

**Application For A Licence To Use  
The Highway For A Street Cafe.  
Highways Act 1980 Section 115C-E**

**FOR OFFICE USE**

Application No \_\_\_\_\_

Fee Paid \_\_\_\_\_

Receipt No \_\_\_\_\_

Please read the notes and answer ALL of the following questions

**Question 1**

Your Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel No. \_\_\_\_\_

**Question 2**

the Name and Address of any person acting for you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel No. \_\_\_\_\_

**Question 3**

Describe the proposed location for the street cafe and its address if different from the address in Question 1 above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 4**

Please state the main proposed materials (for example: furniture, umbrellas, boundary markers, colour, type, style) and show them on your detailed layout plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 5**

Do you intend to alter any of the building and/or building frontage to accommodate the proposal?

If yes, please show details of the alteration on your plan

YES/NO

**Question 6**

Are there any lighting columns, litter bins, road signs, public seating, trees etc on site within the boundary of the area proposed for the street cafe? YES/NO

If YES please show them on your plan.

**Question 7**

Please indicate the number of Male/Female sanitary facilities

MALE/FEMALE

\_\_\_\_\_  
/

**Question 8**

Is it intended to seek a licence to serve alcohol within the street cafe area?

If YES, please answer Q9 overleaf.

YES/NO

## Question 9

What range of drinks (alcoholic and non-alcoholic) it is intended will be served within the street cafe area?  
Give details below.

---

---

---

## Question 10

What is the existing seating capacity and what is proposed for the external pavement cafe?

---

---

## Question 11

What is the proposed operating times of the pavement café area (times that the street furniture will be established and removed). Please indicate if the times change for different days of the week and also please identify any items of furniture that is proposed to remain outside at all times. The preference is for all items to be removed each day.

---

---

### Please read and sign the following statement

**I wish to apply for a licence to use the highway fronting the above named property for the purpose of a street cafe as described in this application and the accompanying plans and enclose the required fee.**

Signed ..... Date \_\_\_\_\_

Preston City Council will use your information for the issuing of a pavement café licence and in a manner compatible with the Data Protection Act. Any disclosures or sharing of information will only take place where required or permitted by law. For further information please visit [www.preston.gov.uk](http://www.preston.gov.uk).

## NOTES

Applications should ideally be returned electronically to:

[engineers@preston.gov.uk](mailto:engineers@preston.gov.uk) (with a copy to [r.rees@preston.gov.uk](mailto:r.rees@preston.gov.uk))

Postal applications should be made to the Director of Customer Services  
at: Town Hall, Lancaster Road, Preston PR1 2RL

and accompanied by:

1. A copy of this form completed and signed
2. A location plan to Ordnance Survey quality showing the proposed area for the street café at a scale of 1:1250.
3. Detailed plans (to show the proposed street cafe) at a scale of 1:100 or 1:200
4. Full manufacturers' literature/details of the furniture/equipment to be used.
5. An example of the menu of foods to be served.
6. Details of the management arrangements for the street cafe
- 7. The standard fee. (£100.00) This fee is non-refundable.**
8. Details of proof of public indemnity insurance (Minimum £5 million)

## Before you apply

You are strongly advised to discuss your proposals informally with Russell Rees, Tel No. 906792. You should also consult your neighbours before making your submission. You should seek professional help when attempting to illustrate your proposals.

## **You will need two types of plans:**

**Location plan** - to show where your proposal is situated in relationship to the surrounding area. You must clearly edge the site boundary in red. The plan should be at a scale of 1:1250, to Ordnance Survey quality. The Development Control Section will supply copies of OS plans for a small charge.

**Detailed plan (with elevations)** - to show the proposed street cafe and its relationship to existing buildings and features. The plan should be at a scale of 1:100 or 1:200 and the main dimensions should be clearly stated. It should include all the information required by the questions above.

## **Additional Notes:**

**Planning Permission**- if you propose to alter the existing elevation of your property to enable you to operate the street cafe, Planning Permission may be required.

**Listed Building Consent** - If your building is included in the list of Buildings of Special Architectural or Historic Interest, and your proposal involves alterations to the building, you may need Listed Building Consent in addition to Planning Permission and to submit an application.

**Conservation Area Consent** - If you propose the alteration of any building and/or part of structure in a conservation area, you may need Conservation Area Consent in addition to Planning Permission and have to submit an application for Conservation Area Consent, form (CA1). Please check with the Planning Department if you are in doubt about any of these aspects. Tel No: 906912.