Strategic Transport
5th Floor Wat Tyler West
Beckhampton Street
Swindon SN1 2JH
Email: streetworks@swindon.gov.uk

APPLICATION FOR RENEWAL OF HIGHWAY PAVEMENT LICENCE

Pursuant to Permanent Pavement Licencing Regime Levelling Up and Regeneration Act 2023

Data Protection
Personal and business information which you supply through this form will be used by Swindon Borough Council for the purposes of processing your application. Data will be kept as necessary for enforcement purposes related to the licence. In some cases, information which you supply also becomes part of a public register. Please contact us for more information about this.

For further information on Data Protection please contact:
The Data Protection Officer
Swindon Borough Council
Civic Offices
Euclid Street
Swindon
SN1 2JH

IMPORTANT

- PLEASE READ THE ATTACHED GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM
- THIS APPLICATION IS FOR THE ANNUAL RENEWAL OF LICENCE TO PLACE TABLE, CHAIRS, COUNTERS AND OTHER FURNITURE ON THE HIGHWAY FOR THE PROVISION AND SALE OF FOOD AND DRINKS
- FOR THE SALE OF ALCOHOL OUTISDE THE PREMISES PLEASE CONTACT THE LICENSING TEAM ON 01792 466331
- THE FEE FOR THE APPLICATION IS £100 IF POSSIBLE PLEASE PAY USING THE PAY OPTION ONLINE.
- THE ANNUAL RENEWAL TERM FOR THE LICENCE WILL RUN FROM 1 OCTOBER TO 30 SEPTEMBER THE FOLLOWING YEAR.

Name	
Address	Telephone
	Mobile
	Email
Postcode	

Company name (if applicable)	
Registered address	Telephone
	Email
Postcode	Fax

Name of premises for which the application is made	
Address	Telephone
Postcode	

Public liability indemnity

You are required to possess Public/Employers' Liability Insurance providing cover of £5,000,000. Please include a *copy* of your current insurance certificate with the application.

8. Declaration

- I/we hereby declare that the information I/we have given is correct to the best of my/our knowledge and belief.

Signed	Date
Please print name	
Name of Company *(if applicable)*	
Position in Company *(if applicable)*	

CHECKLIST

I have included the following	
A copy of risk assessment if using patio heater	
Public Liability Insurance	
Paid the £100 administration fee online	