

Application Form to Place Tables and Chairs on the Highway

Highways Act 1980 (as amended by the Local Government Act- Miscellaneous Provisions Act 1982)

Please read the following instructions first

Before completing this form please read the associated notes. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. Please complete all sections including the indemnity form.

You may wish to keep a copy of the completed form for your records.

Please send your completed application form to:

Customer Support Team
 Planning and Public Protection Division
 London Borough of Camden
 5th Floor Town Hall Extension
 Argyle Street
 London
 WC1H 8EQ

Part One: Contact Details			
Mr/ Mrs/ Miss/ Ms (please circle) Other Title (please state)	First names ████████████████████		
Surname ██████████	Daytime contact telephone number(s) ████████████████████		
Current postal address if different from premises address	████████████████████ ████████████████████		
Post Town ██████████	Postcode ██████████		
E-mail address ████████████████████			
Postal Address of Premises (if tables and chairs to be placed on more than one road please state name) <div style="text-align: center; margin-top: 10px;"> MASQUENOS 272 HIGH HOLBORN </div>			
Post Town LONDON	Postcode WC1V 7EY		

Part Two: Application Details

Please state the opening hours of your business:

Days and times requested to place tables and chairs on highway:

Please see maximum permitted hours on guidance notes p.1.

Items to place on highway	Number
Tables	6
Chairs	12
Barriers	26
Umbrellas	-
Picnic Tables	-
Heaters (see p.3 guidance notes)	-

Do you need to submit a seating plan? Please tick appropriate box.

1. Is this a renewal of your previous licence?

YES

NO

If you answered 'NO' to the above question please submit a seating plan and ignore question 2.

2. Are you requesting the same number of items as on your previous licence?

YES

NO

If you answered 'NO' to the above question please submit an amended seating plan

Please note: Seating plans must be detailed. Please see guidance notes p.4 for example.

Part Three: Application Fees

The fee for processing this application is **£430 .00** per new application & **£ 380.00** per renewal application
Please note that Application fees are non refundable

An additional fee for **£45 per chair** is required - It is this part of the Application that will be refunded if the application is refused.

Please tick the appropriate box for your preferred method of payment:

I have attached a cheque made payable to 'London Borough of Camden'

I would like to pay via credit/debit card. Please contact me on receipt of my application

Part Four: To be completed by Customer Support Team

Date of receipt:

Receipt no:

Indemnity Form to Place Tables and Chairs on the Highway

Highways Act 1980 (as amended by the Local Government Act- Miscellaneous Provisions Act 1982)

Name:	[REDACTED]
Address:	[REDACTED]
Contact Number(s):	
Name and address of property at which tables and chairs are to be situated:	"MASQUENOS" 272 HIGH HOLBORN LONDON WC1V 7EY
<p>We hereby agree to indemnify and save harmless the London Borough of Camden, their servants and agents from and against all actions in law or in equity, damages statutory or common law losses, costs, charges and expenses arising in any manner whatsoever out of the transportation, erection, dismantling and or use of tables and chairs, whether by means of defect (latent or otherwise) in the said equipment or otherwise pursuant to the authority of the London Borough of Camden above referred to arising out of works enabled by the consent.</p> <p>In consideration of the London Borough of Camden authorising amenities to be placed on the highway as detailed above.</p>	
Signed:	[REDACTED]
Name:	[REDACTED]
Date:	15/08/2014

(Please note that original signatures are required-photocopies are not accepted)