



Norwich
**Application for a permit to place tables and chairs
 on the pavement or road**
 Highways Act 1980, Section 115B /115E

For help contact
licensingapplications@norwich.gov.uk
 Telephone: 0344 980 3333

* required information

Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

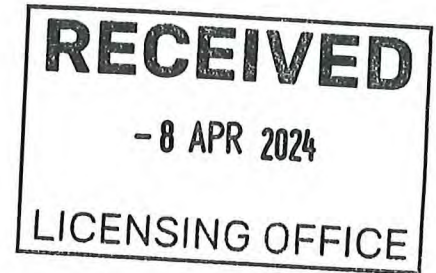
* First name

* Family name

* E-mail

Main telephone number

Other telephone number



Include country code.

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is the applicant's business registered in the UK with Companies House? Yes No

* Registration number

* Business name

* VAT number

* Legal status

If the applicant's business is registered, use its registered name.

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

* Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

A private individual acting as an agent

Your Address

Address official correspondence should be sent to.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Continued from previous page...

Section 2 of 9

TYPE OF APPLICATION

Type of application : New Renewal

Section 3 of 9

PREMISES FOR WHICH PERMISSION IS REQUIRED

* Name of premises/
trading name

Premises Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

* Main telephone number

Other telephone number

Further Details

* Type of business (e.g. pub, restaurant, café)

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OWNERSHIP OF THE PREMISES

* In what capacity do you occupy the premises?

Freehold
 Leasehold

Continued from previous page...

- Tenant
 Other

Section 5 of 9

OCCUPATION OF THE PAVEMENT / FOOTWAY

* Describe the area where you wish to place tables and chairs (a detailed plan must be attached with your application)

Part of external pavement in front of building

Give the dimensions of the area you wish to occupy in metres

- * Length
* Width
* Give the total width of the pavement or footway at this location

OPENING TIMES

State the days and times you propose to place tables and chairs on the pavement

- * Day or days
* From
* To

- * Do you plan to place tables and chairs on the pavement all year round? Yes No

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DETAILS OF FURNITURE

Provide details of all the furniture and other equipment you propose to place on the pavement. Check for local guidance notes and conditions - your responses may have to provide very specific information and you may be required to attach drawings or photographs with your application

Tables

- * Number
* Description (e.g. dimensions, type, material, colour supplier/technical details, as appropriate)

600mm dia. Blue, Metal See attached photo.

Chairs

- * Number
* Description (e.g. dimensions, type, material, colour supplier/technical details, as appropriate)

Continued from previous page...

Standard size, Blue, Metal - 600mm diameter metal table with metal chairs. See attached photo

Litter Bins

Number

Parasols/Umbrellas

Number

Planters

Number

Space Heaters

Number

Lighting

Number

Barriers/Balustrades

Number

* Description (e.g. dimensions, type, material, colour supplier/technical details, as appropriate)

Aluminium Polished Posts with Black Rope See attached photo

Other furniture or equipment

Description (e.g. dimensions, type, material, colour supplier/technical details, as appropriate)

Further Details

* Where will these items be stored when not in use?

Inside No 25

* Arrangements for clearing and cleaning the pavement at the end of the day

Pavement will be swept at end of every day

Section 7 of 9

PUBLIC LIABILITY INSURANCE

You must have a suitable level of public liability insurance to cover this activity – check local requirements.

* Do you have public liability insurance?

Yes No

Provide details of the policy

Continued from previous page...

* Insurance company	<input type="text" value="Alliance"/>
* Policy number	<input type="text" value="A2T5/9391664"/>
* Period of cover	<input type="text" value="21/09/23 to 01/06/24"/>
* Amount of cover (£m)	<input type="text" value="10"/>

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ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

Please see attached drawing indicating precise dimensions and layout proposed

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £467

DECLARATION

* I am aware of the provisions of The Highways Act 1980. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

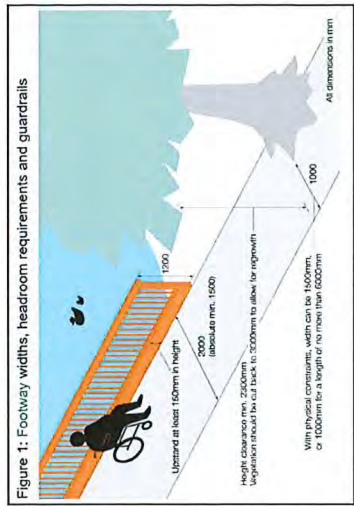
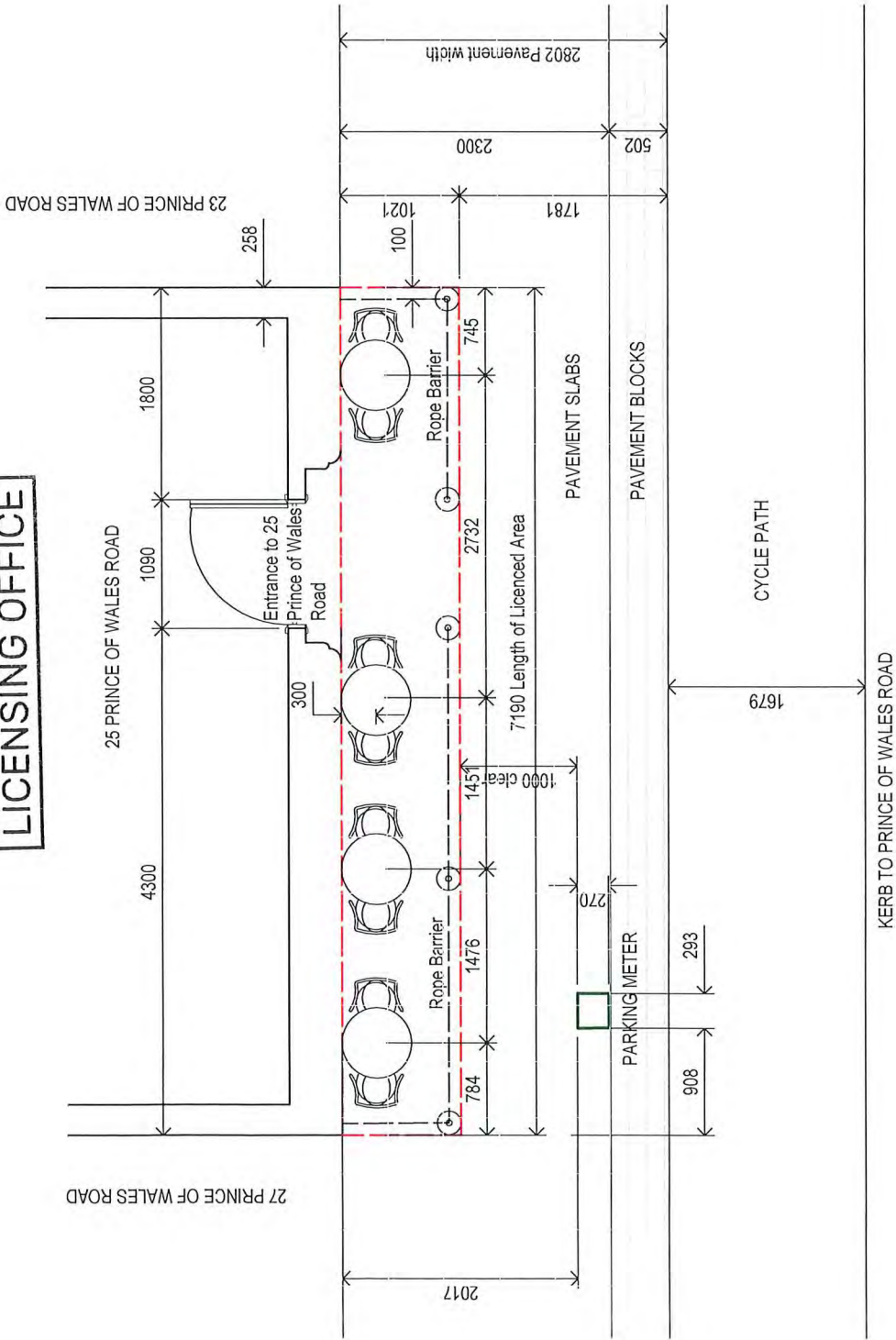
* Full name	<input type="text" value="Ray Read"/>
* Capacity	<input type="text" value="Agent"/>
* Date	<input type="text" value="08"/> / <input type="text" value="04"/> / <input type="text" value="2024"/> dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/ability-to-place-tables-and-chairs-in-the-road/norwich/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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DEPT. OF TRANSPORT - INCLUSIVE MOBILITY - GUIDE TO BEST PRACTICE - PAGE 44
 APPLICATION COMPLIES WITH THIS BEST PRACTICE
 MINIMUM OBSTRUCTION WIDTH OF 1000mm OVER LESS THAN 6.0m (283mm PARKING METER)
 MINIMUM FOOTPATH WIDTH EXCEEDS 1500mm (1781mm)

- Notes:**
1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE STATED.
 2. DIMENSIONS ARE NOT TO BE SCALED FROM THE DRAWING.
 3. THIS DRAWING IS TO BE USED FOR GUIDANCE ONLY. ALL DIMENSIONS SHOULD BE VERIFIED ON SITE.
 4. ANY REVISIONS MUST BE APPROVED BY THE DRAWING DESIGNER.
 5. ANY REVISIONS MUST BE APPROVED BY THE DRAWING DESIGNER.
- IF IN DOUBT, PLEASE ASK.

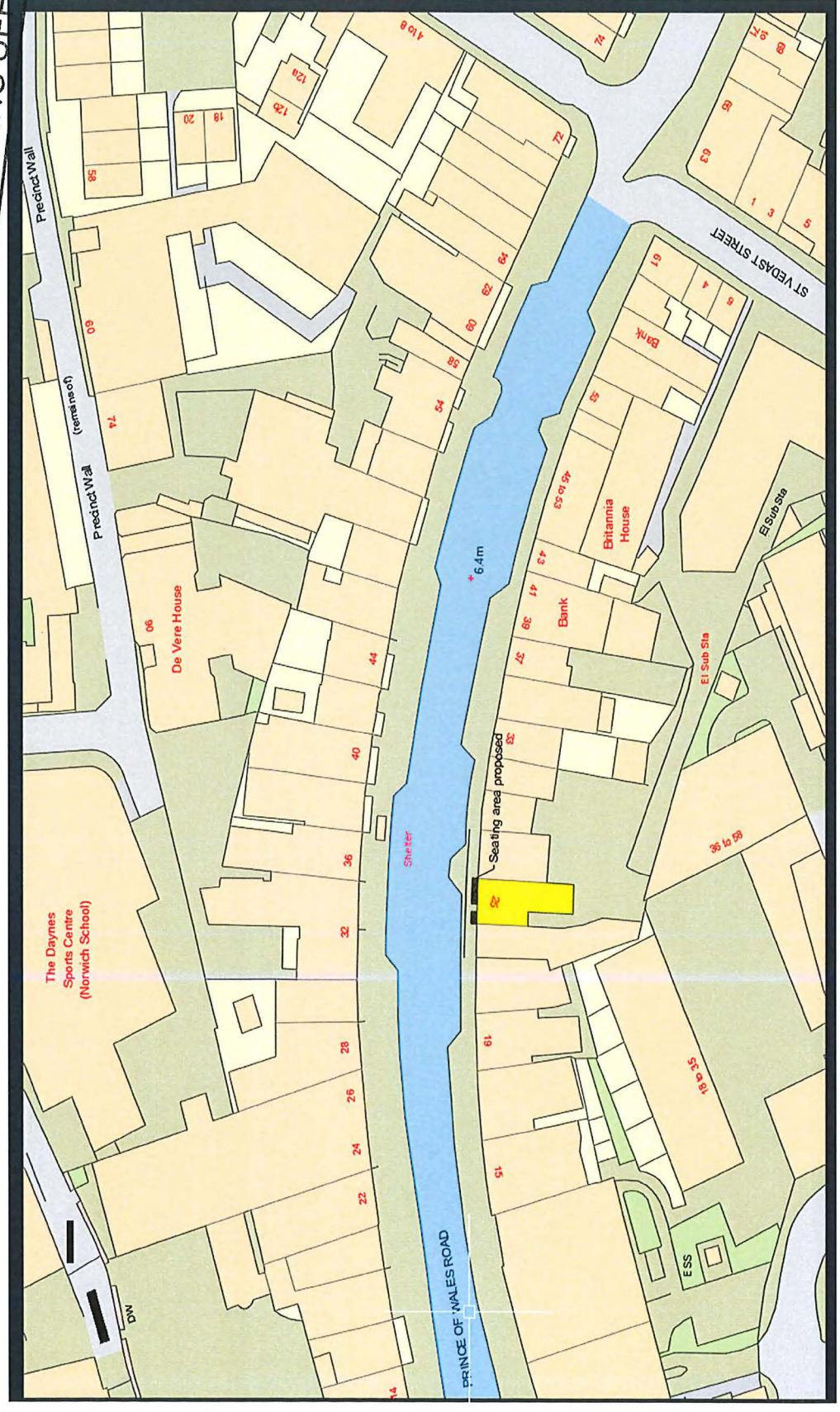
Rev	Date	By	Amendment / Description	Check

RAY READ DESIGN LIMITED
 64 QUOD STREET, HERIQUOCH, ARIFFLE
 TEL: +353 023 92595
 EMAIL: mail@rayread.co.uk

Drawing Status: FOR APPROVAL	
Client: Hakim Skalli	Drawn By:
Project Title: 25 Prince of Wales Road NR1 1BG	Checked By:
Drawing Title: SEATING LAYOUT-FRONT OF BUILDING	
Date: 1 : 20	Date Created: SEP 23
Page Size: A1	Created By: RR
Drawing No: 100	Revision: P1

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PROPOSED EXTERNAL SEATING – 25 PRINCE OF WALES ROAD, NORWICH, NR1 1BB





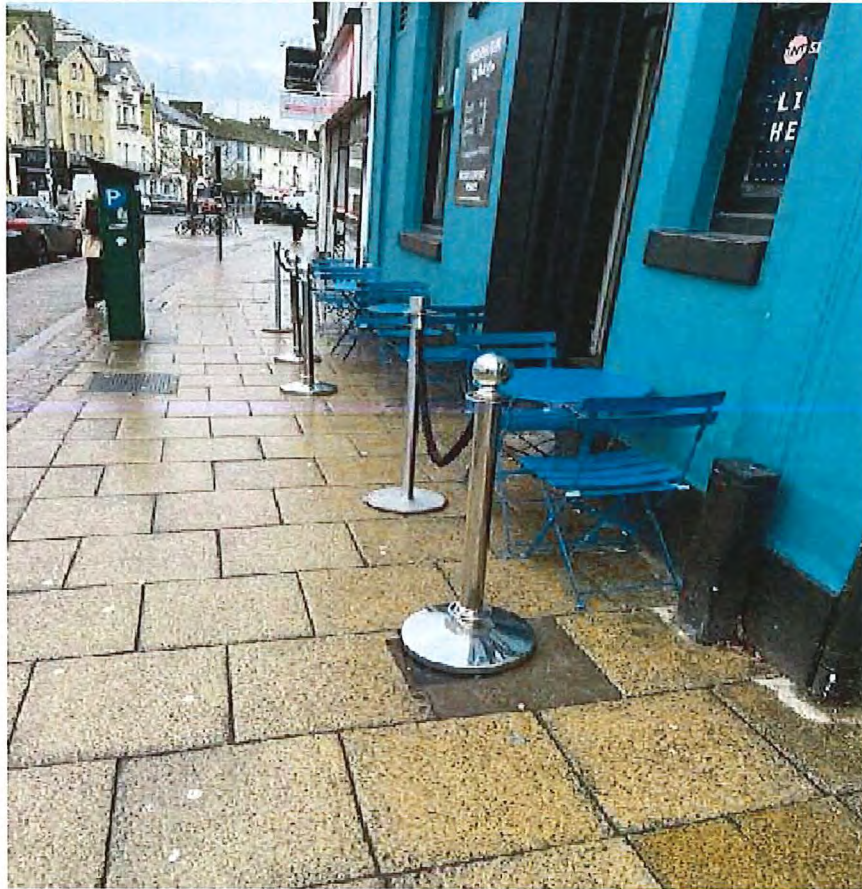
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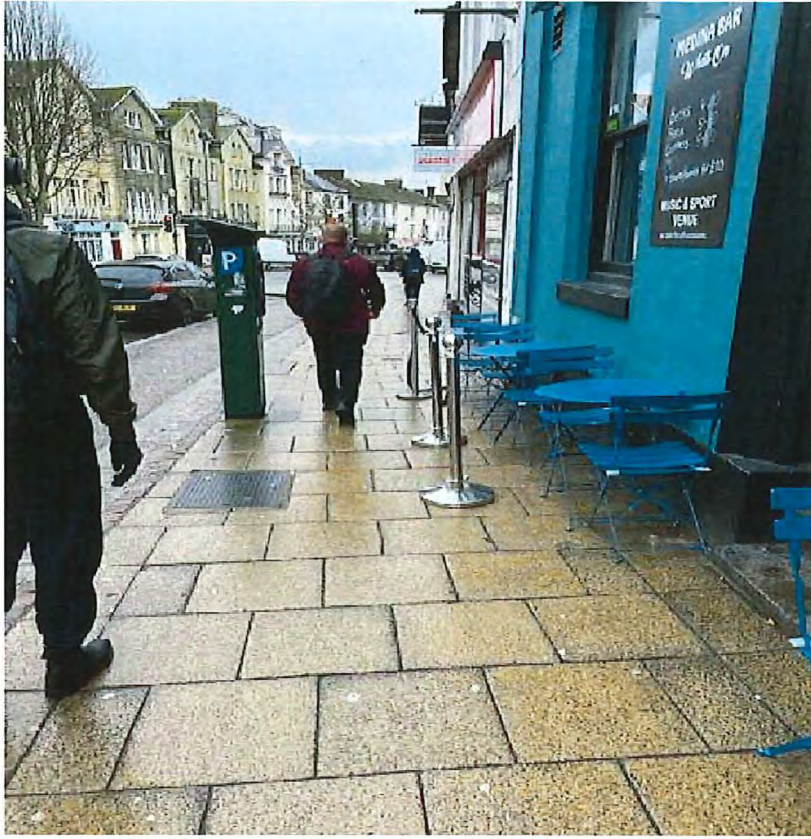
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Medina Bar – 25 Prince of Wales Road, Norwich



600mm Diameter Table and 2 Chairs – Type to be used

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