



Application for a Pavement Licence

Applicant

Name

[1]

Address

[2]

Application

I/We wish to apply for a Pavement Licence at:

[3]

The area of the highway subject to this application is marked clearly on the map attached to this application (with the dimensions of the area, locations of furniture and access and egress routes clearly marked). ^[5]

The proposed use of the area marked on the map is:

(continue on a separate sheet, if necessary)

[4]

The furniture and equipment proposed to be sited on the pavement (subject to this application are):

[5]

I have attached photographs (or images/details where photographs are not available) of the furniture, etc that are proposed to be used on the pavement (subject to this application). ^[6]

The days and times that I/we wish to use the area of the pavement (subject to this application) are shown below: ^[7]

Day	From	To	From	To
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Public Liability Insurance

I/we have attached a copy of our Public Liability Insurance/or evidence that Public Liability Insurance is available to cover the use subject to this application. ^[8]

Public Notice

I/we can confirm that a copy of the public notice has been placed on display at the premises subject to this application and I/we attach a copy of a photograph showing its location. The notice will be left on display throughout the application process. ^[9]

Application Fee

I/we have paid the application fee of £50 and the payment reference for this payment is _____ ^[10]

Declaration

I/we confirm that the information contained in this application is accurate to the best of my/our knowledge and providing incorrect or misleading information or failing to properly display the public notice (referred to above) may result in the application being refused or revoked.

Applicant

Signature:

Name:

Email address for applicant:

Representing:

Postal address for the applicant:

Date:

Notes

- 1 – Full name of applicant
- 2 – Full address and postcode of applicant
- 3 – Premises subject to the application
- 4 – Describe the proposed use of the pavement subject to this application
- 5 – Details of the furniture to be placed on the pavement area
- 6 – Provide photographs or images of the furniture proposed to be used on the pavement
- 7 – Provide details of the days and times when the pavement area is proposed to be used. You do not have to use the area every day, or more than once on a day
- 8 – Attach a copy of current public liability insurance or an insurance proposal which covers the pavement area/activities proposed by this application
- 9 – Attach a photograph or photographs showing the public notice on display at the premises
- 10 – Attach or show details of payment of the application fee

Determination of the Application

This application will be subject to a period of consultation of 7 days (beginning the day after the application has been submitted to the local authority), after which the local authority has a further 7 days to determine the application. If you have not received a decision relating to this application within 14 days (following submission) then the application is deemed to be approved (subject to published national and local conditions).
