



Reference Number

		/						/						
--	--	---	--	--	--	--	--	---	--	--	--	--	--	--

HIGHWAYS ACT 1980

Application for Consent to Provide Amenities and other Facilities on the Highway

Current:		New:	
Fee:			
Date:			
Receipt No:			

Before completing this application form, **please read the guidance notes at the end of the form.** If you are completing this application by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed form for your records.

I/We hereby apply to Portsmouth City Council for Consent to Provide Amenities on the Highway in accordance with Part VIIA of the Highways Act 1980 as amended by Section 20, and Schedule 5 of the Local Government (Miscellaneous Provisions) Act 1982.

1. DETAILS OF APPLICANT	
1. Your name:	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
2. Your current address: (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Post town	Postcode
3. Other contact details:	
Telephone numbers:	
Daytime	
Evening	
Mobile	
Fax number:	
E-Mail address: (if available)	

4. Alternative address for correspondence: (If you complete the details below, we will use this address to correspond with you)	
Post town	Postcode
5. Alternative contact details: (if applicable)	
Telephone numbers: Daytime Evening Mobile	
Fax number:(optional)	
E-Mail address: (if available)	
2. Nature of Business and the Premises	
1. Nature of Business of Applicant:	
2. Name and Address of Business:	
Post town	Postcode
3. Details of Amenities	
1. Please provide details of the nature of amenities intended to be provided on the highway, eg tables, chairs, goods etc.	
2. Please state the precise location and extent of the proposed object or structure to be placed on the Highway:	

3. Please provide dimensions for area required in metres:	
Length:	
Width:	
Area:	
4. Please state the times of the day during which the amenities will be placed on the highway:	
5. Is it proposed for alcohol to be sold or consumed on the highway?:	
6. Is it intended for cash sales to take place on the highway?	
4. Checklist	
I have: (Please tick the appropriate boxes)	
Attached a sketch showing the extent of the amenities/structure to be placed on the highway which: <ul style="list-style-type: none"> i) Indicates the position in relation to my premises; and ii) The position in relation to any other premises. 	
Supplied a copy of my Third Party Public Liability Insurance in the sum of £5 million.	
Made or enclosed payment of the fee for the application. (The fee must accompany the application and cheque payments must be made payable to Portsmouth City Council. Alternatively, payments can be made electronically, please contact the Licensing Service for further advice).	
Noted that an official public notice in connection with this application will be issued to me and this must be displayed in the front window of my premises for 28 consecutive days.	
Signed the declaration in Section 5 below.	

5. Declarations	
The information contained in this form is correct to the best of my knowledge and belief.	
Signature	
Date	
Name of Person signing	

Guidance Notes:

1. Fees and charges

Goods on the Highway:	
Grant	296.00
Renewal	169.00
Tables and Chairs on the Highway:	
Initial Application Fee	127.00
Additional fee and subsequent renewal fee:	
Highway area up to 5 m ²	244.00
Highway area between 5 m ² and 10 m ²	483.00
Highway area between 10 m ² and 15 m ²	728.00
Highway area between 15 m ² and 20 m ²	966.00
Highway area greater than 20 m ²	1207.00
Variation	73.00
Transfer	40.00

2. Right of Appeal

There is no right of appeal against a decision of the Council to refuse to grant or to suspend, refuse to renew or to revoke an existing permission. Likewise, there is no appeal against any conditions imposed.

3. Further information

For further information concerning making an application and the Council's policy on amenities on the highway - please visit the Council's website for further information.

4. Contact Details

Licensing Service
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL

Telephone: 023 9283 4572
Fax: 023 9283 4811
Email: Licensing@portsmouthcc.gov.uk
Website: www.portsmouth.gov.uk

Portsmouth City Council will process your personal information in accordance with data protection law. The personal details provided by you will be used for licensing service purposes. Your details will be held on a database and where the law allows, may be shared with other departments within the council to update details they hold about you. The council may also be required to disclose personal information to third parties (such as Police, Department for Work and Pensions or for the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

For further information about how the Council collects and uses personal information please visit our website: <https://www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice>