



Business and Planning Act 2020

HART DISTRICT COUNCIL - APPLICATION FOR A PAVEMENT LICENCE

Notes to applicants

This form is for an application to place tables and chairs outside your premises on the public highway for the purpose of providing food and drink to seated customers.

Please ensure you have read the [Government's Guidance notes](#), and included all required documentation

If you have any questions, please email reception@hart.gov.uk

Business name:
Business address:
Business telephone:
Business email:
Type of premises: (e.g. pub/bar/café/restaurant)
Premises licence: Yes _____ No _____ Licence Number: _____ Name of licensee stated on the premises licence:
Contact name:
Contact address:
Contact telephone:
Contact email:

Indicate the proposed days and times of operation for the tables and chairs:

Day	Start time	Finish time
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Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Number of tables to be placed on highway	
Number of chairs to be placed on highway	

I confirm the following:	Please tick
Application fee - £257.00	
Application form completed and signed by the applicant.	
A plan showing the location of the premises, the width of the footway and proposed seating area, smoking and non-smoking areas, and the distance between the seating area and the edge of the kerb (please include measurements)	
I have displayed the Public Notice at the premises	
Copy of public liability insurance to the value of £5 million	

Please note that incomplete applications will be returned as invalid.

Temporary Pavement Licences Privacy Notice

Purpose of the processing	Hart District Council will use your personal information for the purposes of administering temporary pavement licences.
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Legal basis for the processing (Article 6 of the GDPR)	Public Task
Categories of personal data being processed	<ul style="list-style-type: none"> • Applicant's name • Address • Telephone number • Email address • Signature
Special categories of personal data being processed (if appropriate)	Not applicable
Legal basis for processing (Article 9 of the GDPR)	Not applicable
Who might the data be shared with	<p>Applicants should note that all information submitted as part of a Pavement Licence application will be made available to Employees of Hart District Council, Councillors, Hampshire County Council, Basingstoke and Deane Borough Council (for enforcement purposes).</p> <p>We will remove some personal data (your telephone number, email address and signature) from the application before placing the notice on Hart District Council's website, which will include the business name and address as part of the consultation process.</p> <p>Hart District Council may be required to share your personal information with the Police, Internal Audit or another Council for the purposes of preventing and detecting fraud.</p>
How long will the data be kept	From the date of the application to end of licence

Declaration: I hereby declare that the information and particulars given by me in this application are true and correct to the best of my knowledge and belief and I make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and/or revoked.

I also understand and consent that the information given on this form may be issued to and verified with other enforcement agencies and consulting bodies; including Hampshire Police, local Magistrates Court and any trade association or other corporate body in accordance with data protection and the Council's disclosure policy.

Signed:	Date:
Print Name:	

Please email this application and any supporting documents to: reception@hart.gov.uk