

# Application for a Pavement Licence to be Granted Under the Levelling Up and Regeneration Act 2023

Please read the following instructions first.

Complete this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

## Section 1: Applicant details (individual applicant)

Title:	
First name(s):	
Surname:	
Postal address:	
Postcode:	
Phone number (daytime):	
Phone number (mobile):	
Email address:	

## Section 2: Applicant details – other applicants (e.g. companies or agent)

Name:	
Registered address:	
Phone number daytime:	
Phone number mobile:	
Email address:	
Registered number (where applicable)	

### Section 3: Business premises details

Trading name:	
Postal address:	
Business contact email:	
Business contact number	

### Section 4: Use of the business premises

Which of the following is the above business premises used for? (please select **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 5: Area of highway (pavement/road) proposed to be used

Please provide a description of the furniture you propose to place on the highway  
(Please note you are required to provide photographs or brochures of the proposed furniture with your application)

### Section 6: Relevant purpose the application relates to:

Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	<input type="checkbox"/>
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	<input type="checkbox"/>
Both of the above purposes	<input type="checkbox"/>

### Section 7: Days and times

During what times do you propose to place furniture on the highway on each of the following days: Please use the 24hr clock, e.g. 10:00 to 20:00.

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

**Section 8: Furniture to be placed on the highway (pavement/road)**

Please provide a description of the furniture you propose to place on the highway

(Please note you are required to provide photographs or brochures of the proposed furniture with your application)

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**Section 9: Date of application**

Please state the date that this application for a pavement licence is being submitted	
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## Section 10: Checklist for documents to Include with application

Please note that your application will not be considered complete, and the public consultation period of 14 days will not begin unless all of the following documents have been submitted with your application.

A completed application form.	
Application fee paid	
A plan showing the location of the premises defined by a red line, so the application site can be clearly identified	
A plan clearly showing the proposed area covered by the pavement licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items that you wish to place on the highway. The plan shall include clear measurements of, for example, pathway width / length, building width and any other fixed items in the proposed area.	
Evidence of the right to occupy the premises (e.g. the lease);	
Photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied, including measurements of all furniture.	
Evidence that the applicant has met the requirement with regards to the site notice has met (for example, photographs of the notice outside the premises and of the notice itself).	
A copy of a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million	

## Section 11: Declarations by applicant

**I understand that I am required to give notice of my application in accordance with the requirements of the Levelling Up and Regeneration Act 2023 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 and the application fee has been paid.

I understand that the application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.

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 above 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: