



IPSWICH
BOROUGH COUNCIL

**APPLICATION FORM FOR HIGHWAY AMENITY CONSENT
(SITTING-OUT AREAS)**

Section One – General Details

1. Applicant's Name:

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2. Name of Business:

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3. Address of Business:

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Daytime Tel No: **Mobile No:**

Evening Tel No: **Fax No:**

Email Address:

4. Address for Correspondence (if different from above):

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5. Location of Sitting-Out Area and Dimensions (*This should also be detailed on the plan which must accompany this application.*):

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* Proposed Number of Tables:

*Proposed Number of Chairs:

* Proposed Times of Operation: until

* Proposed Days of Operation:

* Proposed Other Items of Furniture/Equipment:

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Section Two – Details of Tables & Chairs, Means of Enclosure and Other Proposed Items [for renewals of existing licences a brief description is adequate]

(Notes: Applicants are requested to supply as much detail as possible, for all items proposed. Photographs, sketches, clear photocopies and technical details (dimensions/colours/materials etc) are welcomed.)

6. Details of Proposed Tables & Chairs:

Please give brief description of materials and sizes of Tables & Chairs to be used *(please see notes on furniture in information pack):*

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7. Details of Means of Enclosure:

Please give brief description of type, size and design (supplier/technical details etc where appropriate) of proposed barriers *(please see note on enclosures in information pack):*

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8. Details of any other items you wish to be considered to be included (eg Umbrellas, Menu Boards, Gas Heaters etc):

Please give brief description and supplier/technical details, where appropriate, of proposed items:

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Section Three – Checklist of Additional Details Required

The following must accompany this application. Your application will be rejected if you fail to provide these items:

I confirm that I have enclosed:

*Please tick
✓ if yes*

- **Location/Site Plan:** showing the dimensions of the area to be used; number and layout of tables and chairs; and any other objects to be placed within the consent area (eg. planters, heaters, parasols, etc). The plan should also show the area in relation to the frontage of the premises;

- **Insurance:** Please supply a certificate of proof for Public Liability Insurance to the value of £5,000,000 for this additional area of trading.

- **Payment:** the consent fee is £33 per table applied for (this fee will be refunded in full if the application is refused.)

Section Four – Declaration

I understand that if this application is approved I must comply with the conditions attached to the Highway Amenity Consent issued to me.

Signature: Date:

Position:.....

Note: Any person who, in connection with an application for Highway Amenity Consent, makes a false statement which he/she knows to be false, in any material respect or which he/she does not believe to be true, shall be guilty of an offence. Any person guilty of an offence under this paragraph shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1,000).

**WHEN COMPLETED PLEASE FORWARD
THIS FORM, TOGETHER WITH
SUPPORTING DOCUMENTATION TO:**

**Licensing & Enforcement Services
Ipswich Borough Council
3rd Floor West
Grafton House
15 - 17 Russell Road
IPSWICH
IP1 2DE**

**Cheques should be made payable to
'Ipswich Borough Council'**

DATA PROTECTION ACT: The information provided in this application will be processed in accordance with the Data Protection Act 1998. Please note we may disclose this data to other Council departments in accordance with the act to facilitate the more efficient provision of services.