

**TEMPORARY PAVEMENT LICENCE APPLICATION FORM**

**Business and Planning Act 2020**

**Please do not print this form, instead, complete and return by email to:** [**licensing@southnorfolkdandbroadland.gov.uk**](mailto:licensing@southnorfolkdandbroadland.gov.uk)

I/we wish to apply for a temporary pavement licence on the highway (to which Part 7A of the Highways Act 1980 applies) in the Broadland district or South Norfolk district.

**SECTION A – Applicant Details**

|  |  |
| --- | --- |
| Your name: | Click or tap here to enter text. |
| Telephone no: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Name of licence holder: (if different from above) | Click or tap here to enter text. |
| Business name and address of premises to be licensed: | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
| Address for correspondence:  (if different from above) | Click or tap here to enter text. |

**SECTION B – Licence Details**

**Purpose of Application**

Please specify the purposes for which the furniture will be used (tick all that apply)

|  |  |
| --- | --- |
| To sell/serve food |  |
| To sell/serve drink |  |
| For customers to consume food bought from the premises |  |
| For customers to consume drink bought from the premises |  |

**Dimensions – Size and Layout**

|  |  |  |
| --- | --- | --- |
| What is the size of the proposed licensed area? | width (m)  Click or tap here to enter text. | depth (m)  Click or tap here to enter text. |
| Proposed number of tables? | Click or tap here to enter text. | |
| Proposed number of chairs? | Click or tap here to enter text. | |
| Do you propose to use parasols? | YES  NO | |
| If YES, how many? | Click or tap here to enter text. | |
| Do you propose to use space heaters\*?  \*If you intend to use space heaters you will need to submit a risk assessment with your application. | YES  NO | |
| If YES, how many? | Click or tap here to enter text. | |
| Do you propose to use barriers around the edge of the licensed area? | YES  NO | |
| If YES, please describe the type of barriers | Click or tap here to enter text. | |
| Do you propose to use any other furniture or equipment not already listed? | YES  NO | |
| If YES, please give details | Click or tap here to enter 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.

|  |  |
| --- | --- |
| Please give brief description, suppliers and technical details, where appropriate, of proposed furniture. | Click or tap here to enter text. |
| Please give brief description, suppliers and technical details, where appropriate, of proposed enclosure/barriers. | Click or tap here to enter text. |

**Hours of Operation**

please show on which days and times you propose to open and operate:

|  |  |  |
| --- | --- | --- |
| **Day** | **Tick if open** | **Add times in 24 hour clock. ie: 07:00-23:00** |
| Monday |  | Click or tap here to enter text. |
| Tuesday |  | Click or tap here to enter text. |
| Wednesday |  | Click or tap here to enter text. |
| Thursday |  | Click or tap here to enter text. |
| Friday |  | Click or tap here to enter text. |
| Saturday |  | Click or tap here to enter text. |
| Sunday |  | Click or tap here to enter text. |

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

|  |  |
| --- | --- |
| Will alcoholic drinks be served and consumed within the licensed area? | YES  NO |
| If YES, please give premises licence number: | Click or tap here to enter text. |

**SECTION C – Compulsory Requirements**

**18. Any pavement licences will be issued subject to the following conditions:**

* The licence holder shall display signage reminding customers to be respectful of local residents and not make excessive noise
* 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
* Tables, chairs and other associated structures must be removed from the public highway after the close of trading hours
* The furniture must not be stored on the highway when not in use
* 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 parasolsfrom the licensed area if:
  1. works to the area are to be undertaken by the council, the highway authority or a utility provider
  2. requested by Norfolk Constabulary to ensure public safety
* 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 so as 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 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
* All pavement licences will be issued with an earliest start time of 08:00 and maximum finish time of 23:00 (11pm) each day. The finish time will be determined on a case-by-case basis.

**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 email these along with this form)

Please tick the boxes below to ensure you provide the supporting sites plans and any other required documents. These must be up-to-date and accurate, showing fully and clearly what you are applying for.

|  |  |  |
| --- | --- | --- |
|  | A plan on which your premises and the proposed Pavement Licence area are clearly outlined – suggested scale 1:100 or 1:150. |  |
|  | 1. A 1:100 or 1:150 scale site plan (where possible) showing:   the building line of the application premises and adjacent buildings |  |
|  | 1. the location of the kerb line |  |
|  | 1. the distance between the building line and the kerb line |  |
|  | 1. the precise boundary of the proposed licensed area giving measurements of the width and depth of the area |  |
|  | 1. the location of all accesses on your frontage including fire exits |  |
|  | 1. the location of existing obstructions within or near to the street café area e.g. lamp posts, bollards, trees etc |  |
|  | 1. the size and location of the proposed tables, chairs and other furniture |  |
|  | 1. 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 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. |  |

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| If you are unable to provide any of these, please give which number this relates to and the reasons why. | Click or tap here to enter text. |
| If your documents are too large to attach (even by zip file), please confirm how you will submit these. | Click or tap here to enter text. |

**Your application will not be deemed valid until all documentation has been received by the licensing team and will only be processed when received.**

**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.**

|  |  |
| --- | --- |
| Signed (type name in box) | Click or tap here to enter text. |
| Name of Company (if applicable) | Click or tap here to enter text. |
| Position in Company (if applicable) | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

Broadland District Council and South Norfolk Council takes your privacy seriously and will only use your personal data to process applications, process payments for applications, issue licences, generate annual fees, investigate complaints, undertake enforcement action, offer advice, and provide information and updates to legislation and guidance.

Each Council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council where the premises are located is the ‘Data Controller’ for your personal data for the duration of your licence.

We may check the information collected on this form, which may involve sharing your data with other agencies or individuals such as other officers within the Council, Legal Providers, Councillors who sit on the Licensing Committee, additional Local Authorities, and additional Constabularies. We may also use or pass information to certain third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Who we may and will share your personal data with will be contained within the privacy notice.

By signing this declaration you authorise us to collect, process and retain your personal data as described in the [**privacy notice**](https://www.southnorfolkandbroadland.gov.uk/data-protection).