

Street Café Licence Application Form Sect 115E of the Highways Act 1980

Please read the following guidance notes which will help you to complete this form:

- Guidance notes
- Style guidelines
- Standard Conditions

Applicant Details	Agent Details (please complete if you are applying on behalf of the applicant)
Name Address Postcode Telephone Number Email	Name Address Postcode Telephone Number Email
Name of establishment/business? What is the nature of your business? (for example, Public House, Café, Restaurant etc).	
Description of proposed area (for example pedestrian area or main road). Details of street furniture (for example style of furniture). Photographs/illustrations must be included.	
Do you have planning approval for a street café? If yes, please attach planning approval. If no, please consult Planning Services before proceeding with this application. Please see the Planning Portal page on	Yes or No

www.oxford.gov.uk	
How many tables do you propose to have?	
Please state your proposed hours of operation for the street café. Please state the proposed days of operation for the street café.	
Have you enclosed a street map/site plan which must include the premises, surrounding properties and highways including the location of the proposed outdoor seating area? The suggested scale is 1:1250/1:500.	Yes or No
Public liability insurance of £5m is required which covers the street café area. Have you enclosed a copy of your public liability insurance?	Yes or No

Declaration

I/We apply for permission to place tables and chairs in the defined area of the highway at the location stated above and declare that, to the best of my/our knowledge, all the information on this application form and contained in the submitted plans is correct.

Signature of Application/Agent.....

Print full name.....Date.....

Please submit this completed form with supporting documentation to **Business Regulation Team, Environmental Health, Oxford City Council, St Aldate's Chambers, 109 St Aldate's, Oxford OX1 1DS** or alternatively email the application form and any scanned documents to licensingmisc@oxford.gov.uk

Checklist of Required Supporting Documents

Please tick the checklist boxes to ensure that you provide the appropriate supporting documents. These should be up to date and accurate to show fully what you are applying for.

Please note that if any of the required documents are not submitted, your application may be returned.

Required for all applications

- Completed application form
- Copy of third party public liability insurance
- Annual fee of £750.00

You can pay by card over the telephone or by cheque made payable to 'Oxford City Council'.

Required if submitting a new application or if there are any changes to an existing licence

- Planning consent (if applicable)
- Specifications/illustrations of proposed street furniture
- Location plan on which the premises and proposed area to site the tables and chairs are clearly outlined