

APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE

A pavement licence (in respect of any premises), is a licence for the holder to put removable furniture on part of a relevant highway adjacent to the premises.

The furniture must be used for either or both of the following:

1. to sell or serve food or drink supplied from or in connection with relevant use of the premises
2. for the purpose of consuming food or drink supplied from or in connection with relevant use of the premises only.

Furniture covered by the Pavement Licence includes the following:

- counters or stalls for selling or serving food or drink
- tables, counters or shelves on which food or drink can be placed
- chairs, benches or other forms of seating
- umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.

This furniture must be removable, i.e. it should not be a permanent fixed structure. It must be able to be moved easily, and stored away when not in use.

To complete this application, you will need:

- an email address that we can use this to communicate with you regarding your application
- attach a plan showing the location of the premises
- attach a dimension plan showing the area to be utilised for tables and chairs
- attach images showing types of furniture
- attach copy of place public liability insurance policy for £5m as detailed in the licencing conditions
- attach formal risk assessment as required by the Management of Health and Safety at Work Regulations 1999 (if you intend to use space heaters)

APPLICANT DETAILS		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:	Post Code:	
Phone (Home):	Phone (Mobile):	
e-mail address:		

PREMISES DETAILS	
Name of Premises:	
Postal Address:	
Which of the following is the above premises used for? (please tick one of the following options)	
Use as a public house, wine bar or other drinking establishment	<input type="checkbox"/>
Other use for the sale of food or drink for consumption on or off the premises	<input type="checkbox"/>
Both of the above uses	<input type="checkbox"/>

Section of Pavement (to which this application relates)

Please provide a description of the area of the highway to which this application relates:

About Street Furniture

What will the furniture be used for?

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	
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For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	
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Both of the above purposes	
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Proposed days and hours that furniture will be on the pavement

Please specify below what time (from and to) the furniture will be on the pavement. Enter N/A for any days that do not apply, e.g. when you are closed.

Mondays	to	Fridays	to
Tuesdays	to	Saturdays	to
Wednesdays	to	Sundays	to
Thursdays	to		

FURNITURE TO BE PLACED ON THE HIGHWAY

What type of furniture do you want to use? (e.g tables, chairs, umbrellas, stalls)

DATE OF APPLICATION

Please state the date that this application for a Pavement Licence is being submitted

DECLARATIONS BY APPLICANT

By submitting this application you are agreeing to the following declaration.

- I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted.
- I understand I must hold and maintain public liability insurance up to a value of £5million.
- I understand my application will not be considered to be complete until all the required documents and information have been provided.
- I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- I declare that the information given in this form is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.
- I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

Signature:

Print Name:

Date: