



Guidance notes for completing the Pavement Licence application form

- Section 1** Complete this section if you are applying for the licence as an individual
- Section 2** Complete this section if you are applying in another capacity, for example as a limited company.
- Section 3** Provide details of the business premises that the pavement licence will be used in conjunction with.
- Section 4** Tick **one** of the options to indicate what purpose the business premises is used for
- Section 5** Describe the area of pavement or road that you want to place the removable furniture on. The description should indicate the proximity of the area of pavement/road to the business premises and give details of the dimension of the area.
- Section 6** A pavement licence can only be used to authorise the placing of removable furniture for certain “relevant purposes.” Please tick **one** option to indicate what purpose(s) the removable furniture placed on the highway will be used for if a licence is granted.
- Section 7** Please indicate the times you would like to place the removable furniture on each day of the week. Use the 24-hr clock (so for example you should put 19:00 rather than 7.00pm).
- Section 8** Use this section to describe the removable furniture you wish to place on the pavement/road. You should provide full details including the nature of the furniture, the size of the furniture and the number of items of furniture.
- Section 9** Please specify the date on which the application is being made. Please note that the application will not be considered complete until all required documents and the application fee have been received.
- Section 10** Use the checklist to make sure you have submitted all required documents with the application
- Section 11** The applicant must complete this section to confirm they have read and understood the declarations listed.