



HIGHWAY AMENITY LICENCE Application Form

GENERAL INFORMATION

Applying for a licence

In the first instance please telephone the following contact:

Zoe Manders Tel. 01642 728290

The application form for the Highways Amenities Licence needs to be completed and submitted with the enclosures as detailed below to

**Transport and Infrastructure
P O Box 504
Civic Centre
Middlesbrough
TS1 9FY**

Current fees for applications/renewals are as follows

Fee to apply for a new Highway Amenities Licence £406

Fee for annual renewal/transfer of Licence to new licensee £119

Location Plan

Please supply an A4 location plan clearly outlining the premises and location of proposed outdoor seating area. Dimensions to be included.

Site Plan

Please supply 4 copies of site plan with the following information:

- Access points
- Building lines
- Boundaries
- Kerbs
- Dimensions of seating area
- Table and chair arrangement
- Other furniture/items layout
- Plan and elevations of barriers/enclosure

Payment

Please enclose your cheque made payable to Middlesbrough Council

Insurance

Please supply evidence of £5 Million Public Liability Insurance cover.

PLEASE RETURN COMPLETED FORM WITH ENCLOSURES TO:

Transport and Infrastructure

P O Box 504

Civic Centre

Middlesbrough

TS1 9FY

GENERAL DETAILS

Name of Applicant(s):

Address:

Telephone Number:

I wish to apply for a permit to place tables and chairs on the public highway as follows: Location:

Size of Area: length (m) width (m)

Number of Tables:

Number of Chairs:

Days of the week:

Times each day:

DETAILS OF FURNITURE, MEANS OF ENCLOSURE AND OTHER PROPOSED ITEMS

NOTE: 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 welcome. All items need to be specified/detailed on the main site plan

DETAILS OF PROPOSED STREET FURNITURE

Please give brief description and suppliers/technical details where appropriate of proposed furniture:

DETAILS OF PROPOSED BARRIERS

Please give brief description and suppliers/technical details where appropriate of proposed barriers

DETAILS OF ANY OTHER ITEMS TO BE INCLUDED IN PAVEMENT SEATED AREA

Please give brief description and suppliers/technical details where appropriate of proposed furniture/items.