



# NORWICH City Council

## 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 30<sup>th</sup> 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](http://www.norwich.gov.uk))

SECTION 1: APPLICANT DETAILS (INDIVIDUAL APPLICANTS)		
Title: MRS	First name(s): RACHEL	Surname: SCARLETT
Postal address: 1 OLD POST OFFICE COURT		
Post town: NORWICH	Postcode: NR2 1NG	
Phone (home):	_____	
e-mail address:	_____	
Date of birth:	_____	

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:

WALNUT TREE SHADES

Postal address:

OLD POST OFFICE COURT

NORWICH

NORFOLK

Post code:

NR2 1NG

**SECTION 4 - USE OF THE BUSINESS PREMISES**

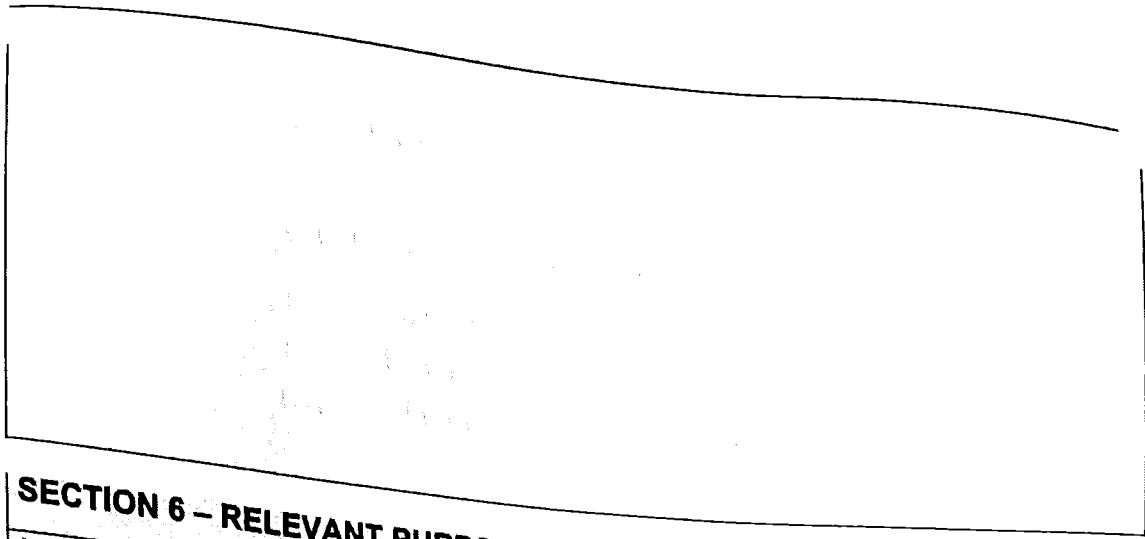
Which of the following is the above business premises used for? (please select **ONE** of the following options)

Use as a public house, wine bar or other drinking establishment	<input checked="" 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):

THE AREA IMMEDIATELY OUTSIDE THE  
PUB (6 x TABLES AND 24 x CHAIRS AND  
4 x CAFE BARRIERS).



**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	<input type="checkbox"/>
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	<input checked="" type="checkbox"/>
Both of the above purposes	<input type="checkbox"/>

**SECTION 7: DAYS AND TIMES**

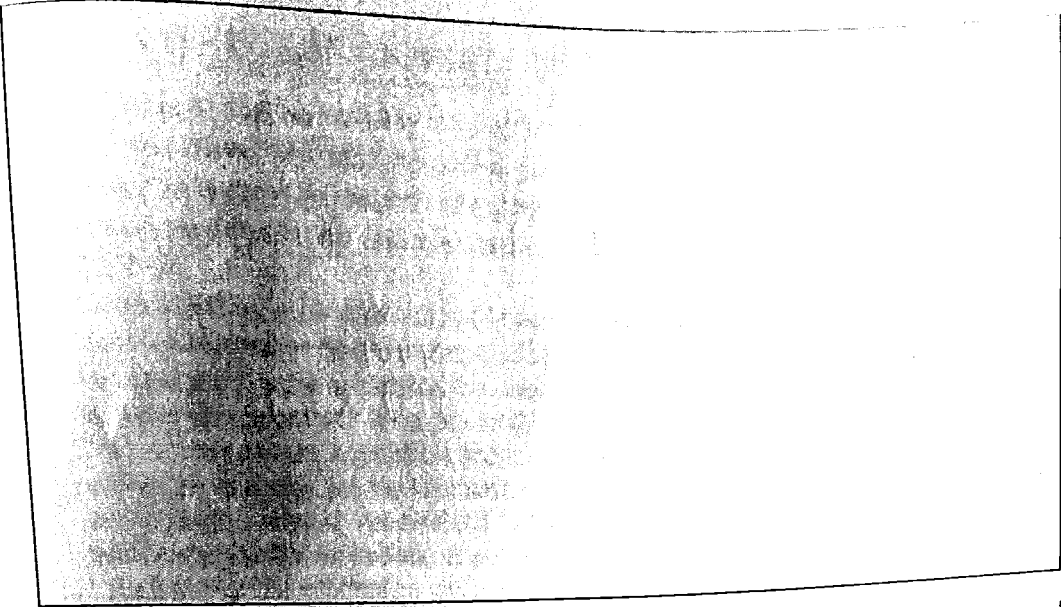
During what times do you propose to place furniture on the highway on each of the following days (please use the 24hr clock, e.g. 10:00 to 20:00):

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
From	10:00	10:00	10:00	10:00	10:00	10:00	10:00
To	<del>23:00</del> 22:30	<del>23:00</del> 22:30	<del>23:00</del> 22:30	<del>23:00</del> 22:30	23:00	23:00	<del>23:00</del> 22:30

**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):

SEE PHOTOGRAPHS OF FURNITURE



**SECTION 9 - DATE OF APPLICATION**

Please state the date that this application for a pavement licence is being submitted

30/7/23

**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	<input checked="" type="checkbox"/>
A plan clearly showing the proposed area covered by the licence in relation to the highway	<input checked="" type="checkbox"/>
Copy of current public liability insurance certificate	<input checked="" type="checkbox"/>
Photos or brochures showing the proposed type of furniture	<input checked="" type="checkbox"/>
Evidence of consent from neighbouring frontager(s) to use footway space outside their property (if applicable)	<input type="checkbox"/> N/A

**SECTION III - DECLARATIONS BY APPLICANT**

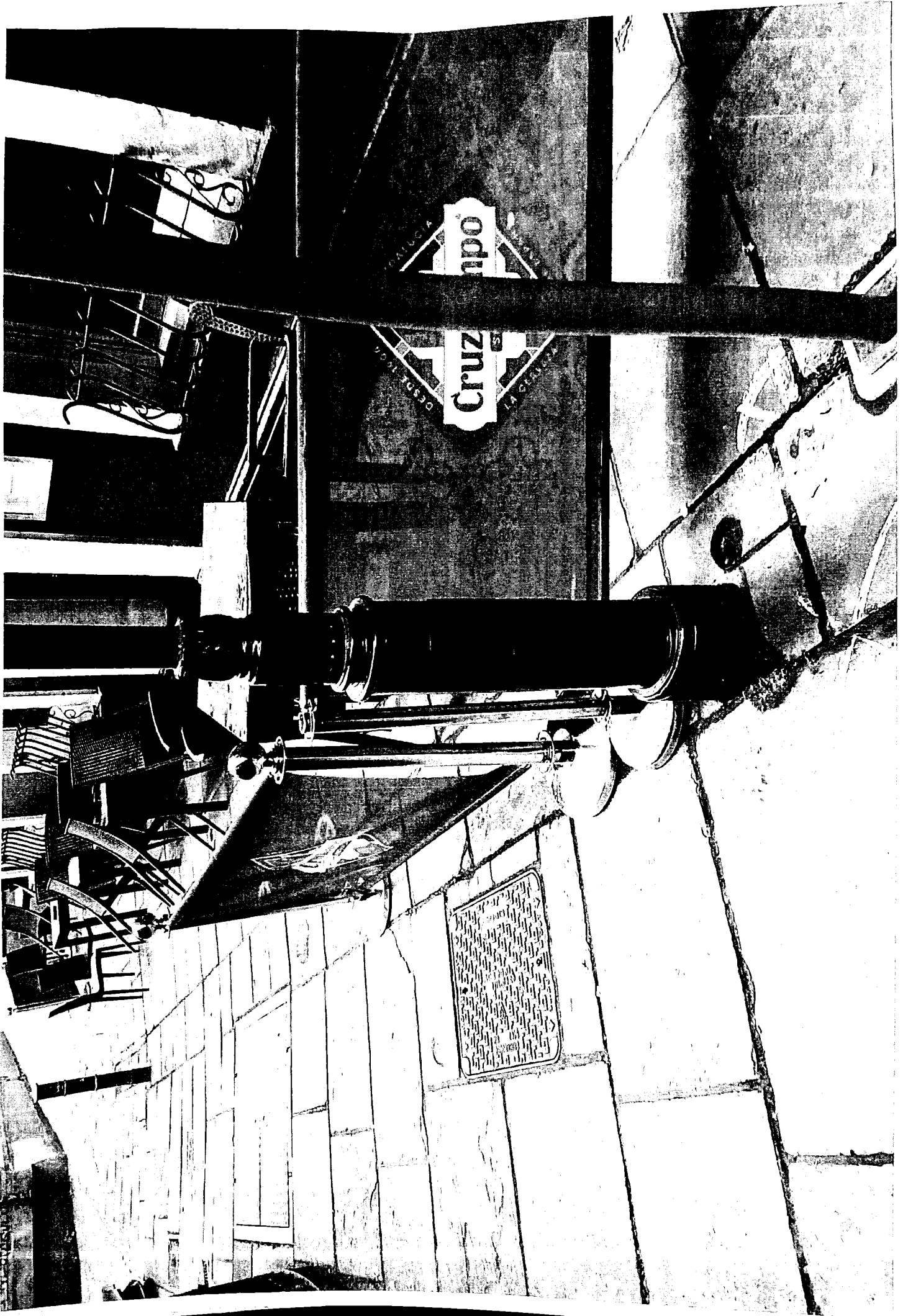
- I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.
- I understand I must hold and maintain public liability insurance up to a value of 25 million.
- 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.

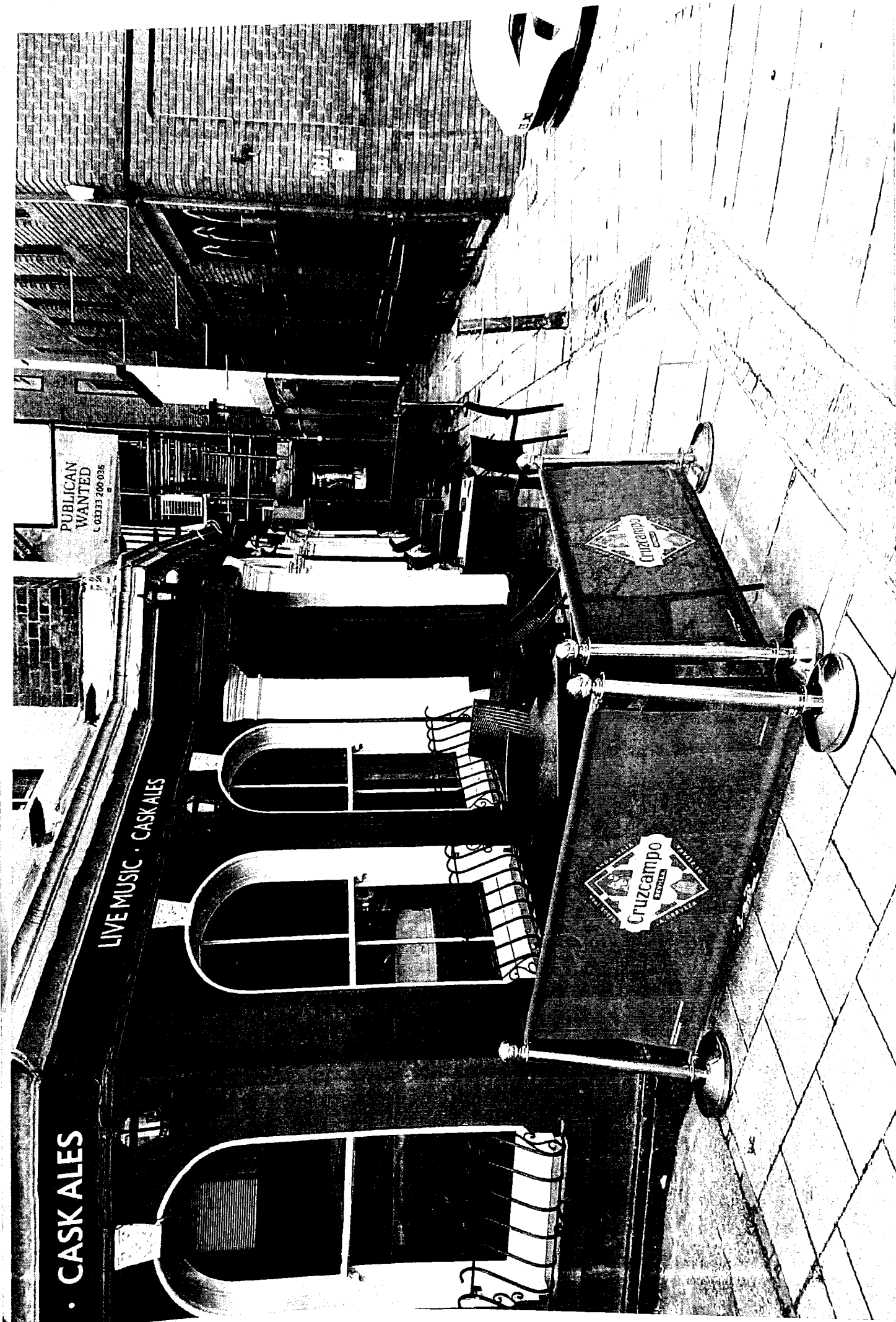
I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted.

Signature:

Print Name: RACHEL SCARLETT

Date: 30/7/23





· CASK ALES

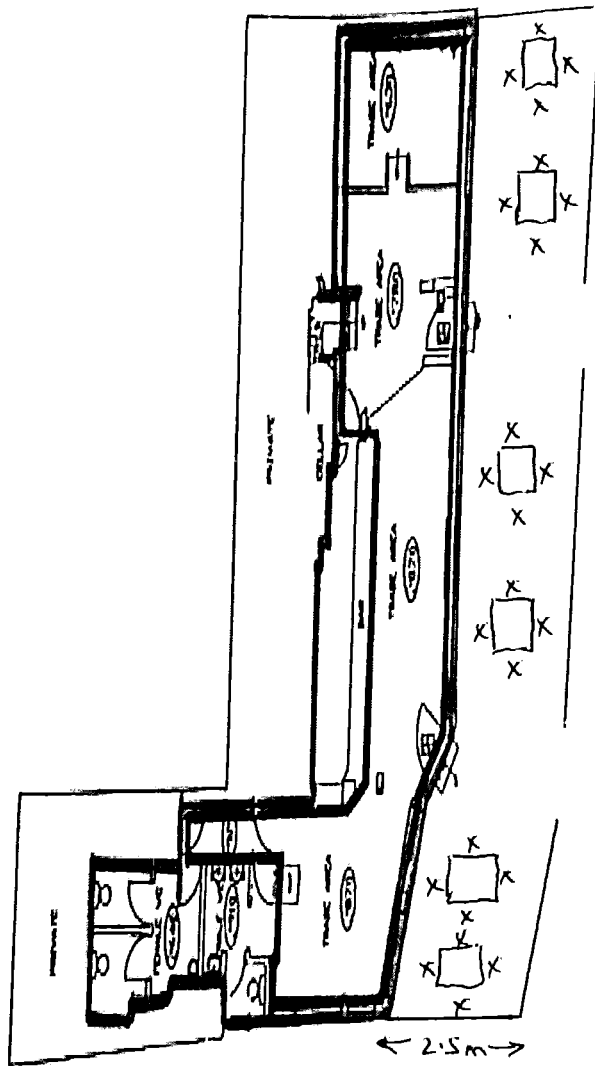
LIVE MUSIC · CASKALES

PUBLICAN WANTED  
03333 200 036

Cruzcampo  
ESTABLISHED 1842

Cruzcampo  
ESTABLISHED 1842

# WALNUT TREE SHADES, NORWICH



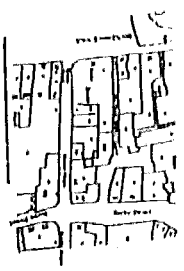
BUILDING SURVEYED AREA - 150.4 SQ. M  
IS LOCATED IN PRIVATE AREA ON FIRST FLOOR  
SCALE 1:100  
GROUND FLOOR

6 x TABLES  
24 x CHAIRS

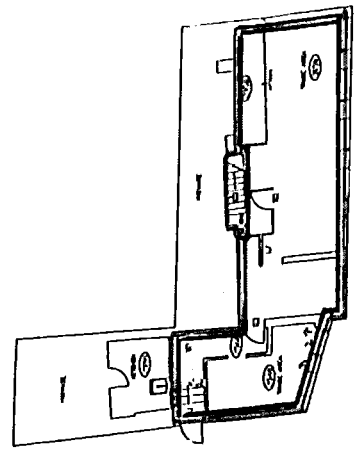


- 1. FIRE ALARM
- 2. TELEPHONE
- 3. TELETYPE
- 4. TELEVISION
- 5. RADIO BROADCAST
- 6. FIELD
- 7. FIRE DEPT.
- 8. DISTRICT OFF.
- 9. DISTRICT HEAD
- 10. STATION
- 11. FIRE DEPT.
- 12. DISTRICT OFF.
- 13. DISTRICT HEAD
- 14. STATION
- 15. FIRE DEPT.
- 16. DISTRICT OFF.
- 17. DISTRICT HEAD
- 18. STATION
- 19. FIRE DEPT.
- 20. DISTRICT OFF.
- 21. DISTRICT HEAD
- 22. STATION
- 23. FIRE DEPT.
- 24. DISTRICT OFF.
- 25. DISTRICT HEAD
- 26. STATION
- 27. FIRE DEPT.
- 28. DISTRICT OFF.
- 29. DISTRICT HEAD
- 30. STATION

1. FIRE ALARM  
 2. TELEPHONE  
 3. TELETYPE  
 4. TELEVISION  
 5. RADIO BROADCAST  
 6. FIELD  
 7. FIRE DEPT.  
 8. DISTRICT OFF.  
 9. DISTRICT HEAD  
 10. STATION  
 11. FIRE DEPT.  
 12. DISTRICT OFF.  
 13. DISTRICT HEAD  
 14. STATION  
 15. FIRE DEPT.  
 16. DISTRICT OFF.  
 17. DISTRICT HEAD  
 18. STATION  
 19. FIRE DEPT.  
 20. DISTRICT OFF.  
 21. DISTRICT HEAD  
 22. STATION  
 23. FIRE DEPT.  
 24. DISTRICT OFF.  
 25. DISTRICT HEAD  
 26. STATION  
 27. FIRE DEPT.  
 28. DISTRICT OFF.  
 29. DISTRICT HEAD  
 30. STATION

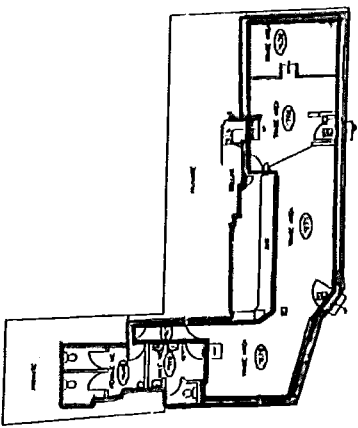


INDICATIVE PLAN  
 SCALE 1:1250



SCALE 1:100  
 FIRST FLOOR

- 1. LATE NIGHT RESTAURANT
- 2. SECURITY ENTRANCE
- 3. LICENSED AREA

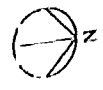
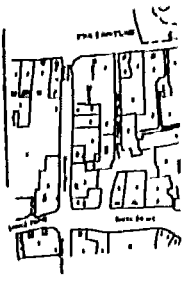


BUILDING SERVICES AREA - 1264 SQ. FT.  
 IS LOCATED IN PRIVATE AREA ON FIRST FLOOR  
 SCALE 1:100  
 GROUND FLOOR

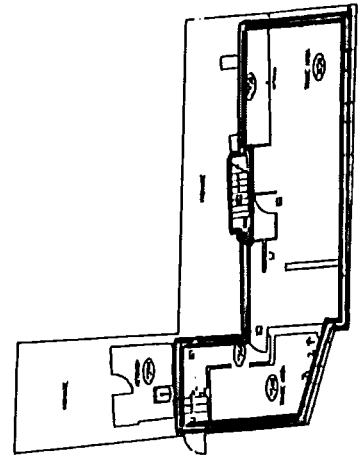
NO.	DESCRIPTION	DATE	BY	CHKD.
1	...	...	...	...
2	...	...	...	...
3	...	...	...	...
4	...	...	...	...
5	...	...	...	...
6	...	...	...	...
7	...	...	...	...
8	...	...	...	...
9	...	...	...	...
10	...	...	...	...

- ☐ FIRE PLACE
- ☐ TOILET
- ☐ SINK
- ☐ WASH HAND BASIN
- ☐ SHELTER
- ☐ FIRE EXIT
- ☐ DOORWAY LIGHT
- ☐ EXTERIOR LIGHT
- ☐ STAIR
- ☐ FIRE MOUNT
- ☐ HATCHWAY SIGN

X FIRE  
 O FIRE  
 P FIRE  
 C FIRE  
 F FIRE  
 B FIRE

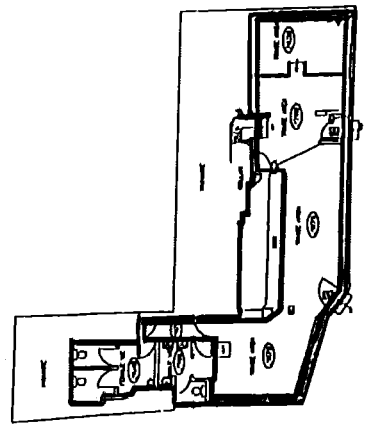


SCALE 1:250



SCALE 1:100  
FIRST FLOOR

- ☐ LATE NIGHT RESTAURANT
- ☐ RESOURCES ESTABLISHMENT
- ☐ LICENSED AREA



BUILDING SERVICES AREA - DATA ONLY  
 LOCATED IN PRIVATE AREA ON FIRST FLOOR  
 SCALE 1:100  
 GROUND FLOOR

NO.	DESCRIPTION	DATE	BY