

CITY OF  
WOLVERHAMPTON  
COUNCIL

**Application pack**

**Tables & Chairs  
on the Highway**

# **General Guidance for applications to place Tables and Chairs on the Highway**

## **Questions 1.2 3. & 4.**

Name of Business/Applicant and Occupier that the application applies to

Please complete the details within these sections to indicate which business the application applies to, the applicants details and the name of the occupier of the business.

Section 4 relates to the type of business and the various measurements required in order for us to assess your application.

## **Question 5**

Parasols/umbrellas or portable heaters

Are you intending to use parasols/umbrellas or portable heaters within the tables and chairs enclosure.

## **Question 6**

Public Liability

Public liability is required at £5 million and you are required to confirm you are in possession of this; there is no requirement to submit this with your application, we may request to inspect it at a later date.

## **Table and Chairs Enclosure**

Tables and Chairs should normally be within an enclosure, these may be constructed with planters. Applicants are asked to provide details of the enclosure with their application. The point of access/egress to the enclosure must be at least 1.2 metres wide.

The material used in the enclosure should be lightweight in construction and portable but stable enough to prevent collapse if accidentally walked/stumbled into.

The enclosure should be of a solid nature and have a minimum height of 1.0 metre up to a maximum of 1.2 metres above ground level, and must include a tapping rail. Rope barriers are not usually permitted. The material used should offer good colour contrast from the floor. Light paving should have a dark coloured enclosure and tarmac / dark paving should have a light coloured enclosure. Livery is permitted on the enclosure. However certain types of advertising may require additional planning consent and guidance should be sought from Development Control on (01902) 551155.

## **Plan**

All applications to place Table and Chairs on the highway should be accompanied by a plan at scale 100:1 or 50:1 and will be required to show where it is proposed to place the Tables and Chairs, the enclosure and the nearest obstructions/carriageway.

## **All applications are subject to public consultation**

A form is attached (Appendix A to the application form) which must be completed and displayed at your business in a location that is clearly visible to highway users.

The notice must remain in place for a period of no less than 28 days.

# Application for a Tables and Chairs Permit under The Highways Act 1980

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**Important: Please complete this form in full using block capitals.**

1. Name of business application applies to:
Address of business application applies to:
Business telephone number:

2. Name of applicant:
Address of applicant (home):
Telephone number of applicant:

3. Name of occupier of the premises (if different from above):
Address of occupier of the premises (if different from above):
Telephone number of occupier:

4. Type of business (e.g. public house, café etc.):	
Length of frontage of the premises: _____ metres	
Length of frontage to be taken up by enclosure: _____ metres	
Width of public highway/footway to nearest obstruction: _____ metres	
Width of public highway/footway to be taken up by enclosure: _____ metres	
5. Do you propose to use parasols/umbrellas: Yes/No	If yes how many?

Do you propose to use portable heaters: Yes/No		If yes how many? Please enclose a risk assessment	
Please state the proposed days/hours required for your tables and chairs permit: (please use 24 hour clock)			
Monday	<input type="checkbox"/>	Start Time:	Finish Time:
Tuesday	<input type="checkbox"/>	Start Time:	Finish Time:
Wednesday	<input type="checkbox"/>	Start Time:	Finish Time:
Thursday	<input type="checkbox"/>	Start Time:	Finish Time:
Friday	<input type="checkbox"/>	Start Time:	Finish Time:
Saturday	<input type="checkbox"/>	Start Time:	Finish Time:
Sunday	<input type="checkbox"/>	Start Time:	Finish Time:
List all items to be offered for consumption or sale in the permitted area (hot drinks, alcohol, hot and cold food etc.):			

**6. Do you possess appropriate £5 million public liability insurance: Yes/No**

Payment of the fee of £25.00 will be made.

**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. Your permit will be withdrawn with immediate effect if this application is subsequently shown to be falsely made.

I declare that all conditions attached to any issued permit will be complied with.

Signed: _____
Date: _____
Print name: _____
Position within company /business: _____

The application form should be returned to [licensing@wolverhampton.gov.uk](mailto:licensing@wolverhampton.gov.uk) with all supporting documentation. You will be contacted via our Customer Services for payment of £25.00 (which is non-refundable)

The information given may be held in manual or electronic form and will be subject to the provisions of the Data Protection Act 1998.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see

[www.wolverhampton.gov.uk/your-council/fraud-and-corruption](http://www.wolverhampton.gov.uk/your-council/fraud-and-corruption)

**THE HIGHWAYS ACT 1980**  
**PERMISSION TO PLACE**  
**TABLES & CHAIRS ON THE HIGHWAY**

An application for permission to place Tables & Chairs on the Highway has been made to City of Wolverhampton Council by:

Applicant Name \_\_\_\_\_

This relates to placing Tables & Chairs on the Highway and is in respect of the premises known as:

Premises Name \_\_\_\_\_

Situated at \_\_\_\_\_

WV

Any representations regarding the application must be made in writing to:

Licensing Services, First floor,  
Civic Centre, St Peter's Square  
Wolverhampton. WV1 1DA

[licensing@wolverhampton.gov.uk](mailto:licensing@wolverhampton.gov.uk)

and made no later than 28 days after the notice is posted;  
which is

**Date:** \_\_\_\_\_