



## Street Café Licence Application Form

Thank you for your interest in obtaining a licence to place tables and chairs on the highway.

Send your completed form to [kaffeorme@teignmouth-devon.gov.uk](mailto:kaffeorme@teignmouth-devon.gov.uk), but before you do anything make sure you have read:

- [Our guidance notes](#)
- [Our terms and conditions](#)



Both of which can be found at [www.teignmouth-devon.gov.uk](http://www.teignmouth-devon.gov.uk)

**1. Fees.** A licence costs £50. Fees are non-refundable.

**2. Permission from local planning authority.** You need to check with your local planning authority to see if permission is required, in addition to our highway licence. If applicable, you must ensure the outdoor area is properly licensed under the [Licensing Act 2003](#).

**3. Public Liability Insurance.** You must have a minimum cover of £5million which specifically relates to tables and chairs on the highway.

**4. Acceptable items.** We only allow items which are safe, practical, portable and in keeping with the surroundings. Read the guidance notes for details of what is acceptable. For example, picnic benches are not allowed.

### Contact us

If you have any queries please contact us on 01626 775030 or visit [http://www.teignmouth-devon.gov.uk/Pavement\\_Caf%C3%A9\\_Licenses\\_3243.aspx](http://www.teignmouth-devon.gov.uk/Pavement_Caf%C3%A9_Licenses_3243.aspx)



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## APPLICATION FORM

To apply for a street café licence  
S.115E HIGHWAYS ACT 1980

<b>PART 1</b>	
<b>Applicant contact details – this information will be available to the public</b>	
[Mr Mrs Ms Miss]	First name[.....] Surname[.....]
Company or organisation [.....]	
Address:[.....]	
[.....]	
[.....]Post Code:[.....]	
Tel No:[.....]E mail[.....]	
<b>Proposed location of street cafe</b>	
Name and address of premises, if different from above	
[.....]	
[.....]	
[.....]	
[.....]	
Please attach:	
a) A clear, Ordnance Survey based plan outlining the proposed area for tables and chairs in <b>red</b> , and the premises boundary in <b>blue</b> .	
b) A detailed site plan showing the precise location and proposed setting out of the tables and chairs. Once the licence is agreed this must be adhered to.	
See our website for examples of acceptable and unacceptable plans.	



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### PART 2

#### Days and times

Please tell us what days and times you wish to put tables and chairs out  
(For example: *Monday to Friday 9am to 5pm, Saturday and Sunday 10am to 4pm*)

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#### Proposed number of tables and chairs

Please refer to our guidance notes for details of what is acceptable

How many tables? [.....]

How many chairs? [..... ]

Remember to enclose pictures/brochures of proposed equipment

#### Barriers

Describe the type of barriers that you intend to use, if any.  
Please refer to our guidance notes for details of what is acceptable

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### Payment and Declaration

#### The fee is £45

The fee is £45 for the whole year or part of. Fees are non-refundable.

#### Please tick to confirm you understand and accept each statement below

I have enclosed:	Tick
<ul style="list-style-type: none"><li>A clear site plan indicating proposed area of street café</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>A clear layout diagram showing exact positions of tables and chairs</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Pictures/brochures of proposed furniture</li></ul>	<input type="checkbox"/>
I declare I have current public liability insurance for a minimum value of £5million specifically covering tables and chairs on the highway	<input type="checkbox"/>
I declare I have a trade waste agreement with a licensed carrier and provision of a litter bin.	<input type="checkbox"/>
I am aware that if my premises are licensed to sell alcohol that the local authority notify the Police of this application	<input type="checkbox"/>
I have checked the proposal with my local planning authority and agree to follow their instructions	<input type="checkbox"/>
I declare I have read and agree to the street café terms and conditions	<input type="checkbox"/>

#### Please type your name in the signature box below.

We will accept this as an electronic signature when we receive the form via email.

Applicants Name: []

Signed: []

Date: []

For an on behalf of  
(company name): []



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**Note: If the application is incomplete or information provided is inadequate, the application will be rejected prior to processing.**

**Please return this form to [kaffeorme@teignmouth-devon.gov.uk](mailto:kaffeorme@teignmouth-devon.gov.uk)**

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[http://www.teignmouth-devon.gov.uk/Pavement\\_Caf%C3%A9\\_Licenses\\_3243.aspx](http://www.teignmouth-devon.gov.uk/Pavement_Caf%C3%A9_Licenses_3243.aspx)

**IT IS ILLEGAL TO PLACE TABLE AND CHAIRS ON THE HIGHWAY  
WITHOUT LAWFUL AUTHORITY**

### GDPR and Data Protection

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[www.teignmouth-devon.gov.uk/ UserFiles/Files/Policies/Privacy%20Notice%2020](http://www.teignmouth-devon.gov.uk/UserFiles/Files/Policies/Privacy%20Notice%2020)