

Street Café Consent (Pavement Café)

Highways Act 1980 (Miscellaneous Provisions) Section 115E

First Name	
Surname	
Premises name	
Premises address	
Premises postcode	
Email address	
Telephone number	
Site address for tables and chairs (if different from above)	
Location of tables and chairs in relation to the premises	
Please state amount of tables	
Please state amount of chairs	
Please give details of any other furniture including sizes and quantities: Parasols Barriers Planters Signage	
Please state the times and durations you will be using the furniture:	
Months:	
Days of week:	
Times of each day:	
Please give any other details that would support your application ie. planning permission or highways permission	

Please note we will only consider applications accompanied by a suitable plan and sizing of area/furniture.

Please attach photo or brochure of the furniture

Privacy notice

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under the Highways Act 1980 (Miscellaneous Provisions) Section 115E.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner’s Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Signed:	Date:
Capacity:	

Please submit your application to:

Licensing Department
West Suffolk Council
West Suffolk House
Western Way
Bury St Edmunds IP33 3YU

Phone: 01284 758050
Email: licensing@westsuffolk.gov.uk