**PERMISSION TO OCCUPY THE FOOTWAY/ROAD FOR HOSPITALITY USES (Outdoor Servery Provision)**

**Roads (Scotland) Act 1984 - Section 59.**

TO COMPLETE THIS FORM PLEASE CLICK OR TAP ON THE WHITE TEXT FIELD.

Please send the completed form to: [RoadsScotActOccupations@fife.gov.uk](mailto:RoadsScotActOccupations@fife.gov.uk)

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| Use this application form to apply for a change of use of part of a public road adjacent to relevant premises for the purposes of selling goods or serving food or drink supplied from those premises or consuming goods or drink supplied from those premises, and to place furniture for use in connection with such purposes.  *[For interpretation of “furniture” please see Part 2H, Town and Country Planning (General Permitted Development) (Scotland) Order 1992 as amended.]* |

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| 1. Premises Name: | (Click or tap here to enter text.) |
| 2. Address: | (Click or tap here to enter text.) |
| 3. Description and size of area of area you wish to occupy: (Minimum of 2 metres clearance MUST be allowed for passing pedestrians and disabled scooters etc.)  PLEASE ATTACH A 1/1250 OR 1/2500 SCALE LOCATION PLAN, AND 1/500 BLOCK/SITE PLAN INCLUDING DIMENSIONS OF AREA TO BE OCCUPIED AND REMAINING AREA. (See below for Example Plans) | (Click or tap here to enter text.) |
| 4. Number of tables and chairs, café barriers etc: | (Click or tap here to enter text.) |
| 5. Operational hours: | (Click or tap here to enter text.) |

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| **CONDITIONS:**   1. Permission will be valid up to a maximum period of 12 months from date of approval. For continuous operation, renewals should be applied for no sooner than 11 months after approval. 2. Furniture will be enclosed with removeable weighted café barriers, and these barriers will be kept tidy throughout your operational hours. 3. Where possible, tables will be serviced within the barriers, with staff on site to provide customers with their orders to prevent multiple people crossing the public footway with drinks and food etc.      1. Any A boards or signs should be placed within the barriers or on the cafe barriers themselves where possible. If placed outside the barrier area a minimum of 2 metres clearance MUST be allowed for passing pedestrians and disabled scooters etc. 2. Youwill be liable for any third-party claims associated with any furniture. 3. Should any damage be done to the occupied area because of the furniture, all costs incurred by this service to rectify the damage will be recharged to yourself. 4. All debris/staining on the footway and occupied area will be removed at the end of each day. 5. Your operational hours will be agreed and out with these times all furniture shall be removed. 6. If food and drink is to be served, then you must be in possession of a Premises Licence or Occasional License which includes the outdoor area. 7. If only food is to be served, then you must be registered with Fife Council Environmental Health. 8. You may be asked to provide proof for conditions 9 or 10. 9. All furniture must be removed from the footway at the request of Fife Council to allow maintenance or repairs to the footway or services below the footway. Also, if required for public events to take place safely, for example St Andrews Lammas Market. |
| |  | | --- | | I/We agree to comply with the conditions set out below pertaining to a permission granted as a result of this application |  |  | | --- | | Name of Applicant (Print): (Click or tap here to enter text.) |  |  |  | | --- | --- | | Signature of Applicant (Click or tap here to enter text.) | Date: DATE | |

For any queries:

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|  | North Fife | South Fife |
| Email: | [John.Brack@fife.gov.uk](mailto:John.Brack@fife.gov.uk) | [Jamie.Armit@fife.gov.uk](mailto:Jamie.Armit@fife.gov.uk) |

Example Plans:

BLOCK/SITE PLAN: LOCATION PLAN:

Diagram, engineering drawing

Description automatically generated Diagram, engineering drawing

Description automatically generated