

**Application for New/Renewal\* PAVEMENT PERMIT**  
**Under the Highways Act 1980 – Part VIIA**

**IMPORTANT – Notes to Applicant**

Please read the guidance provided with this application before completing this form.  
Failure to supply any information requested may delay your application.

**1. Applicant details**

Name (including name of business if applicable):

Full Postal Address:

Daytime contact telephone number:

Mobile number:

E-mail address:

**2. Details of Application Site**

Name of Establishment/Business:

Address of Application Site:

Telephone Number:

E-mail address:					
Premises Licence Number if applicable:					
<b>3. Days and Hours during which the tables and chairs will be on the street. (See note 2e)</b>					
Monday		From		To	
Tuesday		From		To	
Wednesday		From		To	
Thursday		From		To	
Friday		From		To	
Saturday		From		To	
Sunday		From		To	

<b>4. Place of Storage</b> (Please specify the place of storage of the tables and chairs and other items when not on the highway)	

5. Number of tables applied for          6. Number of persons to be seated	

7. Dimensions of area of street to be used (in metric)	
8. Please give number and details of table and chairs and all other items of furniture including fencing, umbrellas, barriers etc.	

<b>Checklist</b>	
<ul style="list-style-type: none"> <li>• I have made or enclosed payment of the fee. <span style="float: right;"><input type="checkbox"/></span></li> <li>• I have enclosed a copy of an Ordnance Survey site plan Scale 1:1250 showing the location of the tables, chairs and other items to be placed on the highway. <span style="float: right;"><input type="checkbox"/></span></li> <li>• Plan not required for renewal <span style="float: right;"><input type="checkbox"/></span></li> <li>• Confirmation from the Highways Records of the status of the application site <span style="float: right;"><input type="checkbox"/></span></li> <li>• Evidence of public liability insurance <span style="float: right;"><input type="checkbox"/></span></li> <li>• Other associated permissions i.e. Planning and any appropriate licences under the Licensing Act 2003 <span style="float: right;"><input type="checkbox"/></span></li> </ul>	

Signature of Applicant	
Please print name	
Name of Company (if applicable)	
Position in company (if applicable)	