

**CAMBRIDGE CITY COUNCIL**  
Record of Special Urgency Decision

<b>PAVEMENT LICENCE APPLICATION</b>
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**Decision of:** **Antoinette Jackson, Chief Executive and the Head of Environmental Services**

**Reference:** 2020/OfficerUrgency/Lic/14

**Date of decision:** 23/07/20                      **Recorded on:** 23/7/20

**Decision Type:** N/A

**Matter for Decision:** Chief Executive:  
i. Delegation of Part 1 of the Business and Planning Act 2020 relating to Pavement Licenses and the power to determine applications, including the setting of fees and conditions of the pavement licence to the Head of Environmental Services.  
Head of Environmental Services:  
i. Approve that no fee shall be charged for a pavement licence until 31 March 2021.  
ii. Approve the licence conditions to be applied to a pavement licence.

**Why the decision had to be made (and any alternative options):** The decision is required to respond to direction from Government in response to COVID-19. The provisions of Part 1 of the Business and Planning Act 2020 came into force at midnight on 23 July 2020 and applications have to be determined from this date.

**Any alternative options considered and rejected:** The decisions are taken and based on the latest guidance and information as at 23 July 2020 and will be subject to a review.

**Reasons for the decision:** An urgent decision under paragraph 2 of section 9, Council Procedure Rules was necessary to due to the Covid 19 crisis and the need to support business and boost the economy for the Council to administer the Business and Planning Act 2020 in relation to Pavement Licences in line with Government guidance.

**Other Comments:** The Chair and Spokes of the Licensing Committee were consulted on 23.07.20 prior to the action being authorised who gave their agreement.

The Licensing Committee Spokes asked if Ward Councillors would be consulted within the 7 day consultation period and also queried the costs for the application process. Officers confirmed that Ward Councillors will be automatically notified of any applications submitted and will have 7 days to respond.

The licensing fee has been set to zero for now but could be reviewed during licensing fees review in January 2021.

The Council's s151 Officer was also consulted.

**Report:** The officer's report and supporting documentation can be viewed online when approved  
[https://democracy.cambridge.gov.uk//ecSDDisplay.aspx?NAME=SD1537&ID=1537&RPID=66264744&\\$LO\\$=1](https://democracy.cambridge.gov.uk//ecSDDisplay.aspx?NAME=SD1537&ID=1537&RPID=66264744&$LO$=1)

**Conflicts of interest:** **None known**

**Contact for further information:** Yvonne O'Donnell, Environmental Health Manager.