**Business and Planning Act 2020**

**Application for Licence To Place Amenities Including Tables And Chairs On Or Over The Highway.**

**IMPORTANT NOTES**

1. Please read the licence conditions before completing this form.
2. Planning permission and other consents maybe required, which are the responsibility of the applicant.
3. The applicant shall have public liability insurance in the sum of at least £5 million.
4. The cost of the Licence is £340.00 and is non-returnable, irrespective of whether the application is approved or whether the permission is surrendered or terminated at any time before its expiry. **Please make cheques payable to Sandwell MBC.**
5. A licence shall run from the date agreed between the council and licensee.
6. A licence has to be renewed annually at a cost of £310.00.
7. 10 working days be required to process an initial licence from receipt of a valid application. (This includes the statutory 5-day consultation period)

**SECTION 1 – TO BE COMPLETED BY THE APPLICANT**

1. **Renewal**

Is this request to renew **Yes No** If yes please state previous

an existing licence? licence number

1. **Applicant**

Name (and position if applicable)

Correspondence Address

Postcode

Telephone (daytime/office)

 Telephone (emergency out of hours/evening)

 Email address

1. **Premises**

Name of business

Address of property from which the licence is to be operated

Postcode

Name & address of owner (if different from the applicant)

Postcode

4. **Planning Permission**

Planning consent may be required to place objects on or over the Highway.

**Planning Authority confirm Planning Consent not required - Mark box.**

**Copy of Planning Permission Consent enclosed - Tick box.**

**The Planning Department at Sandwell can be contacted on 0121 569 4054, if you are in any doubt as to whether permission is required.**

5. **Consent of adjoining owners**

Business and Planning Act 2020 states that consent can only be granted for a Licence if the consent of interested frontages (i.e. owner/occupiers of adjoining premises and owner/occupiers of accommodation above the premises when in separate ownership/occupation) has been obtained. Please ask the adjoining owner/occupiers to complete the enclosed statement of consent forms and return with your completed application.

**Signed consents enclosed – Mark box.**

6. **Details of proposed street furniture**

Applicants are required to supply a scaled plan (not less than 1:500) with dimensions of the proposed licensed area. This should be supported by photographs, sketches, clear photocopies and/or technical details.

**Proposed number of tables**

**Proposed number of chairs**

**Proposed furniture** - Please give brief description of supplier and technical details.

**Proposed barriers** – Please give brief description of supplier and technical details.

**Other items to be included in pavement seated area i.e., planters, menu boards** – Please give brief description of supplier and technical details

7. **Operational details Yes No**

(a) Do you wish to sell or consume alcohol on street?

If so, please enclose a copy of the licence and any other details. (The sale of alcohol will require a separate Licence to be obtained from the Licensing Authority at Sandwell MBC. Please contact 0845 359 7522 for more information). Please note there is currently an Order in place to prohibit the consumption of alcohol in public places.

**Copy of licence enclosed – Tick box**

 **Yes No**

(b) Do you intend to provide music?

If so, please enclose a copy of the licence and any other details. (A separate music licence will need to be obtained from the Licensing Authority at Sandwell MBC. Please contact 0845 359 7522 for more information).

**Copy of licence enclosed – Mark box**

(c) Please list proposed days and times for operation of the Licence: -

 Sunday from to

Monday from to

 Tuesday from to

 Wednesday from to

 Thursday from to

 Friday from to

 Saturday from to

8. **Insurance**

I enclose a copy of my public liability insurance certificate: the sum insured for is no less than £5,000,000 (number of occurrences unlimited)

**Mark box**

9. **Licence duration and fee**

Licence will be granted for a specified period and be charged at a fee of £310.00.

These fees will be non-returnable.

**Fee enclosed – Mark box.**

On what date do you wish the licence to commence?

10. **Declaration and Indemnity**

I have read, understood and give my undertaking to observe and abide by the conditions of the licence and any other additional conditions, which may be listed as part of this licence supplied to me. I have also included consents, valid public liability insurance and fee as requested. These will be made available for inspection by the Council upon request.

I understand that the Highway Authority has the right to revoke or suspend the licence and that no compensation will be payable.

In the event of Sandwell Metropolitan Borough Council granting permission sought herein I agree to indemnify and hold harmless the Council from and against all actions in law or inequity, damages, statutory or common law losses, costs charges and expenses arising in manner whatsoever out of the placing of tables, chairs and other items on pavements.

**Signature of applicant**

**Please print name**

**Date**

**Please return form by email -** **footway\_permits@sandwell.gov.uk** **or post Highways Services footway permits, Sandwell Council House, Freeth Street, Oldbury, West Midlands, B69 3DE. For telephone enquiries ring 0121 569 4045**