



## **PAVEMENT LICENCE APPLICATION FORM**

### **Business and Planning Act 2020**

Please complete this application form in **BLOCK CAPITALS**

I/We wish to apply for a pavement licence on the highway (section 115A (1) Highways Act 1980) in the North Norfolk district.

#### **SECTION A - Applicant Details**

<b>1. Your name:</b>			
<b>2. Tel no:</b>		<b>Mobile no:</b>	
<b>3. Email:</b>			
<b>4. Name of licence holder:</b> (if different from above)			

<b>5. Business name and address of premises to be licensed:</b>	
<b>a. Telephone no:</b> (if different to above)	

<b>6. Address for correspondence</b> (if different to above):

## SECTION B – Licence Details

### Purpose of application

<b>7. Please specify the purpose (or purposes) for which the furniture will be used (tick all that apply)</b>	
<input type="checkbox"/>	To sell/serve food
<input type="checkbox"/>	To sell/serve drink
<input type="checkbox"/>	For customers to consume food bought from the premises
<input type="checkbox"/>	For customers to consume drink bought from the premises

### Dimensions – Size and Layout

<b>8. What is the size of the proposed licensed area?</b>			
<b>Width (m):</b>	<input type="text"/>	<b>Depth (m):</b>	<input type="text"/>
<b>9. Proposed number of tables?</b>		<b>Proposed number of chairs?</b>	
<input type="text"/>		<input type="text"/>	
<b>10. Do you propose to use parasols?</b>		<b>If YES, how many?</b>	
<b>Yes</b>	<input type="text"/>	<b>No</b>	<input type="text"/>
<b>11. Do you propose to use space heater</b>		<b>If YES, how many?</b>	
<b>Yes</b>	<input type="text"/>	<b>No</b>	<input type="text"/>
<b>If you intend to use space heaters you will need to submit a risk assessment with your application.</b>			
<b>12. Do you propose to use barriers around the edge of the licensed area?</b>		<b>If YES, please describe the type of barriers</b>	
<b>Yes</b>	<input type="text"/>	<b>No</b>	<input type="text"/>
<b>13. Do you propose to use any other furniture/equipment not already listed?</b>		<b>If YES, please give details</b>	
<b>Yes</b>	<input type="text"/>	<b>No</b>	<input type="text"/>

**Details of furniture and means of enclosure**

Applicants are requested to supply as much detail as possible for all items proposed. Photographs, scale drawings, clear photocopies, and technical details (dimensions/colours/materials etc.) are preferred.

All items need to be specified/detailed on the main site plan.

<p><b>14. Please give brief description, suppliers, and technical details, where appropriate, of proposed furniture.</b></p>
<p><b>15. Please give brief description, suppliers, and technical details, where appropriate, of proposed enclosure/barriers</b></p>

**Hours of operation**

On what days will you be open?	Please select	Hours of operation
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**NB: Pavement licences will not be granted before 08:00 (8am) and beyond 23:00 (11pm)**

<p><b>16. Will alcoholic drinks be served and consumed within the licensed area?</b></p>			
Yes		No	
<p>If answering NO go to question 18</p>			
<p><b>a. If YES, please state your Premises licence number:</b></p>			

## SECTION C - Compulsory Requirements

<b>17. Any Pavement Licences will be issued subject to the following conditions:</b>	
	The licence holder shall ensure that use of the area authorised under the Pavement Licence does not cause a noise nuisance to nearby properties.
	The licence holder shall ensure that empty glasses and crockery are removed from the licensed area on a regular basis.
	The licence holder shall ensure that any litter is cleared from the licensed area on a regular basis and that the area is kept in a clean, orderly, and tidy manner.
	A-boards, advertising signs, beer kegs, bottle crates or any other unsightly or unapproved items must not be placed on or adjacent to the licensed area.
	Furniture, means of enclosure and, if appropriate, parasols or space heaters must not be stored on the highway when not in use or when the premises is closed.
	The tables, chairs and any other furniture provided, must conform to the details of the Pavement Licence application, unless the licensing authority gives written approval of any change.
	The licence holder shall be responsible for making good any damage caused to the site in the exercise of this licence.
	The licence holder must remove the tables, chairs and parasols from the licensed area if: <ul style="list-style-type: none"> <li>a. works to the area are to be undertaken by the Council, the highway authority, or a utility provider</li> <li>b. so, requested by a Police Officer to ensure public safety.</li> </ul>
	The licence holder must keep a copy of this licence on the premises and it must be available for inspection at reasonable times. The licence must be prominently displayed to be visible from the highway.
	When drinks are served on the licensed area in glasses, they must be made of toughened or tempered safety glass.
	The licence holder shall ensure that social distancing guidelines are complied with, in line with the Coronavirus Regulations 2020 and associated guidance.
	The holder(s) shall not cause any obstruction of the highways (other than the permitted use) or danger to persons using it and shall not permit persons to gather so as to cause a nuisance or annoyance or danger to any persons lawfully using the highway.
	The licence holder shall make reasonable provision for seating where smoking is not permitted.
	All Pavement Licences will be issued with the earliest start time of 8am and a maximum finish time of 23:00 (11pm) each day.

**NB. If your application is successful, the operation of your Pavement Licence may be subject to periodic inspections to ensure that all the terms and conditions of the licence are adhered to. Failure to do so may result in the suspension or termination of your licence.**

## SECTION D - Documentation Required

Please tick the checklist boxes below to ensure that with this application form you provide the supporting sites plans and any other required documents. These must be up-to-date and accurate and show fully and clearly what you are applying for.

### ENCLOSED

	A plan on which your premises and the proposed Pavement Licence area are clearly outlined – suggested scale 1:100 or 1:150
	A 1:100 or 1:150 scale site plan (where possible) showing the building line of the application premises and adjacent buildings, the location of the kerb line, the distance between the building line and the kerb line, the precise boundary of the proposed licensed area giving measurements of the width and depth of the area, the location of all accesses on your frontage including fire exits, the location of existing obstructions within or near to the street café area, e.g. lamp posts, bollards, trees etc. the size and location of the proposed tables, chairs and other furniture and the size and location of enclosure barriers
	Photographs, brochures, or scaled drawings showing design, dimensions, colour, and materials of the tables and chairs you propose to use.
	Photographs, brochures, or scaled drawings showing design, dimensions, colour, and materials of proposed means of enclosure.
	Design and access statement showing the provision made for people with sensory and physical disabilities.
	Third party public liability insurance certification up to the value of £5 million.
	Payment of the appropriate application fee (if applicable).
	If you propose to use space heaters you must also provide a risk assessment.
	Photos of the site notice to demonstrate it has been properly displayed.

## SECTION E - Declaration

I declare that I am over 18 years of age and I certify that, to the best of my knowledge and belief, the information I have provided in this application form and on the submitted plans is both accurate and correct.

<b>Signed</b>	
<b>Name of company</b> (if applicable)	
<b>Position in company</b> (if applicable)	
<b>Date</b>	

North Norfolk District Council takes your privacy very seriously and provides the following information in compliance with *Data Protection Legislation*. Under data protection legislation we lawfully process your personal information as a public authority which may involve sharing your information with other regulatory authorities.

Data received as a result of any Licensing application will be retained for the period of your licence and for a period of 7 years once the licence has lapsed. We may need to share your information with other regulatory authorities, any relevant Council Committees, and other departments within North Norfolk District Council to ensure the best possible service.

Under data protection law you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed in our Privacy Policy (on our website). You also have the right to lodge a complaint with the regulator, the Information Commissioner's Office.

**Please send your application to: [pavement.licensing@north-norfolk.gov.uk](mailto:pavement.licensing@north-norfolk.gov.uk)**