



**Lewes District Council
Environmental Health Department**

Highways Act 1980 section 115 A-K
Permission to place tables and chairs on the public highway

USE OF HIGHWAY FRONTING A BUSINESS

Please answer all questions in full, completing a separate application form for each location you wish to be considered for the use of table and chairs on the Highway. Standard Conditions are set out on the reverse of this form.

I/we apply under the provisions of the Highways Act 1980 section 115 A-K for permission to place tables and chairs on the Highway. I/we submit the following particulars in support of this application:

Please complete the form in BLOCK CAPITALS

About you/your organisation:

Type of application:

- I am a sole trader or individual (please complete sections 1 and 5)
- We are a registered company, or registered charity (please complete sections 2 and 5)
- We are a voluntary or local organisation (please complete sections 3 and 5)

- We are a partnership (please complete sections 4 and 5)
- First application
- Renewal application

Section 1 – Applications by sole traders and individuals

Name:

Address:

Postcode:

Telephone:

Date of Birth:

Section 2 – Applications by registered company or registered charity

Name:

Registered Address:

Postcode:

Telephone:

Trading as

Company / Charity No:

Person managing application

Section 3 – Applications by Voluntary or Local Organisations

Name of individual applicant:
Address of individual applicant:
Postcode:
Telephone:
Name of Vol/Local Organisation:
Position in organisation:
Name and telephone number of Chairman or Secretary:

Section 4 – Applications by partnerships

Name of all partners:
Address of all partners:
Postcode:
Telephone:
Date of Birth of all partners:
Trading as:
Contact:
Please complete additional sheets if more than two partners and enclose with the application

Section 5 – Detail of application

Size of area (in m²) Number of tables Number of Chairs

Please indicate the opening hours for each day of the week:

Sunday from.....am/pm to..... am/pm Thursday from.....am/pm to..... am/pm
Monday from.....am/pm to..... am/pm Friday from.....am/pm to..... am/pm
Tuesday from.....am/pm to..... am/pm Saturday from.....am/pm to..... am/pm
Wednesday from.....am/pm to..... am/pm

Declarations

[1] The information provided on this application is true to the best of my/our knowledge and belief.

[2] I/we have read and understand the 'standard conditions' of a permission to place tables and chairs on the public highway and agree to comply with them.

[3] I/we will comply with any 'special conditions' attached to permission as deemed necessary by the Council.

[4] I/we enclose a copy of my existing public liability insurance certificate (of at least £10 million cover) and agree to maintain cover for the duration of any permission.

[5] I/we enclose a plan of the proposed area including the boundary treatment (including any planters) together with the details of the furniture to be provided.

Signed:.....

Dated:.....

Notes to applicants

Please ensure all questions are answered in full, and return the completed form together with:

- Correct application fee
- Copy of public liability insurance
- Additional information (if required above)

Applications should be addressed to:
Lewes District Council, Southover House, Southover Road, Lewes East Sussex, BN7 1AB

Please allow at least 28 days prior to trading.

DATA PROTECTION The Council has a responsibility to protect public funds, and so we may use the information you have provided on this form to prevent and detect fraud. We will put the information onto a computer system registered under the Data Protection Act 1998.

STANDARD CONDITIONS
APPLICABLE TO PERMISSION TO PLACE STRUCTURES ON THE HIGHWAY
LEWES PEDESTRIAN PRECINCT

1. It must be borne in mind AT ALL TIMES that this area is a public right of way.
2. Emergency access must be maintained at all times.
3. The 'granite paving' in the centre of the precinct must not be obstructed.
4. Amplification is NOT permitted.
5. **All vehicles** are banned from the precinct with the exception of emergency services, security deliveries, repairs to underground services and/or in connection with Lewes Bonfire Processions.

NB: Further special conditions may be attached to your permission.