



Strategic Transport  
5<sup>th</sup> Floor Wat Tyler West  
Beckhampton Street  
Swindon SN1 2JH  
Email: [streetworks@swindon.gov.uk](mailto:streetworks@swindon.gov.uk)

## **APPLICATION FOR HIGHWAY PAVEMENT LICENCE**

Pursuant to Permanent Pavement Licencing Regime Levelling Up and Regeneration Act 2023

### **Data Protection**

Personal and business information which you supply through this form will be used by Swindon Borough Council for the purposes of processing your application. Data will be kept as necessary for enforcement purposes related to the licence. In some cases, information which you supply also becomes part of a public register. Please contact us for more information about this.

For further information on Data Protection please contact:

The Data Protection Officer  
Swindon Borough Council  
Civic Offices  
Euclid Street  
Swindon  
SN1 2JH

### **IMPORTANT**

- PLEASE READ THE ATTACHED GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM
- THIS APPLICATION IS FOR A SHORT TERM LICENCE TO PLACE TABLE, CHAIRS, COUNTERS AND OTHER FURNITURE ON THE HIGHWAY FOR THE PROVISION AND SALE OF FOOD AND DRINKS
- PLEASE PROVIDE AS MUCH DETAILS AS POSSIBLE TO ALLOW YOUR APPLICATION TO BE PROCESSED WITHIN 14 WORKING DAYS
- FOR THE SALE OF ALCOHOL OUTSIDE THE PREMISES PLEASE CONTACT THE LICENSING TEAM ON 01792 466331
- THE FEE FOR THE APPLICATION IS £100 IF POSSIBLE PLEASE PAY USING THE PAY OPTION ONLINE.
- PLEASE PROVIDE A PLAN WITH THE APPLICATION SHOWING THE AREA OF HIGHWAY TO BE USED AND IF POSSIBLE INCLUDE A SKETCH OF HOW THE FURNITURE IS TO BE ARRANGED

Name	
Address	Telephone
	Mobile
	Email
Postcode	

Company name (if applicable)	
Registered address	Telephone
	Email
Postcode	Fax

Name of premises for which the application is made	
Address	Telephone
Postcode	

**AREA OF HIGHWAY TO BE USED**

Dimensions of area of pavement (highway) to be occupied (*in metric*)

Width

Depth

Dimensions of private forecourt, if any (*in metric*)

Width

Depth

Distance from building line to kerb edge (*in metric*)  
 Or if within pedestrianised area:  
 Distance from building line to nearest highway structure e.g. public bench, telephone kiosk

**FURNITURE TO BE USED ON THE HIGHWAY**

Please provide illustrations/photographs of the tables, chairs, barriers, counter or other furniture which you intend to use within the pavement area

Do you intend to use patio heaters within the proposed area? (*separate risk assessment will be required*)

Yes

No

Please give details of where the equipment is to be stored when not in use and what arrangement have been made for the clearing/cleaning up of the pavement at the end of the day?

**DAYS AND HOURS OF OPERATION**

Please state the days and hours you wish to operate on the highway

	<i>Tick if applies</i>	<i>From</i>	<i>To</i>
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			
<i>Saturday</i>			
<i>Sunday</i>			

## 8. Public liability indemnity

You are required to possess Public/Employers' Liability Insurance providing cover of £5,000,000.  
Please include a *copy* of your current insurance certificate with the application.

## 9. Declaration

- I/we hereby declare that the information I/we have given is correct to the best of my/our knowledge and belief.

Signed	Date
Please print name	
Name of Company ( <i>if applicable</i> )	
Position in Company ( <i>if applicable</i> )	

## CHECKLIST

<b><i>I have included the following</i></b>	
<b><i>Plan of the pavement area to be used and if possible a sketch showing how the furniture is to be arranged</i></b>	
<b><i>Photographs of the table, chairs, equipment to be used</i></b>	
<b><i>A copy of risk assessment if using patio heater</i></b>	
<b><i>Public Liability Insurance</i></b>	
<b><i>Paid the £200 administration fee online</i></b>	