



ADUR & WORTHING
COUNCILS

LICENCE APPLICATION FOR A-BOARDS and TABLES & CHAIRS ON THE HIGHWAY

I hereby apply for a Licence to place 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: Tables & Chairs Please circle which Area Category you would like: A B C D E	Yes / No **

(please note: Licence 2 will provide for a designated Licence Area outside your business premises where you can site Tables, Chairs, Parasols, A-Boards, Menu Boards, Umbrellas etc which must 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, 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 Tables & Chairs, and agree to accept the terms and conditions set out within the document	Yes / No **

**Delete as appropriate

- I enclose the Licence fee (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 either:

- 'Adur District Council' (if the business is based in Adur)
- 'Worthing Borough Council' (if the business is based in Worthing)

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



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**A-BOARDS and TABLES & CHAIRS
ON THE HIGHWAY**

LICENCE FEES as of 01/08/2017

Licence Type	Area range in m ²	Fee in First Year	Current Renewal Fee
Licence 1: A-Boards	N/A	£106.50	£80.50
Licence 2: Category A	Up to 6m ²	£220.00	£111.00
Licence 2: Category B	6-12m ²	£297.00	£128.00
Licence 2: Category C	12-18m ²	£427.00	£173.00
Licence 2: Category D	18-24m ²	£521.00	£207.00
Licence 2: Category E	≥24m ²	£615.00	£241.00

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. Subject to availability, the Council can help with the provision of cigarette bins for businesses.

Please return the completed form to:

Place & Investment
Adur & Worthing Councils
Portland House
44 Richmond Road
WORTHING
BN11 1HS

regeneration@adur-worthing.gov.uk