTION  
UNIT 10  
BLACKFRIARS STREET  
HEREFORD  
HR4 9HS**

*Note: Any person who, in connection with an application for Street Trading consent, makes a false statement which he/she knows to be false, in any material respect or which he/she does not believe to be true, shall be guilty of an offence. Any person guilty of an offence under this paragraph shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1000).*

**DATA PROTECTION ACT:** The information provided in this application will be processed in accordance with the **Data Protection Act 1998**. Please note we may disclose this data to other Council departments in accordance with the act to facilitate the more efficient provision of services ."