

LONDON LOCAL AUTHORITIES ACT 1990

APPLICATION FORM –STREET TRADING LICENCE FOR ANNUAL TABLES & CHAIRS ON THE HIGHWAY

Please refer to the Guidance Notes (attached to this application form), which correspond to each of the points below. Complete all sections of the form and email it to licensing@enfield.gov.uk along with supporting documents and proof of payment.

1. Tick who is applying as the applicant:

An Individual? Complete Section 2.

A Registered Company Complete Section 3

A Partnership Complete Section 4.

2. Name and residential address of the proposed **Licence Holder** – INDIVIDUAL:

Name :	
Address :	
Telephone Number :	
Email address:	

3. Name and residential address of the proposed **Licence Holder** – REGISTERED COMPANY:

Name :	
Address :	
Telephone Number :	
Email address:	

4. Name and residential address of the proposed **Licence Holder** – PARTENERSHIP:

Name (1):	
Address(1):	
Telephone Number (1):	

Email address (1) :	
Name (2):	
Address(2):	
Telephone Number	
(2):	
Email address (2):	

5. Name and address of the **Premises** :

Premises Name :	
Premises Address :	
Telephone Number :	
Email address:	

6. The **Licensed Area** measures :

(i) length metres x depth metres;

& (ii) which equals a total of square metres.

7. The **Licensed Days and Hours** shall be (cannot be before 08:00 or after 23:00):

Days:	
Hours:	

8. The number and size of the following furniture shall not exceed :

	Max. Quantity :	Max. Measurements m/cm:
Tables :		(H x W x D)
Chairs :		(H x W x D)
Parasols :		(H x W x D)
Planters:		(H x W x D)

9. Name and address to which **Correspondence** in respect of this application should be addressed:

Name :	
Address :	
Telephone Number :	
e-mail Address :	
Your reference :	

10. I enclose the **Fee** of :

£

Refer to <https://new.enfield.gov.uk/services/business-and-licensing/licensing-fees/> to obtain the correct fee for the proposed licensed area.

Only online payments are accepted, and can be accessed here:
<https://www.enfield.gov.uk/enfield-connected?formID=Otherpayment>

I enclose :

- | | |
|--|--------------------------------|
| 11. The detailed Plan : | (please tick) |
| 12. A description and photographs of the removable furniture you propose to place on the highway. | (please tick) |
| 13. A copy of the completed Site Notice that shall be displayed at the premises for 28-days from. _____ | (please tick) |
| 14. A List of the owners and occupiers of nearby premises to whom a copy of the Site Notice has been given. | (please tick) |
| 15. A copy of the Waste Disposal Contract currently in force at the premises. | (please tick) |
| 16. A copy of your valid public liability insurance policy which makes clear that it covers the area of highway licensed by the Tables & Chairs Licence and is valid for the duration of the licence. The policy must cover the external seating area. | (please tick) |
| 16. Confirmed email address for renewal fee reminders to be sent to: | (enter relevant email address) |

16. I duly declare that the information provided above is true to the best of my knowledge and belief.

Signed :

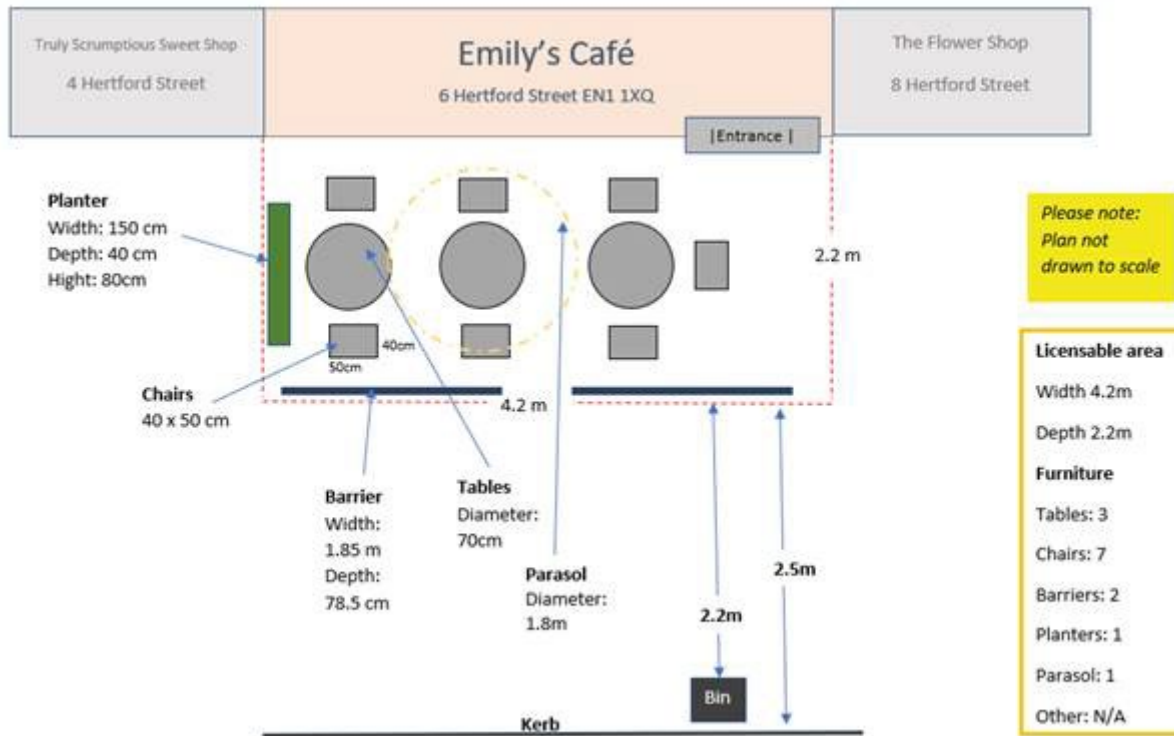
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Date :

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Email the completed application and online proof of payment to licensing@enfield.gov.uk.

PLAN:
Example of plan:



LONDON LOCAL AUTHORITIES ACT 1990

**GUIDANCE NOTES & ADVICE –
STREET TRADING LICENCE FOR TABLES & CHAIRS ON THE HIGHWAY**

Street Trading Licence for Tables & Chairs may be applied for on designated Highway (see list of streets below) which consists of any verge, footway, carriageway, bridleway or footpath that is maintained at public expense and over which the public has a right of way.

1-4. This must be the person who, it is proposed, will be both in managerial control of, and habitually present at, the premises.

5 This is the premises outside of which it is proposed that tables & chairs will be placed for the purposes of consuming refreshment. Licences will only be granted to premises that are in a licensed street, which are

Aldermans Hill N13	Haselbury Road N9 & N18
Ashfield Parade N14	Hertford Road EN3 & N9
Baker Street EN1	High Road N11
Bounces Road N9	High Street EN3 & N14
Bowes Road N11 & N13	Hoe Lane EN3
Bramley Road N14	Lavender Hill EN2
Brimsdown Avenue EN3	Lincoln Road EN1 & EN3
Broadway (The) N14	London Road EN1
Bullsmoor Lane EN1, EN3 & EN8	Main Avenue EN1
Bury Street West N9	Montagu Road N9 & N18
Bush Hill Parade EN1	Nightingale Road N9
Cannon Hill N14	Ordnance Road EN3
Chase Side EN1, EN2 & N14	Percival Road EN1
Chaseville Park Road N21	Queen Annes Place EN1
Cheapside N18	Ridge Avenue N21
Church Street EN2	Savoy Parade EN1
Cockfosters Road EN4	Silver Street EN1
Colmans Parade EN1	Southbury Road EN1
Crescent West EN4	St Marks Road EN1
Crown Lane N14	St Onge Parade EN1
Fore Street N18 & N9	Station Road N11
Forty Hill EN2	Tottenham Road N13
Galliard Road N9	Town (The) EN2
Green Lanes N13 & N21	Westerham Avenue N9
Green Street EN3	Winchmore Hill Road N14 & N21
Green (The) N14 & N21	Windmill Hill EN2

6 These measurements should be to the nearest centimetre. The maximum area that can be licensed is 25 sq. m. One licence may only cover one licensed area. If you wish to have two or more separate licensed areas then each separate licensed area will require a separate licence.

7 These must be given in the 24-hour clock. Licences cannot be granted before 08:00 or after 23:00.

- 8 These measurements must be provided in metres/centimetres.
- 9 This is the person to whom any queries in respect of this application (and the licence if granted) shall be addressed.
- 11 This plan must be drawn on a single side of A4 paper and must show the following:
 - i. The frontage of the premises;
 - ii. Any private forecourt of the premises;
 - iii. The kerb-line;
 - iv. The proposed licensed area, outlined in red;
 - v. The measured distances: (a) from the frontage of the premises to the kerb-line [i.e. the pavement width]; (b) from the frontage of the premises to the outer edge of the licensed area [i.e. the width of the pavement on which tables & chairs will be placed]; (c) from the outer edge of the licensed area to the kerb-line [i.e. the width of the remainder of the pavement];
 - vi. The position of the proposed tables and chairs and parasols;
 - vii. The position of any street furniture or trees in or in the immediate vicinity of the licensed area; &
 - viii. The position of any dropped kerbs, pedestrian crossings, cycle lanes, parking bays, market pitches or cellar hatches in or in the immediate vicinity of the licensed area.
- 12 A blank Site Notice is enclosed with this application pack, you must complete the date, your name and the name & address of the premises. You must display the Notice at the premises for 28-days.
- 13 You must give a copy of the Site Notice to occupiers of nearby premises (including neighbouring businesses, houses and flats) that are likely to be materially affected by the proposal and submit a list of those persons with this application.
- 14 If you do not currently have a Waste Disposal Contract, please contact the Council's Waste Department via <https://www.enfield.gov.uk/services/rubbish-and-recycling/schools-and-commercial-waste/waste-service-for-schools-and-businesses> .
- 15 The Council are not obliged to send you a renewal reminder before the licence expires. However, if an up to date email address has been provided, the licence holder will receive a renewal reminder via email only.
- 16 The application must be signed by the proposed licence holder or by their duly authorised agent.

Other:

Following receipt of a valid application for a licence, the application process normally takes at least 28-days and you may not hear from us again until that period has elapsed.

The form and notes should be self-explanatory. However please note the following :

- The Council must be indemnified against all claims resulting from an incident caused by the tables and chairs and parasols. If the licence is granted, you will need have public liability insurance of at least £3 million to validate your occupancy of the highway. Failure to have insurance will invalidate the licence.
- The Council will not authorise the use of patio-heaters.

Tables & chairs licences (and other furniture) will ONLY be granted where safe and convenient pedestrian movement can be ensured outside premises that are permitted to provide food and drink for consumption by the public on the premises.

The consumption of alcohol at licensed Tables & Chairs is subject to compliance with both the Licensing Act 2003 and the Criminal Justice and Police Act 2001. Please contact licensing@enfield.gov.uk for more information in respect of the legal requirements in respect of alcohol.

The Standard Conditions applicable to all Street Trading Licences for Tables & Chairs on the Highway are listed below.

STANDARD CONDITIONS :

1. This licence shall be exhibited at the main entrance to the premises.
2. Any change in the Name, Address or Telephone Number of the Licence Holder or the Licence Holder's Assistant shall be notified to the Council in writing.
3. No table or chair or parasol shall be placed on the highway at any time that the Licence Holder does not personally hold public liability insurance of at least £3 million.
4. No table or chair or parasol or planter shall be placed on the highway other than within the licensed area.
5. No table or chair or parasol or planter shall be placed within the licensed area other than during the licensed hours prescribed overleaf.
6. The licensed area shall be kept free from litter.
7. The use of tables or chairs or parasols or planter within the licensed area shall not cause any nuisance, disturbance or danger to any occupiers of any adjoining premises or to any users of the highway.
8. The licensed area shall not be used other than for the purpose of consuming refreshment.
9. The tables and chairs and parasols and planters shall be removed from the licensed area to allow the highway to be cleaned and maintained by the Council, its servants or agents and to permit works on or use of the highway by the Council, its servants or agents.
10. No audio equipment (including radios) shall be provided within the licensed area.
11. No electrical power shall be supplied to the licensed area other than by equipment and wiring placed, installed, maintained and operated in accordance

with the provisions of the Health and Safety at Work, etc. Act 1974 and all other relevant Regulations.

12. No table or chair or parasol or planter within the licensed area shall be bolted (or otherwise secured) to the highway.
13. The number of tables or chairs or parasols or planter within the licensed area shall not exceed the maximum quantities prescribed overleaf.
14. The size of the tables or chairs or parasols or planter within the licensed area shall not exceed the maximum measurements prescribed overleaf.
15. This licence does not permit the placement of any heater, canopy, awning or any other article within the licensed area.
16. This licence does not permit the licensed area to be enclosed by any fence or by any other means.
17. No table or chair or parasol or planter shall be stored on the highway.
18. Any failure by the Licence Holder's Assistant to comply with the terms, conditions and restrictions of the licence shall be deemed to be a failure by the Licence Holder.



**SITE NOTICE
LONDON LOCAL AUTHORITIES ACT 1990
TABLES & CHAIRS LICENCE**

Date: _____
Notice is given that _____ (applicant name)
of _____
_____ (premises name & address)
has applied to Enfield Council for a street trading licence to place tables and chairs on the highway. Contact licensing@enfield.gov.uk to request a copy of the application.

Tables & chairs licences will **ONLY** be granted where safe and convenient pedestrian movement can be ensured outside premises that are permitted to provide food and drink for consumption by the public on the premises.

Tables & chairs (and other furniture) must be removed from the licensed area at the specified time. The Council will not permit the use of tables & chairs beyond 11pm. The Council will not authorise the use of patio-heaters.

The application for a tables & chairs licence may **ONLY** be refused on one or more of the following grounds:

- (1) there are enough tables & chairs licences in this (or an adjoining) street;
- (2) the applicant is not the owner or occupier of the premises;
- (3) the applicant has failed to identify suitable storage for the tables & chairs;
- (4) the applicant has failed to avail himself fully of a previous tables & chairs licence;
- (5) the applicant has had a previous tables & chairs licence revoked;
- (6) the applicant is unsuitable to hold a licence.

Persons living or involved in a business in the vicinity of the premises (or bodies representing them) who wish to make a representation against the application, must do so by specifying the grounds of their representation (as listed at points 1 – 6 above) by emailing the Licensing Team at licensing@enfield.gov.uk **WITHIN TWENTY EIGHT DAYS OF THE DATE OF THIS NOTICE.** For representations to be considered, your full name and address must be provided.