



TC/1914-  
ENVIRONMENTAL AND COMMERCIAL SERVICES  
TRANSPORTATION

**APPLICATION FOR A PERMIT TO PLACE TABLE AND CHAIRS  
ON THE PAVEMENT OR ROAD  
ROADS (SCOTLAND) ACT 1984, SECTION 59**

\*required information

Are you an agent acting on behalf of the applicant? (Put 'No' if you applying on your own behalf or on behalf of a business you own or work for) Yes/ No (delete as appropriate)	
<b>APPLICANT DETAILS</b>	
*Name:	
*E-mail	
Main telephone number (include country code if outside UK)	
Other telephone number	
How would you like to be contacted?	
Are you:	
Applying as a business or organisation, including as a sole trader (A sole trader is a business owned by one person without any special legal structure) Yes / No (delete as appropriate)	
Applying as an individual (Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby) Yes / No (delete as appropriate)	
<b>TYPE OF APPLICATION</b>	
Type of application:	New          Renewal          (delete as appropriate)
Existing Permission Number (for renewal applications only):	
<b>PREMISES FOR WHICH PERMISSION IS REQUIRED</b>	
*Name of premises/trading name	
*Building number or name	
*Street	
Location	
*Town	
*Postcode	
<b>Further Details</b>	
*Type of business (e.g. pub, restaurant, café)	
Proposed Start Date (new application):	
Expiry Date of Current Permission (Renewal)::	

**OCCUPATION OF PAVEMENT/FOOTWAY**

**\*Describe the area where you wish to place tables and chairs (a detailed plan must be attached with your application, photographs of the area can also be attached)**

**Give the dimensions of the area you wish to occupy in metres**

**\*Length**

**\*Width**

**\*Give the total width of the pavement or footway at this location**

**OPENING TIMES**

**State the days and times you propose to place tables and chairs on the pavement**

**\*Day or Days**

**\*From**

**\*To**

**\*Do you plan to place table and chairs on the pavement all year round? Yes / No (delete as appropriate)**

**DETAILS OF FURNITURE**

**Provide details of all the furniture and other equipment you propose to place on the pavement. Please refer to the local guidance note and conditions which can be found at : [XXXinsert weblinkXXX](#) to ensure your proposals are compliant. Supporting information, drawings, photographs, etc. should also be provided. Please specify the number of each item below:**

**\*Tables**

**Space Heaters**

**\*Chairs**

**Lighting**

**Litter Bins**

**Barrier/Balustrades**

**Parasols/Umbrellas**

**Other furniture or equipment (Description e.g. dimensions, type, material, colour supplier/technical details, as appropriate)**

**Further Details**

**Where will these items be stored when not in use?**

**What are your arrangements for clearing and cleaning the pavement at the end of the day?**

**PUBLIC LIABILITY INSURANCE**

You must have a suitable level of public liability insurance to cover this activity – check local requirements

\*Do you have public liability insurance Yes / No (delete as appropriate)

**ADDITIONAL DETAILS**

Provide any additional information which is required or relevant to your application.

**PAYMENT DETAILS**

This fee must be paid to the authority.

I attach fee of £

Cheque (post only)

Credit/Debit Card (Please call 0300 1234565 during office hours for Card Payment)

**DECLARATION**

This section should be completed by the applicant.

I confirm that I have read and understand the Conditions which will attached to any permission as set out in the Moray Council Guidance and Conditions for the Use of the Public Road for Outdoor Hospitality XXXX insert weblink XXXX

\*Full Name

\*Capacity

\*Date

For Office Use Only

Approved By:

Date:

Fee Paid:

BACS/Cheque/Card Payment No:

NOTES FOR GUIDANCE OF APPLICANT

Fees:	Annual Fee	£175.00
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1. Charges must be paid on application.
2. The completed form should be submitted:
  - **By Post to:** Moray Council  
P.O. Box 6760  
Elgin IV30 9BX
  - **By E Mail to:** [roadspermits@moray.gov.uk](mailto:roadspermits@moray.gov.uk)
3. **AT LEAST 21 WORKING DAYS NOTICE IS REQUIRED PRIOR TO PERMISSION BEING GIVEN.**
4. Guidance and Conditions of Permission are available on the council's website for inspection at: **XXXXXX.**
5. **Indemnity** The applicant shall indemnify Moray Council as Roads Authority for and against all actions, claims, demands, costs, charges, damages, losses and expenses of whatsoever kind or nature which may be brought or made against them or incurred by them in respect of the negligence, omission or default of the holder of this permission or those for whom the holder of this permission is responsible arising in respect of any operations authorised by this permission unless due to the negligence or other breach of legal duty on the part of the Council or of any person for whom the Council are responsible.