



BUSINESS AND PLANNING ACT 2020

APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE

(Please read the guidance notes at the end of this form when completing it.
Granted licences will last until 30th September 2021 unless otherwise requested and
will be subject to national and local conditions which are available to view along
with further guidance at www.norwich.gov.uk)

SECTION 1: APPLICANT DETAILS (INDIVIDUAL APPLICANTS)		
Title:	First name(s):	Surname:
Postal address:		
Post town:	Postcode:	
Phone (home):	Phone (mobile):	
e-mail address:		
Date of birth:	NI number:	

SECTION 2: APPLICANT DETAILS – OTHER APPLICANTS (e.g. companies)	
Name:	
Registered address:	
Post code:	
Phone (daytime):	Phone (mobile):
e-mail address:	
Registered number (where applicable):	

SECTION 3 – BUSINESS PREMISES DETAILS

Trading name:

Postal address:

Post code:

SECTION 4 – USE OF THE BUSINESS PREMISES

Which of the following is the above business premises used for? (please select **ONE** of the following options)

Use as a public house, wine bar or other drinking establishment	<input type="checkbox"/>
Use for the sale of food or drink for consumption on or off the premises	<input type="checkbox"/>
Both of the above uses	<input type="checkbox"/>

SECTION 5 – AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates (please note you are also required to submit a scale plan of this area with your application):

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SECTION 6 – RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	=
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	=
Both of the above purposes	=

SECTION 7: DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days (please use the 24hr clock, e.g. 10:00 to 20:00):

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
From	:	:	:	:	:	:	:
To	:	:	:	:	:	:	:

SECTION 8 – FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway (please note you are required to provide photographs or brochures of the proposed furniture with your application):

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SECTION 9 – DATE OF APPLICATION	
Please state the date that this application for a pavement licence is being submitted	

SECTION 10 – CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION	
Please note that your application will not be considered complete and the public consultation period of 7 days will not begin unless all of the following documents have been submitted with your application.	
A plan showing the location of the premises shown by a red line, so the application site can be clearly identified	=
A plan clearly showing the proposed area covered by the licence in relation to the highway	=
Copy of current public liability insurance certificate	=
Photos or brochures showing the proposed type of furniture	=
Evidence of consent from neighbouring frontager(s) to use footway space outside their property (if applicable)	=

SECTION 11 – DECLARATIONS BY APPLICANT

- I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.
- I understand I must hold and maintain public liability insurance up to a value of £5million.
- I understand my application will not be considered to be complete until all the required information has been provided and the application fee has been paid.
- I understand that the application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.
- I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

- **I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted.**

Signature:

Print Name:

Date:

Guidance notes

Completing the form

- Section 1** Complete this section if you are applying for the licence as an individual and section.
- Section 2** Complete this section if you applying in another capacity, for example as a limited company.
- Section 3** Provide details of the business premises that the pavement licence will be used in conjunction with.
- Section 4** Tick **one** of the options to indicate what purpose the business premises is used for.
- Section 5** Describe the area of highway that you want to place the removable furniture on. The description should indicate the proximity of the area of highway to the business premises and give details of the dimension of the area.
- Section 6** A pavement licence can only be used to authorise the placing of removable furniture on the highway for certain “relevant purposes.” Please tick **one** option to indicate what purpose(s) the removable furniture placed on the highway will be used for if a licence is granted.
- Section 7** Please indicate the times you would like to place removable furniture on the highway for on each day of the week. Use the 24 hr clock (so for example you should put 19:00 rather than 7.00pm). Please note the Council’s standard conditions for pavement licences prevent furniture being place on the highway under the authority of a pavement licence before 08:00 or after 23:00 on any day. All items must be removeable and stored away outside the licensed times.
- Section 8** Use this section to describe the removable furniture you wish to place on the highway. You should provide full details including the nature of the furniture, the size of the furniture and the number of items of furniture you wish to place on the highway. This includes any counters or stalls, tables, chairs, benches, umbrellas, barriers or heaters.
- Section 9** Please specify the date on which the application is being made. Please note that the application will not be considered complete until all required documents and the application fee have been received.
- Section 10** Use this checklist to make sure you have submitted all required documents with the application.
- Section 11** The applicant must complete this section to confirm they have read and understood the declarations listed.

Please return the form and all requested documents to licensing@norwich.gov.uk
We will then provide a link for you to make your payment for the fee of £100 online.