Business Name

Address Line 1

Address Line 2

City

Postcode

The Occupier

Address Line 1

Address Line 2

City

Postcode

DD Month YYYY

Dear Sir/Madam

**Application for a Pavement Licence / Tables and Chairs Permit**

**Name and address of premises**

We write in relation to our intention to apply to Winchester City Council for a Pavement Licence / Tables and Chairs Permit, which would permit use of outdoor furniture on the highway for use by our customers.

Winchester City Council’s application procedure requires applicants to obtain consent from the owners/occupiers of any premises directly adjoining the highway where the furniture is proposed to be placed; these persons are called ‘frontagers’. Your premises would be considered a ‘frontager’ and therefore we are hoping to establish a relationship with you, outline our proposals and seek your consent.

We intend to apply to have a furniture on name of street(s) on days and times. Outside of these hours, the furniture would be removed and stored away indoors. **We enclose a site plan of our proposal.**

Winchester City Council’s local conditions which are attached to any Pavement Licences and Tables and Chairs Permits granted can be seen on their website: <https://www.winchester.gov.uk/licensing/tables-chairs>

These set out the expectations of the City Council, and any breach of condition would be dealt with by means of a remediation notice and/or revocation of the licence.

We also intend to implement the following control measures to ensure that any adverse impact on your business / residence is mitigated and/or greatly reduced:

List additional control measures

We are open to discussions about our proposals, including any recommendations you may have to ensure that any outdoor furniture in this space does not adversely impact on your premises.

The City Council have advised us that if we do not receive a response from you within 7 days of the date of this letter, then we may proceed with the application without express consent. You would still be able to comment on the application, which will be advertised outside our premises as per the statutory notice.

If you have any queries, or wish to discuss the application in more detail with us, please contact us on: insert contact details

Yours sincerely,

Name

Position