

## Highways Act 1980

### Application for the grant of a licence for the erection and use of facility (Tables and Chairs) under section 115(E) of the Highways Act 1980

#### Premises to be Licensed

Name: .....  
Address: .....  
.....  
Post code: .....  
Telephone: ..... Email: .....

#### Hours of operation requested

Monday: ..... to .....  
Tuesday: ..... to .....  
Wednesday: ..... to .....  
Thursday: ..... to .....  
Friday: ..... to .....  
Saturday: ..... to .....  
Sunday: ..... to .....

#### Justices / Premises Licence held

Yes

☐

No

☐

(Please tick)

#### Applicant details

Name: .....  
Address: .....  
.....  
Post code: .....  
Telephone: ..... Email: .....

#### Agent's details

Name: .....  
Address: .....  
.....  
Post code: .....  
Telephone: ..... Email: .....

Hereby apply for the grant of the licence in respect of the following facility:

	Tables @ £22 per table		Chairs @ £15 per chair
Plus application fee of £175 and accompanying documentation listed below			

I / We enclose fee of  £

Please make cheque payable to Harlow Council.

Payment can also be made over the phone to Contact Harlow on 01279 446655 quoting reference: **19421 2772**.

Please write your payment reference number here: .....

**When an application is withdrawn or refused the application fee will be refunded less an administration fee**

**Accompanying documentation:**

- 1. The licence holder is to provide evidence that Harlow Council is indemnified against any claim arising from the operation of The Facility by public liability insurance cover of Five Million Pounds.
- 2. A dimensioned plan clearly showing the area where you intend to place the tables and chairs.
- 3. Details of the furniture you intend to use including umbrellas, barriers and planters.
- 4. The required fee.

Signed:  Date:

How information about you will be used

Harlow Council understands that your privacy is important to you. The information you provide on this form will be kept private and confidential and used for the purpose of processing your application.

However, Harlow Council may use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.

Please return to:

**Licensing Team, Harlow Council, Civic Centre, The Water Gardens, Harlow, Essex, CM20 1WG.**

Email: [licensing@harlow.gov.uk](mailto:licensing@harlow.gov.uk)