

Check List for Tables and Chairs Licence

The Application Form should be accompanied by:

- A **1:100 scale drawing** of the area to be licensed showing:-
 - ✓ All utilities/services in the area
 - ✓ Dimensions of the area and the location and dimensions of proposed tables and chairs within the area
- A **site location map** and **photograph** of the premises
- Details of **spandrels**, if any, proposed to enclose the area
- Appropriate **Licence Fee**
- Copy of **Site Notice**
- **Proof of notification given to adjoining property owners/occupiers**
- Appropriate Public Liability Insurance Policy.

Site Notice:

A site notice should be erected on the premises adjacent to the appropriate area to which a licence relates. The notice, which should be legible from a public place, must state the following:

- The name of the applicant.
- The address to which the licence will relate.
- The nature of the application stating the number of tables and chairs.
- The extent, in square metres, of the area to which the licence will apply.
- That the licence application may be inspected at the offices of Tullamore Town Council, Town Hall, Cormac Street, Tullamore during normal working hours.
- That objections/submissions in writing in relation to the application may be made to the Town Council within a period of two weeks from the date of application.
- The date of the application.

The site notice should be erected not more than two weeks and not less than one week prior to the date of submission of the application.

The site notice should be maintained in place until a decision on the application is received by the applicant.

Notification of adjoining Property Owners:

The adjoining property owners/occupiers should be notified in writing, at the time the site notice is being erected, of the proposed application and informed that they may make written objections/submissions to the Town Council within a period of two weeks from the date of the application.

Public Liability Cover

The licensee shall be required, for the duration of the licence, to have a Public Liability Insurance cover to a minimum value of €6.5m indemnifying Tullamore Town Council against third party claims.

When your insurance falls due for renewal within the dates of your licence a copy of your new insurance certificate shall be submitted to this Planning Authority. Failure to do so will deem this licence invalid.

Licence Fee

Where the licence is for a period of one year a fee of €125 per table is payable.

Where the licence is for a period of more than one year a fee of €125 per table is payable for each year or part of a year.

Where the licence is for a period of less than one year a fee of €12.50 per table is payable for each month or part of a month.