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| --- | --- |
| C:\Users\sue.crowther\AppData\Local\Temp\Temp1_Biggleswade Town Council Logo.zip\Biggleswade Town Council Logo\Biggleswade council logo-Colour-Lrg.png | LICENCE APPLICATION FOR **A-Boards and/or Temporary Street Furniture**  **ON THE HIGHWAY**  I hereby apply for a Licence to place Temporary Street Furniture  associated with my business on the highway  outside my business premises |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name of Applicant: | Mr/Mrs/Ms/Miss | | |
| Name of Business: |  | | |
| Email Address: |  | | |
| Telephone Number: |  | | |
| Address of Business: |  | Post Code: |  |

|  |  |
| --- | --- |
| I would like to apply for Licence 1: A-Boards | Yes / No \*\* |
| I would like to apply for Licence 2: Temporary Street Furniture | Yes / No \*\* |
| (***please note:*** Licence 2 will provide for a designated Licence Area outside the applying  business premises where the business can site Tables, Chairs, Parasols, A-Boards, Menu Boards, Umbrellas etc which may be required to be enclosed by freestanding, removable barriers) | |
| If you are applying for Licence 2, please confirm that you have freestanding, removable barriers to define your designated area, should this be required; and that you agree to ensure all items of street furniture associated with your business remain within the area | Yes / No \*\* |
| I confirm that I will ensure all items are removed from the street each day once the business closes, and during periods when the items could pose a danger to members of the public, such as high winds | Yes / No \*\* |
| I confirm that I have read the Policy and Guidelines for A-Boards and Temporary Street Furniture, and agree to accept the terms and conditions set out within the document | Yes / No \*\* |

\*\*Delete as appropriate

* **I enclose the Licence fee (if applicable, see overleaf for a breakdown of fees)**
* **I enclose a copy of proof of Public Liability Insurance Cover**

**(to a minimum of £5million)**

Cheques should be made payable to:

* Biggleswade Town Council

I declare that to the best of my knowledge and belief the statements made on this form are true and correct and that no material particular has been omitted.

Signed ………………………………………………………….. Dated …………..…………

|  |  |
| --- | --- |
| C:\Users\sue.crowther\AppData\Local\Temp\Temp1_Biggleswade Town Council Logo.zip\Biggleswade Town Council Logo\Biggleswade council logo-Colour-Lrg.png | LICENCE APPLICATION FOR **A-Boards and/or Temporary Street Furniture**  **On the Highway**  LICENCE FEES as of 2019/20 |

|  |  |  |  |
| --- | --- | --- | --- |
| Licence Type | Area range in m2 | Fee in First Year | Current  Renewal Fee |
| Licence 1: A-Boards | N/A | £0.00 | £0.00 |
| Licence 2: Temporary Street Furniture | N/A | £0.00 | £0.00 |

*Please note:*

All licence fees are subject to review annually.

The Council is charging for the licence to cover the administration of bringing in the licensing system, and for the on-going monitoring and enforcement to ensure these areas remain suitable for all those who use them.

The Council will expect businesses to make sure that the licensed area is cleaned and that litter such as cigarette butts and napkins do not blow into the street. Failure to do so may result in further licences not being issued.

The use of covered ashtrays and napkin holders is strongly advised.

Please return the completed form to:

Town Clerk  
Biggleswade Town Council

The Old Court House  
4 Saffron Road  
Biggleswade  
SG18 8DL  
  
enquiries@biggleswadetowncouncil.gov.uk