BEDFORD BOROUGH COUNCIL

HIGHWAYS ACTS

APPLICATION FOR A STREET CAFÉ (HIGHWAYS TABLES & CHAIRS) AUTHORISATION

Please ensure that you have read the relevant Guidance Notes before completing this Application Form

To: Chief Officer for Democratic and Registration Services, Licensing Team, 3rd Floor Borough Hall, Bedford, MK42 9AP

I/We apply under the provisions of the above act for an authorisation to use part of the Highway as a street café / for tables and chairs to be sited. (Please complete a separate application form for each location if you wish to be considered for more than one).

I/we submit the following particulars:-

<table>
<tr><td colspan="2">1. (a) Full name(s) (block letters)

(b) Trading name (if any)</td><td colspan="3"></td></tr>
<tr><td colspan="2">2. (a) Address</td><td colspan="3"></td></tr>
<tr><td colspan="2">(b) Telephone number</td><td colspan="3"></td></tr>
<tr><td colspan="2">(c) Email
(By providing your email address, the Council will accept this as confirmation that you are willing to receive information electronically)</td><td colspan="3"></td></tr>
<tr><td colspan="2" rowspan="3">3. Have you been convicted of any offence in the past 10 years?

If ‘YES’, please give details</td><td colspan="3">YES / NO</td></tr>
<tr><td>Court Code and Date of Conviction</td><td>Offence Code & Date of Offence</td><td>Fine, Penalty or Sentence</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td colspan="2">4. Are there any prosecutions pending against you?</td><td colspan="3">YES / NO</td></tr>
<tr><td colspan="2" rowspan="2">If ‘YES’ please give details</td><td colspan="2">Alleged Offence</td><td>Date of Court Hearing</td></tr>
<tr><td colspan="2"></td><td></td></tr>
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5.	Description of the nature of the refreshments to be provided:	
6.	Please give details of the full area of the proposed highway tables and chairs. Please also include a sketch of how you would layout the furniture.	
7.	How long a period of consent are you applying for (i.e. 12, 8, 6 months etc.)?	
8.	Proposed days and times of operating the highways element of the business.	
9.	Type of tables, chairs and other structures to be placed on the highway. (please enclose a photograph of the tables, chairs and/or other structures and the person who will normally operate the business).	
10.	Address of premises used for storage/accommodation of the tables, chairs and other structures and, if appropriate food.	
11.	Will you be the sole operator(s) of the street café / tables and chairs? If 'NO', how often will you operate the street café / tables and chairs?	YES / NO
12.	If answer to 11 is 'NO', please give details of persons who will operate the street café / tables and chairs (include age and date of birth).	

13.	Do you have Public Liability Insurance in the sum of £5 million? If 'YES', please enclose a copy of the policy. If 'NO', give details of any Public Liability Insurance you presently have and indicate whether you would be willing to obtain £5 million Public Liability Insurance.	YES / NO

FOOD		
14.	Please give details about your food handling experience to date (if applicable).	
15. (a)	Have you ever attended a food hygiene course offered by a local authority?	YES / NO
(b)	If 'YES', when and where?	
16.	Is your business / premises registered with the Bedford Borough Council for food handling purposes? If 'YES', please give date of registration	YES / NO

BUSINESS INTERESTS		
17. (a)	Present occupation	
(b)	Previous employment during last five years.	
18. (a)	Have you held a street café / highways tables and chairs consent in Bedford Borough before?	YES / NO
(b)	If the answer to 18(a) is yes, please give details (e.g. dates, times and areas involved in the business).	

19. (a)	Have you had a street café / highways tables and chairs business in any other town/city?	YES / NO
(b)	If 'YES', please give details including reference number, if applicable, name of local authority and dates of consent.	
20. (a)	Are you related to other street café traders in the Borough?	YES / NO
(b)	If 'YES', please give details (i.e. name of other trader and relationship)	
21.	Do you have an interest in any other businesses? If 'YES', please give details	YES / NO

OTHER INFORMATION		
22.	Names and addresses of two independent referees to whom reference may be made about you	(1)
		(2)
23.	Please give any other details you wish to be considered when dealing with your application. (Use a separate sheet if necessary)	

I/we declare that I am/we are not under 18 years of age and I/we certify that, to the best of my/our knowledge and belief, the above particulars are correct.

Fee of £ accompanies this application. (Cheque to be made payable to Bedford Borough Council). Please note that in the event of your application being refused the fee will be returned to you (excluding the non-refundable deposit).

Dated …… Signed……

Dated …… Signed……

Data Protection Privacy Advice

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Other Council Services
- Bedford Bid
- Bedfordshire Fire & Rescue Service
- Bedfordshire Police
- Chamber of Commerce
- Ward Councillors
- Parish Council

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at www.bedford.gov.uk or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at https://tinyurl.com/y7uccndm. You can exercise your information rights by contacting the Council's Data Protection Officer (Keith Simmons) at dpo@bedford.gov.uk or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at www.ico.org.uk. Further contact details are available upon request.