



**Application for grant/renewal for a Licence to use
The Highway for A Street Café
Highways Act 1980 Section 115C-E**

Please read the notes and answer ALL of the following questions

Question 1

Your Name and Address

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Postcode:.....
Telephone:.....

Question 2

The Name and Address of any person acting for you.

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Postcode:.....
Telephone:.....

Question 3

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

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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.

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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 café? YES/NO

If YES, please show them on your plan.

Question 7

Please indicate the number of Male/Female toilets

MALE.....

FEMALE.....

Question 8

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

If YES, please answer Question 9.

YES/NO

Question 9

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

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Question 10

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

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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 café as described in this application and the accompanying plans and enclose the required fee	
Signed:.....	Date:.....

Notes

Applications should be made to the Chief Executive Officer, Fylde Borough Council, Town Hall, Lytham St Annes and accompanied by:

1. One complete copy of this form
2. One location plan to Ordnance Survey quality showing the proposed area for the street café at a scale of 1:1250.
3. One detailed plan (to show the proposed street café) at a scale of 1:50 or 1:100
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 café
7. The standard fee
8. Details of proof of public indemnity insurance (£5 million)

Before you apply

You are strongly advised to discuss your proposals informally with the Planning Department (Town Hall, St Annes) and also 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 Planning and Technical Services Department will supply copies of OS plans for a small charge.

Detailed plan (with elevations) – to show the proposed street café and its relationship to existing buildings and features. The plan should be at a metric scale of 1:100 or 1:50 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 café, Planning Permission may be required. (FormP1).

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 (form LB1).

Conservation Area Consent – If you propose the alteration of any building and/or part of a 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 Division if you are in doubt about any of these aspects. Tel No. 01253 658460

HOW TO APPLY

Initially telephone or write to us explaining your proposal and enclosing a plan of your café layout at a scale of 1:500. We will contact you to agree the details and provide you with a pavement café application form. Write to us at:

Fylde Borough Council
Town Hall
Lytham St Annes
FY8 1LW

Or phone 01253 658606 and ask for Andy Hough