



APPLICATION FOR PERMISSION TO PROVIDE CAFÉ FACILITIES ON A PUBLIC HIGHWAY - Business and Planning Act 2020 as amended by the Levelling Up and Regeneration Act 2023

PART A: Particulars of Applicant

Name of Applicant:

Contact Name (if organisation):

Address:

Post Code:

Telephone:

E-mail:

PART B: Particulars of Premise

Premise Name:

Type of Premise:

Address:

Post Code:

Telephone No:

PART C: Proposed Café Area

Dimensions of area: metres (width) by metres (depth)

Does the area extend beyond the frontage of your own premise?

If yes, please submit written confirmation from your neighbour(s) of their agreement to your proposal to use the space in front of their premise.

Does your proposal meet the requirements relating to pavement widths.

The recommended minimum footways widths and distances required for access by mobility impaired and visually impaired people and other disabled needs can be found in section 3 of the [Inclusive Mobility. A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/414222/inclusive-mobility-a-guide-to-best-practice-on-access-to-pedestrian-and-transport-infrastructure.pdf)

If no, please explain why.

Applications that do not meet the requirements relating to pavement widths and unobstructed pedestrian routes will only be approved if there are exceptional circumstances.

PART D: Type of Equipment

Proposed number of tables?

Proposed number of chairs?

Do you propose to use parasols?

Please provide details of proposed tables/chairs/parasols giving design information, dimensions and colour (see Design Guide)

PART E: Means of Enclosure

By what means is the proposed café to be enclosed?

Please provide photographs or manufacturer's illustration of barriers and/or planters if possible (see Design Guide)

PART F: Plan Requirements

A plan must accompany this application showing the following details.

The outline of your building with accesses, including emergency accesses, clearly marked.

The outline of adjacent building(s) if your café area is to extend in front of your neighbour's premise.

The location of the kerb line.

The position of any street furniture, e.g. lamp posts, litter bins, trees, bollards, pedestrian crossings.

Measurements clearly marked.

Smoking and Non-Smoking areas clearly marked, if provided.

PART G: TIMES, DURATION & OPERATION & PURPOSE

Times of Day:

Days of Week:

Please Note: Licences will only be granted between the hours of 08:00 until 22:30,
for town centre the hours will be 10:00 until 22:30

Will food and/or drink be served and/or consumed within the café area?

Food or drink must be supplied from, or in connection with relevant use of the premise.

Will alcoholic drinks be served and consumed within the café area?

If YES, please state: Premise Licence No:

Designated Premise Supervisor's Name:

Personal Licence No:

You must temporarily remove your tables, chairs and any other furniture authorised by this licence upon the request of a statutory undertaker (i.e. utility / communications companies) to allow them to access their equipment / services, or an authorised officer of the Council or West Yorkshire Police. Where possible you will be given prior notice of this.

PART H: Additional Details

Have you taken the needs of disabled customers into consideration?

Have you reviewed your staffing situation to ensure that you have sufficient staff to adequately manage the increased café area?

Have you put a cleaning schedule in place?

Do you currently have public liability insurance of £5,000,000 (five million pounds) and are you prepared to indemnify the Council against any claims arising from the café being located on the highway?

You will need to submit evidence of this with your application.

Have you completed the online ACT Awareness training?

You will need to submit evidence of this with your application

PART I: DECLARATION

I declare that I am over 18 years of age and I certify that, to the best of my knowledge and belief, the information I have provided in this application form and on the submitted plans is both accurate and correct.

Signature of Applicant:

Name of company (if applicable):

Position in Company (if applicable):

Dated:

You must email your completed application, including supporting documents, to

licensing@kirklees.gov.uk

Once a completed application is received a member of the licensing team will contact you to take payment.

PART J: CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS

- Written confirmation from neighbouring premise (if applicable)
- Photographs, brochures or scaled drawings showing design, dimensions, colour and materials of proposed tables, chairs, parasols
- Photographs, brochures or scaled drawings showing design, dimensions, colour and materials of proposed means of enclosure
- Public Liability Insurance for £5,000.000 (five million pounds)
- Photograph of public notice in situ
- A plan as detailed in PART F
- Additional details as required in PART H
- Completion of online ACT Awareness Training

Personal Data

We have recently updated our Privacy Notice about how we use personal data provided to the Council. Further information can be found at: <http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-other-licenses.pdf>