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Outdoor Seating Licence – COVID 19 - Application Form

**●Section 115E, Part VIIA of the Highways Act 1980 ● Planning & Business Bill 2020**

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| Unless all information is provided, your application will not be processed and the form will be returned to yourself for completion - **PLEASE USE CAPITAL LETTERS** |

# PART A – PARTICULARS

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| --- |
| Applicants Name (the name that will appear on the licence): |
| Position in Company: |
| Business/Premises Name: |
| Business/Premises Address: |
|  |
| Post Code: |
| Telephone No(s): |
| Email Address: |
| Correspondence Name/Address (if different from the business address): |
|  |
| Post Code: |

# PART B – USE

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| What type of business are you? (e.g. bar, café, restaurant etc.) |
|  |
| What will the outdoor seating area be used for? (e.g. eating, drinking, smoking) |
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# PART C – FURNITURE AND EQUIPMENT

# Please list the names of all the roads where the furniture will be placed and for each road; where it will be placed in proximity to the frontage of your business/premises. If you are requesting the furniture is placed somewhere other than the frontage of your business/premises please give a brief explanation as to why:

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**Please provide details of the furniture to be used.**

***Please note: social distancing guidelines must be considered and the amount of furniture you place in an outdoor seating area may have to change as/when/if these guidelines are updated for which it is your responsibility to do so:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Description (e.g. material/colour etc.)** | **Dimensions** | **Quantity** |
| Tables |  |  |  |
| Chairs/Benches |  |  |  |
| Parasols |  |  |  |
| Barriers/Planters |  |  |  |
| Other |  |  |  |
|  | | | |
| Where will the outdoor be stored outside of operating times/overnight? | | | |
|  | | | |

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# PART D – OPERATING TIMES

Please state the operating times of your business and desired operating times of the outdoor seating area:

Business Hours:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **Opening**  **Time** |  |  |  |  |  |  |  |
| **Closing**  **Time** |  |  |  |  |  |  |  |

Desired Outdoor Seating Area Hours:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **Start**  **Time** |  |  |  |  |  |  |  |
| **Finish**  **Time** |  |  |  |  |  |  |  |

# PART D – FOOD/DRINK/FACILITIES

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| Is alcohol sold/served on the premises? |
| Is alcohol likely to be consumed within the outdoor seating area? |
| Is food served on the premises? |
| If food is served what is your current food hygiene rating? |
| Is food likely to be served/eaten in the outdoor seating area? |
| Will smoking be permitted in the outdoor seating area? |
| Do the premises have toilet facilities? |
| Do any of these toilets allow disabled access? |

# PART E – LAYOUT/PLAN

Please attach a sketched plan and/or photograph(s) which:

* Clearly indicates the AREA and POSITION of furniture (chairs, tables, barriers etc.) and associated structures (If smoking is permitted identify smoking/non-smoking tables).
* Shows the proximity of the area in relation to your premises.
* Includes the position of other street furniture such as lamp columns/sign posts/bollards/bins etc. as well as indicating kerb lines etc.
* Details approximate measurements of the area (in metres and centimetres).
* Indicates street names.

*A suggested template can be found at the end of this application.*

# PART F – ENCLOSED DOCUMENTS

Please enclose the following documents with this application

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| --- | --- |
| Copy of Public Liability Insurance documentation (minimum cover should be £5 million)…….. |  |
| Plan/photograph(s) of the area……………………………………………………………………….. |  |
| Copy of ‘Notice of Application’……………………………………………………………………….. |  |

# PART G – SIGNATURE/DECLARATION

I hereby declare that all the information given by me on this application form is true to the best of my knowledge. I can also confirm that I have read and understand the terms and conditions as laid out in the ‘Outdoor Seating Licence Policy Document’ and will adhere to these as well as the Government guidelines for Social distancing and the Governments ‘Business & Planning Bill’.

**Signature: Date:**

The completed form should be emailed: [HighwaysEnforcement@bradford.gov.uk](mailto:HighwaysEnforcement@bradford.gov.uk)

*Unfortunately due to current COVID-19 crisis we are unable to accept postal applications.*

**WHAT NEXT**

Upon submission of your application; you should fix a ‘notice of the application’ to the premises that is visible and easily read by all members of the public using the highway. A template notice can be downloaded from <https://www.bradford.gov.uk/business/licensing/outdoor-seating-licence/>. This notice must be visible for **5 full working days from the date the application is made.**

After the 5 working day period your request for outdoor seating will be assessed by ourselves, Council colleagues from other teams (such as Licensing) and colleagues from partner organisations as required; taking into consideration any representations which may be received as a result of the notice. In certain situations you may need to make adjustments to your application prior to approval for which you will be advised accordingly.

If your application is **successful** you will be issued with your licence which must be clearly displayed.

The following is a suggested layout for the outdoor seating area plan – professional drawings or detailed photographs are also acceptable.

|  |  |  |
| --- | --- | --- |
| **KEY** | | **DESIGN** |
| Shop Front |  |  |
| Main access door |  |
| Footpath/Kerb Edge |  |
| Pedestrian Crossing | ⚫ ⚫ |
| Lamp post | ⚫ |
| Council Railing |  |
| Signpost | ⚫ |
| Council Bin | **⭘** |
| Council Bench |  |
| Tree |  |
| Barrier |  |
| Planters |  |
| Tables |  |
| Chairs | ⌧ |
| Parasols | **🞊** |
| **OTHER** | |
|  |  |