

TAC / 4514 / 24

30/07



**Horsham
District
Council**

**Application For A Licence To Place Tables And Chairs or Other
Approved Objects In The Highway**

Applicant

Applicant Details

Title	[REDACTED]
Surname	[REDACTED]
Forenames	[REDACTED]
Head Office Address	[REDACTED]
	[REDACTED]
	[REDACTED]
Postcode	[REDACTED]
Daytime Telephone	[REDACTED]
Email Address	[REDACTED]

Company

Company registration number	04596896
Secretary's name	Lisa Charles

Correspondence address if different from above

Title	
Surname	
Forenames	
Address	
Post Code	
Email	

Organisation for whom application is made

Premises Name	Crates Local
Address	24a Carfax
	Horsham
Postcode	RH12 1EB
Telephone	07876345491
Proposed number of tables and chairs or other objects (please identify) to be placed in the highway with details of size and type. Attach a photograph or sketch showing the proposed type of tables and chairs or other objects.	As per current temporary licence. This will include 8 tables, 16 chairs, gazebos and barriers. Attached original picture

Description of proposed location of tables and chairs or other objects in relation to the premises. Attach a plan of the proposed location.

Outside the shop front in the carfax - as per the attached plan

Details of freeholders of premises

Cleaver Keys Holding

Details of lessee/tenants of premises

Advance property Services Ltd - Trading As Crates Local

Details of occupier of premises

Crates Local


Print & Return

Print & Return

is this a new Application or a renewal?

New Application

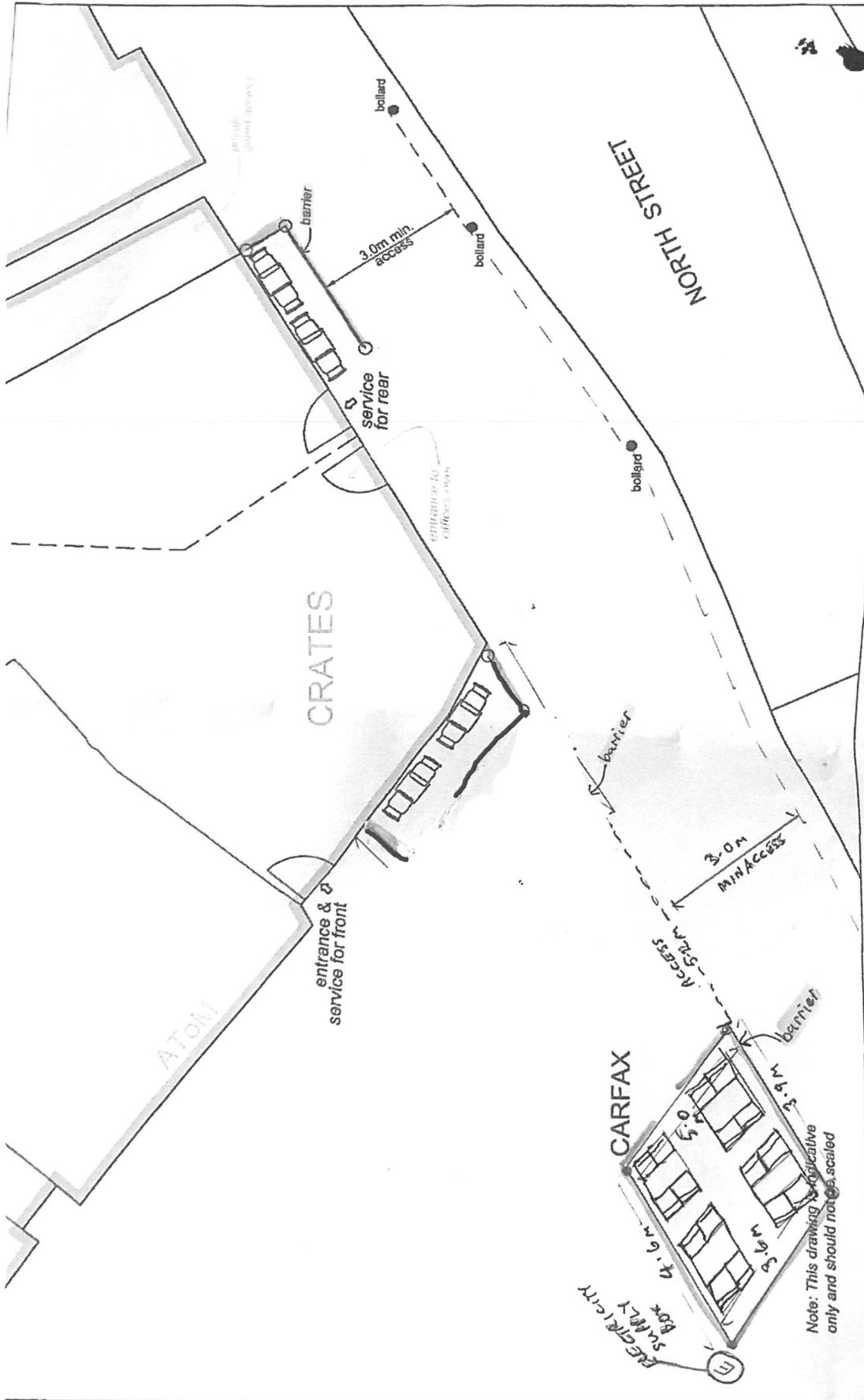
Renewal

Signature 

Date 30 09 2024

Once printed please sign the form and return to the Licensing officer at Horsham District Council at the address below, together with the correct fee.

Licensing Officer
Horsham District Council
Parkside
Chart Way
Horsham
West Sussex RH12 1RL



Drawn by	Checked by	Date	Scale
01/03/10	01/03/10	01/03/10	1:100
Project No.	Client	Project Name	Project Ref.
01/03/10	CRGT	CRGT	CRGT

**CARFAX
PROPOSED LICENSING LAYOUT FOR TABLES AND CHAIRS
- CRATES -**

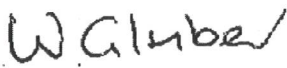
Horsham District Council
 Park North, North Street, Horsham, West Sussex BN13 2PL
 Tel: 01403 215100 (call may be recorded)
 Fax: 01403 215171 DA 0102 HORSHAM 6
 www.horsham.gov.uk

Note: This drawing is indicative only and should not be scaled



Policy Schedule

Commercial Combined

Wording reference:	G M Imber - Ascot 1414 - Commercial Combined V1.0 01 04 2021
Unique Market Reference Number:	B6022PK24RQ548M4X
Policy number:	MX07C42069D
Insured name:	Ms L Charles T/a Crates Local Produce
Correspondence Address:	24a Carfax, Horsham, West Sussex, RH12 1EB
Premises Address:	24a Carfax, Horsham, West Sussex, RH12 1EB
Business description:	Retailer of Local Food Produce, & Kitchenalia, Food, Hot & Cold Drinks and Tables & Chairs outside the shop
Period of insurance:	Effective from: 31/07/2024 To: 30/07/2025 <i>Both dates inclusive</i>
Total Property Premium	£245.00
Total Employers' Liability Premium	£70.00 100% minimum & deposit adjustable annually on an expiring rating basis
Total Public/Products Liability Premium	£280.00 100% minimum & deposit adjustable annually on an expiring rating basis
Total premium	£595.00
Insurance Premium Tax (IPT):	£71.40
Policy fee:	£255.00
Total payable:	£921.40
Binding underwriter:	GM Imber & Sons Limited
Subscribing Insurers:	Syndicate 1414 at Lloyd's (100%)
Signed for and on behalf of the Binding Underwriter	
Date of issuance:	01/08/2024



G M Imber & Sons Ltd are acting on behalf of the Underwriters in performing its duties under a binding authority with unique market reference B6022PK24RQ548M4X.

Contracting Parties:

Subscribing Insurers: Syndicate 1414 at Lloyd's

Syndicate 1414 at Lloyd's is managed by Ascot Underwriting Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Registered in England and Wales (No.04098461). Registered Office: 20 Fenchurch Street, London, United Kingdom EC3M 3BY.

Binding Underwriter: GM Imber & Sons Limited

GM Imber & Sons Limited is authorised and regulated by the Financial Conduct Authority No: 448476. GM Imber & Sons Limited is registered in England No: 560297. Registered Office: 77A High Street, East Grinstead, West Sussex, RH19 3DD

Section 1 – Property Damage

INSURED

Sum Insured

Buildings	£9,000.00
Contents (Contents, fixtures and fittings, machinery and plant, all fixed glass, signs and fascias, glass showcases, shelves tops and mirrors)	£38,239.00
Contents (Computers and Office Equipment)	£1,000.00
Stock (excluding wines and spirits and tobacco and precious metals)	£11,000.00
Stock of wines, spirits and tobacco	Not Insured
Stock in the open	Not Insured

Optional extension to Section 1 – Contents anywhere in the UK

INSURED

Sum Insured

£1,500.00

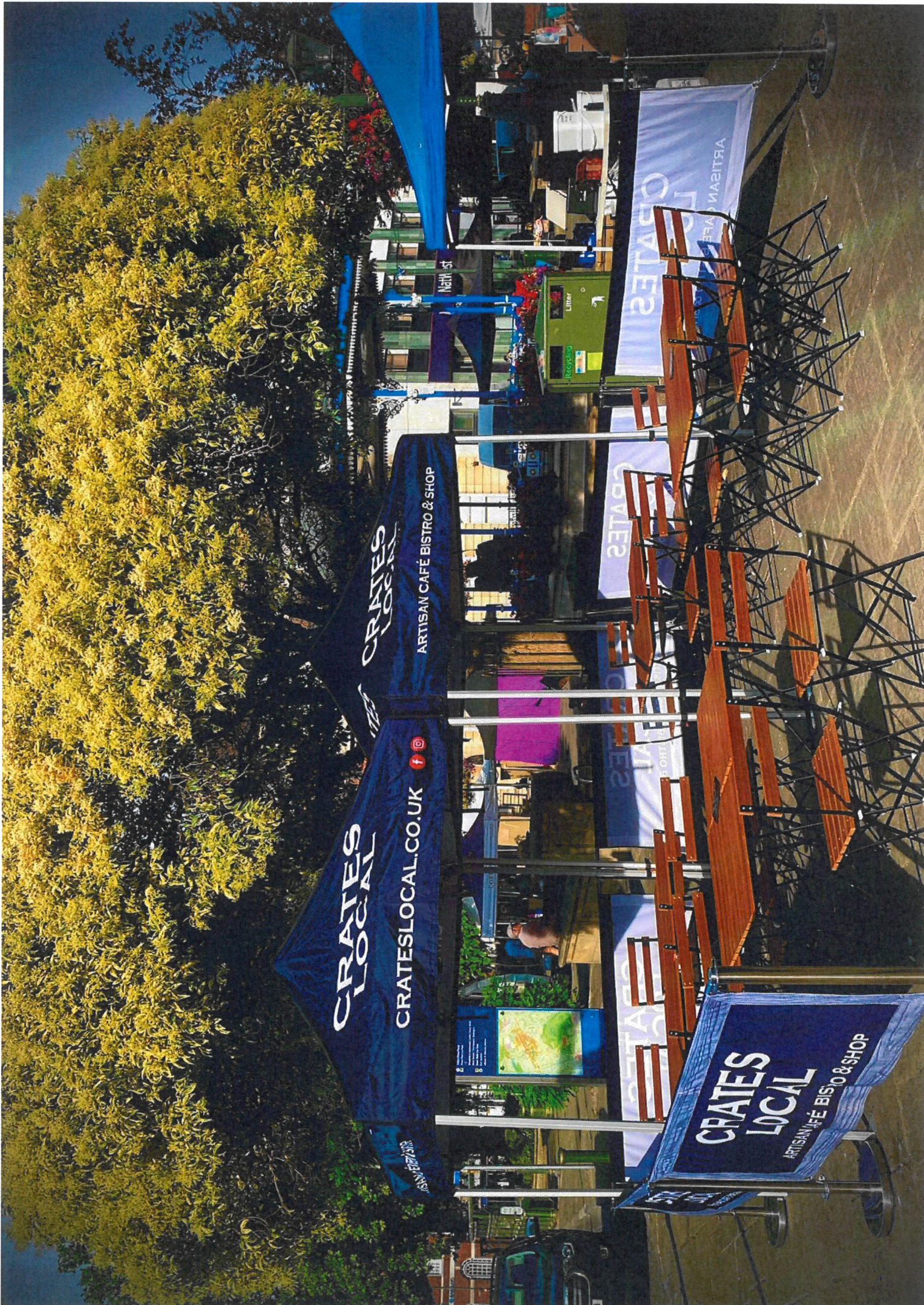
Section 2 – Business Interruption

INSURED

Indemnity Period	12 months
	Sum Insured
Estimated Gross Profit	Not Insured
Estimated Gross Rental	Not Insured
Estimated Gross Revenue	£500,000.00
Additional Increased Cost of Working	Not Insured

Outstanding Debit Balances	Not Insured
Section 3 – Employers’ Liability	INSURED
Limit of Indemnity	£10,000,000 any one occurrence inclusive of all costs and expenses limited to £5,000,000 any one occurrence inclusive of all costs and expenses in respect of Asbestos and Terrorism
Section 4 – Public Liability	INSURED
Limit of Indemnity	£10,000,000 any one occurrence inclusive of all costs and expenses
Section 5 – Products Liability	INSURED
Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate inclusive of all costs and expenses
Section 6 – Money and Assault	NOT INSURED
Loss of Money	Sum Insured
In transit in the custody of an Insured Person	£2,500
In a bank night safe	£5,000
In the Premises during Business Hours	£2,500
In a locked safe in an enclosed building in the Business portion of the Premises outside Business Hours	£5,000
Not in a locked safe, in an enclosed building at the Premises outside Business Hours	£500
In the custody of a security company operating to British Standard BS7872 and having a written contract with You for a maximum period of twenty four (24) hours	£12,500
In the private dwelling of Yours, a Business Partner, director or Employee if authorised by You	£500
Assault	Maximum Benefit per Insured Person
Death (which shall not be presumed by the disappearance of the Insured Person)	£10,000
Loss of Limbs or Sight	£10,000
Permanent Total Disablement	£10,000
Temporary Total Disablement	£50 per week

Temporary Partial Disablement	£25 per week
Medical Expenses	£1,000
Section 7 – Goods in transit	INSURED
	Sum Insured
Own vehicles – any one vehicle	£2,500.00
Third party vehicles – any one vehicle	Not Insured
Section 8 – Deterioration of Stock	NOT INSURED
	Sum Insured
	Not Insured
Section 9 – Loss of Licence	NOT INSURED
	Sum Insured
	Not Insured
Excess (if Section Insured)	
Section 1 – Property Damage	Excess
Material Damage – All Perils (other than specified below)	£250
Subsidence, Landslip & Heave	£1,500
Flood	£250
Theft	£250
Section 2 – Business Interruption	£250
Section 3 – Employers’ Liability:	Nil
Section 4 – Public Liability – Third Party Property Damage:	£500
Section 4 – Public Liability – Third Party Bodily Injury:	Nil
Section 5 – Products Liability:	£250
Section 6 – Money & Assault	£150
Section 7 – Goods in Transit	£150
Section 8 – Deterioration of Stock	£250
Section 9 – Loss of Licence	£250



CRATES LOCAL
CRATESLOCAL.CO.UK



CRATES LOCAL
ARTISAN CAFE BISTRO & SHOP

CRATES LOCAL
ARTISAN CAFE BISTRO & SHOP

BRITAIN MADE
CRATES LOCAL

North St

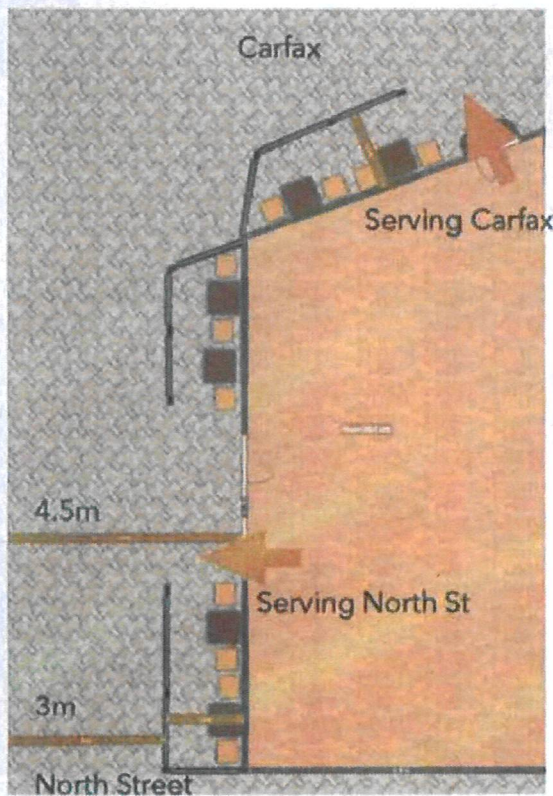
Recycling

Litter

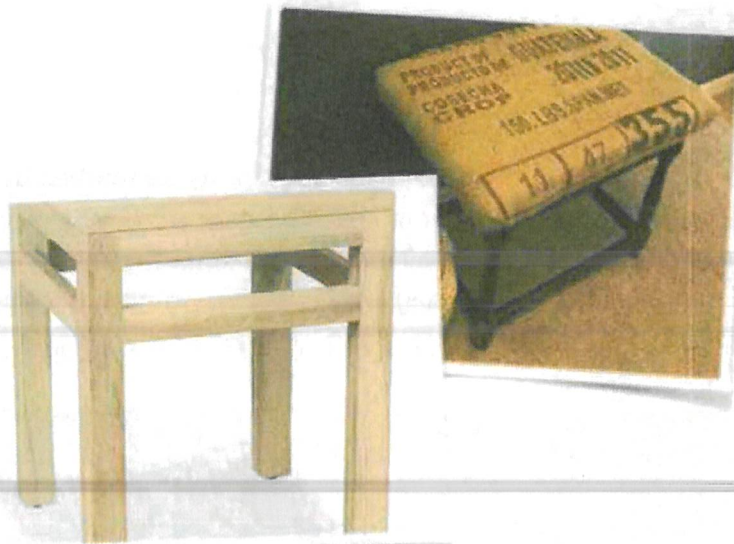
Crates Local

Outdoor seating

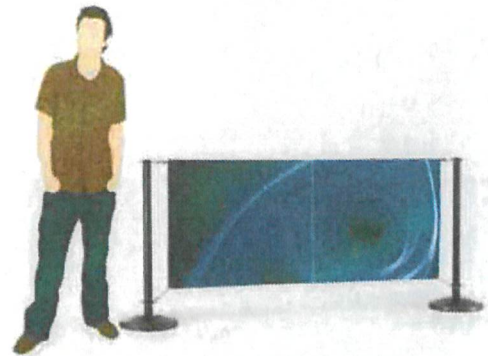
AREA: seating will be within areas clearly de-marked by waist-high screens extending from the building on the North Street side by no more than 1.5m (with the remaining pavement made available at least 3m). The Carfax side will extend by no more than 1.8m (with at least 20m available to the 'tree'). **SERVING:** the North Street side will be serviced from the North Street door only and Carfax side by the Carfax door only.



FURNITURE: robust wooden sets of square stools and tables. All measure 40cm x 40cm and the stools will be simply dressed with coffee sack cushions.



SCREENS: professional cafe-style barriers using weighted stable posts and clip-bars which will also clip to fixings on the building to ensure further stability.



Risk Assessment for Outdoor Tables and Chairs – Awning and Umbrella Coverings

1. Introduction

To support the Tables and Chairs Licence application for Crates Local, 24a Carfax, Horsham RH12 1EB

The application includes the area adjacent to the shop by the band stand / tree. This will be an area which will utilise commercial umbrellas and / or gazebos over the licenced area.

2. Area Adjacent from the Crates Local Shop.

As per attached map – shows the additional temporary seating area currently in place.

3. Identified Hazards and Controls

No.	Hazard Description	Risk	Controls and Mitigation	Action
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**CRATES LOCAL
HORSHAM**

1.	High winds and bad weather conditions	Umbrellas and or gazebos can break, be damaged and potentially cause harm to public or staff. Units are not permanently fixed	<p>All umbrellas and / or gazebos and equipment will be used to manufacturers requirements.</p> <p>We currently have in place a weather watch process and monitor any oncoming bad weather. In the event of strong wind forecasts we would take the Umbrellas and / or Gazebos down or in.</p> <p>Additional weights will be secured over the base units to minimise any movement.</p> <p>Staff training to ensure umbrellas are put out and secured in the controlled area</p>	<p>Update staff handbook for new awning opening instructions. Forecasts and wind speeds can be monitored and checked against recommended awning manufacturer settings.</p> <p>Toolbox talks given and signed by employees as having received</p>
2.	Vandalism	Umbrella can break or be stolen due to vandalism.	<p>The umbrellas and / or gazebos and retaining weights will be taken in every day at close of business so are not left out over night or when the premises are closed. The umbrellas and / or gazebos will be kept secured on the shop site at the close of every day with no access to public.</p>	<p>Update staff handbook for new umbrellas and / or gazebos to ensure it is on the safety check list at closure.</p>

3.	Wear and Tear	Umbrellas and / or gazebos become worn and unsafe	<p>All umbrellas and / or gazebos and equipment will be used in accordance with the manufacturers instructions.</p> <p>The umbrellas and / or gazebos will be fully checked monthly by the owner to ensure all fixtures and fittings are working and in place. Maintenance will be undertaken where required.</p>	Update in staff handbook for monthly checks
4.	Umbrellas and / or gazebos are used appropriately to avoid damage	Umbrella and / or gazebo could face early wear and tear or be of potential hazard to public and staff if the Umbrellas and / or gazebo are not deployed properly.	<p>All umbrellas and / or gazebos and equipment will be used to the manufacturers instructions.</p> <p>Staff training – all staff on how to use the awning, put down and up at start and close of business and to do basic wear and tear and weather checks. All will be recorded.</p>	<p>Staff training</p> <p>Toolbox talks given and signed by employees as having received.</p>
5.	Cause nuisance to the public	The umbrellas and / or gazebos move to areas not within the controlled licence area and can cause nuisance, potential hazard	<p>Plans will be on site to ensure umbrellas and / or gazebos are put in the controlled licence area only and are checked regularly throughout the day to ensure they remain in place.</p>	<p>Staff training</p> <p>Update handbooks to ensure checks are undertaken</p> <p>Toolbox talks given and signed by employees as having received</p>

Date	Topic(s)
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Commenced	Completed	Given By
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I have received a toolbox talk on the above subject(s) and understand the information given.

Please Print

INITIAL	SURNAME	JOB DESCRIPTION	SIGNATURE

.....
Signature of person giving toolbox talk