

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	The Polly Tearooms	OFFICE USE ONLY																											
Address of Business	26-27 High Street. Marlborough Wiltshire SN8 1LW																												
Local Contact Name*	[REDACTED]																												
Name of Food Premises Operator	The Polly Tearooms David Clarke																												
Contact Phone No	[REDACTED]																												
Email address	[REDACTED]																												
Company Name	[REDACTED]																												
Company Address	[REDACTED]																												
Company Phone No																													
Do you have an existing agreed seating area?	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) <u>19.0</u> Depth (Mtrs) <u>2.6</u> Number of Chairs: 20 Number of Tables: 7 Other proposed furniture: Service Table																												
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>08.00</td> <td>21.00</td> </tr> <tr> <td>Tue</td> <td>08.00</td> <td>21.00</td> </tr> <tr> <td>Wed</td> <td>08.00</td> <td>21.00</td> </tr> <tr> <td>Thur</td> <td>08.00</td> <td>21.00</td> </tr> <tr> <td>Fri</td> <td>08.00</td> <td>21.00</td> </tr> <tr> <td>Sat</td> <td>08.00</td> <td>21.00</td> </tr> <tr> <td>Sun</td> <td>10.00</td> <td>18.00</td> </tr> <tr> <td>Bank H</td> <td>10.00</td> <td>18.00</td> </tr> </tbody> </table>	DAY	From	To	Mon	08.00	21.00	Tue	08.00	21.00	Wed	08.00	21.00	Thur	08.00	21.00	Fri	08.00	21.00	Sat	08.00	21.00	Sun	10.00	18.00	Bank H	10.00	18.00	
DAY	From	To																											
Mon	08.00	21.00																											
Tue	08.00	21.00																											
Wed	08.00	21.00																											
Thur	08.00	21.00																											
Fri	08.00	21.00																											
Sat	08.00	21.00																											
Sun	10.00	18.00																											
Bank H	10.00	18.00																											
What type of food/drink do you propose selling?	Traditional English, breakfast, lunches and afternoon teas																												

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

Waiter service or Takeout?	Waiter Service	
Alcohol Licence	Is the proposed pavement licence to be covered by a premises licence permitting the consumption of alcohol? Yes	
Management	Please state how you intend to keep the area of the pavement licence and surrounding area clean and safe? Outdoor manager/supervisor at all times	
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. We currently have £2million public liability insurance. We will increase it on Monday	
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. Photograph attached	
Barrier materials	Please provide examples and relevant detail photographs etc. We haven't purchased barriers yet until we are sure we can have the space. Capital cost too high unless we know we can do this.	
Land Status	Is the proposed area on the: Highway: No Council owned land: Yes Private: 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:
- Site plan (with dimensions):
- COVID Secure Risk Assessment:
- Valid copy - Public Liability Insurance Certificate:
- Any existing consent correspondence:

Name..... 

Position..... 

Signature..... 

Date..... 