

APPLICATION FORM

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

Please read the 'Notes of Guidance for Applicants' before completing this application form.		
PART 1		
Applicant Contact Details – This information will be available to the public		
Mr Mrs Ms	First name	Surname
Company/ Organisation		
.....		
.....		
Address:.....		
.....		
.....		Post Code:.....
.....		
Tel No:..... E mail.....		
.....		
New application <input type="checkbox"/>		
Renewal <input type="checkbox"/> (1 Months Notice required)		
Proposed location of street café		
Street Name/Description.....		
Name and address of Business premises (if different from applicants details above)		
.....		
.....		
.....		
.....		
Please attach:		
a) An accurate (OS base) plan outlining the application site in red and land in the applicant's ownership in blue (3 copies of a 1:1250 or 1:500 scale plan as appropriate).		
b) A site plan of at least 1:200 showing the precise location and proposed setting out of the tables and chairs (3 copies).		

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PART 2

Operating hours

Please indicate hours and days of week this service will operate:.....
.....
.....
.....
.....
.....

Describe the services being provided

- | | | |
|----------|---|--------------------------|
| Food | Hot / Cold | <input type="checkbox"/> |
| Drink(s) | Soft / Tea / Coffee | <input type="checkbox"/> |
| Alcohol | Separate licence required from the District Council | <input type="checkbox"/> |
| Music | Separate licence required from the District Council | <input type="checkbox"/> |
| Service | Self / Serving Staff (please indicate) | |

Describe what measures will be taken to ensure that the transfer of hot food and/or drink will be undertaken safely and how litter will be controlled (continue on separate sheet if necessary)
.....
.....
.....
.....

Describe the type of furniture being proposed

- Tables: Wood Metal Plastic
- Colour:.....How many?.....
- Chairs: : Wood Metal Plastic
- Colour:.....How many?.....
.....
.....

Please enclose pictures/brochures of proposed equipment

Enclosures

Describe the type of barriers that you intend to use (if any)
.....
.....
.....

Note: You will require approval from the District Council to advertise

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Declaration and Payment	
Applicants Name:	Position:
Signed:	Date:
For and on behalf of:	

Application Checklist for Street Café Licence

Please complete prior to submission of application	
Have you had a preliminary meeting with Devon County Council?	Yes/No
If so, who and when	
.....	
Please enclose the following:	Tick
Copy of site Plan (indicating proposed area of street café) scale 1:1250	
A copy of plan of street café scale 1:200	
Pictures/brochures of proposed furniture	
A copy of Public Liability Insurance Certificate	
Completed and signed application form	
Correct payment, made payable to Devon County Council	
£170 for initial application	
£85 for renewal	

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

If you have any queries or for information regarding where to send your completed application form, checklist and enclosures to please check the details on the local [Highway Management Office from the clickable map](#) for contact information

DO NOT PLACE TABLE AND CHAIRS ON THE HIGHWAY WITHOUT LAWFUL AUTHORITY
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