

PL 1a**APPLICATION FORM - TEMPORARY PAVEMENT LICENCE****Ref:** (office use only)

Please complete this form and return it together with the necessary enclosures to:

Email: streettrading@wiltshire.gov.uk

Name of Business		OFFICE USE ONLY																											
Address of Business																													
Local Contact Name*																													
Name of Food Premises Operator																													
Contact Phone No																													
Email address																													
Company Name																													
Company Address																													
Company Phone No																													
Do you have an existing agreed seating area?	Yes/No If yes, please give details and agreed council dimensions of the existing seating area:																												
Pavement Licence Area (to include any extensions to existing areas)	Dimensions Width (Mtrs)_____ Depth (Mtrs)_____ Number of Chairs: Number of Tables: Other proposed furniture:																												
Proposed hours of Operation	<table border="1"> <thead> <tr> <th>DAY</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td></td> </tr> <tr> <td>Thur</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> <tr> <td>Bank H</td> <td></td> <td></td> </tr> </tbody> </table>	DAY	From	To	Mon			Tue			Wed			Thur			Fri			Sat			Sun			Bank H			
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What type of food/drink do you propose selling?																													

*The person or agent who can discuss the detailed requirements.

Waiter service or Takeout?		
Alcohol Licence	Is the proposed pavement licence to be covered by a premises licence permitting the consumption of alcohol?	
Management	Please state how you intend to keep the area of the pavement licence and surrounding area clean and safe?	
Insurance	You will require indemnity insurance to the amount of £5 million for this area covered by the pavement licence. Proof of such insurance must be seen by the council before issue of a licence.	
Layout	Please provide a detailed plan to scale showing the layout of the proposed area, including access points, buildings, boundary lines and kerbs or pavement limits. The positions of the tables and chairs should be marked along with any other furniture items.	
Proposed furniture	Please provide a description including colours and materials. Attach any photographs showing relevant detail etc. if available.	
Barrier materials	Please provide examples and relevant detail photographs etc.	
Land Status	Is the proposed area on the: Highway: Yes/No Council owned land: Yes/No Private: Yes/No	
COVID 19	You must have completed a Covid Secure Risk assessment which details how the area will be managed. Applications will not be processed without a completed Covid Secure risk assessment which details the safety measures in place.	

Submission checklist – please ensure you have completed all of the following

- | | | |
|--|--------------------------|-----------------|
| Completed Application: | <input type="checkbox"/> | Name..... |
| Site plan (with dimensions): | <input type="checkbox"/> | Position..... |
| COVID Secure Risk Assessment: | <input type="checkbox"/> | Signature |
| Valid copy - Public Liability Insurance Certificate: | <input type="checkbox"/> | Date..... |
| Any existing consent correspondence: | <input type="checkbox"/> | |