



**APPLICATION FORM FOR A TEMPORARY PAVEMENT LICENCE TO PUT
REMOVABLE FURNITURE ON THE HIGHWAY ADJACENT TO PREMISES
UNDER THE BUSINESS AND PLANNING ACT 2020**

SECTION ONE - GENERAL DETAILS

1. Applicant's Name:

2. Applicant's Job Title:

3. Name of Premises:

4. Premises Licence number (if a licensed premises under the Licensing Act 2003):

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5. Address of Premises:

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Landline Number:

Mobile Number:

Email Address:

6. Address for Correspondence (if different from above):

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SECTION ONE - GENERAL DETAILS cont...

7. What is the purpose or purposes of your application for a Pavement Licence?:

1) use of the furniture by the licence holder to sell or serve food or drink supplied from, or in connection with relevant use of the premises (e.g. a stall)

and/or

2) use of the furniture by other persons for the purpose of consuming food or drink supplied from, or in connection with relevant use of the premises (e.g. tables and chairs)

8. Location of stall and/or sitting out area and dimensions. Please include a plan of the proposed layout of the highway adjacent to the premises

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* Proposed Number of Stalls:

* Proposed Number of Tables:

* Proposed Number of Chairs:

Hours during which stall will be on the street:

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

Hours during which tables and chairs will be on the street:

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

SECTION ONE - GENERAL DETAILS cont...

* Proposed other items of furniture/equipment to put on highway adjacent to premises

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SECTION TWO - DETAILS OF STALL, TABLES AND CHAIRS, MEANS OF ENCLOSURE AND OTHER PROPOSED ITEMS OF FURNITURE/EQUIPMEN

9. Details of proposed stall, tables and chairs:

Please give brief description of materials and sizes of stall, tables and chairs to be used:

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10. Details of means of enclosure of removable furniture on highway adjacent to premises:

Please give brief description of type, size and design of proposed barriers, if any, to keep removable furniture within the area covered by the pavement licence. If barriers are not going to be used, what actions do you propose to take to keep the removable furniture within the area covered by the pavement licence?

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11. Details of any other proposed items of furniture and equipment (e.g. parasols, menu boards, planters, heaters etc).

Please give brief description and supplier/technical details, where appropriate, of proposed items:

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12. Specify the place of storage of the tables and chairs and other items when not placed on the highway:

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SECTION THREE – SOCIAL DISTANCING MEASURES

1. Have you completed a Covid-19 risk assessment?
2. What social distancing measures will be applied when this licence is in use?
3. Will the placement of the table and chairs allow for people to pass with a minimum of 1+ metres?
4. How will the table and chairs be managed/cleansed?
5. How will any noise nuisance or anti-social behaviour arising from the sitting out area be managed?

SECTION FOUR – NATIONAL CONDITIONS

Please explain how you will comply with the National Conditions:

1. Compliance with the no obstruction condition
2. Compliance with the smoke-free seating condition

SECTION FIVE – RIGHT TO OCCUPY THE PREMISES

Please provide evidence of your right to occupy the premises (e.g. lease)

SECTION SIX – DURATION OF LICENCE

Please specify the proposed date for the expiry of the licence (Please note that this may not be more than 12 months after the date of application and no later than 30th September 2021 in any event).

SECTION SEVEN – CHECKLIST OF ADDITIONAL INFORMATION REQUIRED

The following must accompany this application. Your application will be rejected if you fail to provide these items:

I confirm that I have enclosed:

(please tick)

Location/Site Plan: showing the dimensions of the area to be used; number and layout of tables and chairs; and any other objects to be placed within the pavement licence area (e.g. planters, heaters, parasols, etc). The plan should also show the area in relation to the frontage of the premises.

Insurance: Please supply a certificate of proof for Public Liability Insurance to the value of £5,000,000 for this additional area of trading.	<input type="checkbox"/>
Photograph: Please supply a photograph which clearly shows the proposed pavement licence area.	<input type="checkbox"/>
Evidence of Occupation.	<input type="checkbox"/>
The fee of £100.	<input type="checkbox"/>
SECTION EIGHT - DECLARATION	
I understand that if this application is approved, I must comply with the conditions attached to the pavement licence issued to me.	
Signed:	Date:
Job Title:	

PLEASE EMAIL YOUR COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTATION TO:

licensing@ribblevalley.gov.uk