

Application for a Pavement Licence Business and Planning Act 2020

Please answer the following questions.

Please state which Licensing Authority you are applying to

Title

First name

Last name

Applicant details

Your address

Postcode

Telephone number

Email address

Name of establishment/business

Is anyone acting on your behalf for the purpose of this application?

Yes

No

Details of the person acting on your behalf

Title

First name

Last name

Address of person acting for you

Postcode

Telephone number

Email address

Questions about your application

Is your application for a new licence or the renewal of an existing licence? New Renewal

What is your existing Pavement Licence number?

What is the expiry date of your licence?

Is the proposed location different to your address? Yes No

Describe the proposed location of the area to be licensed

Address

Postcode

What is the Premises licence number?

Number of tables applied for Number of chairs applied for

Dimensions of the area of the street or pavement permitted to use (in metres) Width
Depth

Please state the proposed furniture (for example: tables, chairs, umbrellas, barriers), and show them on your detailed layout plan.

Please give details of what purpose will the furniture be used for

Do you intend to alter any of the building and/or building frontage to accommodate the proposal? Yes No

If yes, please show details of the alterations on your plan.

Does the area extend beyond the frontage of your own premises? Yes No

Does your proposal leave a 1.5-metre-wide unobstructed pedestrian route? Yes No

Are there any lighting columns, litter bins, road signs, public seating, trees etc. on the site within 1.5m of the proposed site for the pavement licence? Yes No

If yes, please show them on your plan.

Is proper sanitary accommodation available within the building to be used to service the pavement licence area?

Yes No

Is it intended to serve alcohol within the pavement licence area?

Yes No

What range of drinks (alcoholic and non-alcoholic) is it intended will be served within the pavement licence area?

Have you taken the needs of disabled customers into consideration?

Yes No

Have you reviewed your staffing situation to ensure that you have sufficient staff to adequately manage the increased area?

Yes No

Have you put a cleaning schedule in place?

Yes No

Have you completed a risk assessment for serving food and drink in the pavement licence area?

Yes No

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

	From	To	Tick here if you are closed that day
Monday	11:00	21:00	<input type="checkbox"/>
Tuesday	11:00	21:00	<input type="checkbox"/>
Wednesday	11:00	21:00	<input type="checkbox"/>
Thursday	11:00	21:00	<input type="checkbox"/>
Friday	11:00	21:00	<input type="checkbox"/>
Saturday	11:00	21:00	<input type="checkbox"/>
Sunday	11:00	15:30	<input type="checkbox"/>

The applicant should be aware that the granting of a licence does not permit the sale of alcohol within the outdoor area. Separate licensing arrangements apply for the sale of alcohol and the applicant should check the conditions on the Premises Licence or consult the Licensing Authority.

Management measures

Provide further information for the following questions to support your application:

- Outline how the area will be managed to ensure all conditions are complied with when the licence is in use.
- Outline how local nuisance will be managed.
- Will the placement of the table and chairs allow for people to pass with a minimum of 2 metres?
- Where will the pavement furniture be stored outside of licensable hours.

I will be responsible for ensuring the pavement licence area is managed in full compliance with all required conditions at all times whilst in use.

The outside seating area will be monitored by staff throughout trading hours. Tables and chairs will be positioned in accordance with the approved licence plan and maintained so that adequate pedestrian access is preserved at all times.

Staff will undertake regular checks of the area to ensure it remains clean, safe and free from obstruction. Customers using the area will be supervised by staff and politely reminded to respect neighbouring premises and local residents particularly in relation to noise and anti-social behaviours.

There will be approx. 4 metres of clear passage for the pedestrians.

The pavement furniture will be stored inside the premises outside of licensable hours.

Custom Process Configuration

XML Specific

Application type	<input type="text"/>
Licence Case Type	<input type="text"/>
Licence Status	<input type="text"/>
XML Template	<input type="text" value="Pavement_R"/>
CAPS Reference	<input type="text" value="26/00732/PAVE"/>

Payments request

CallingAppID	<input type="text"/>
CallingAppRef	<input type="text"/>
PaymentSourceCode	<input type="text"/>

Response response

PaymentAuthorisationCode	<input type="text"/>
IncomeManagementReceiptNumber	<input type="text"/>
Originators Reference	<input type="text"/>
CardScheme	<input type="text"/>
CardType	<input type="text"/>
PaymentAmount	<input type="text"/>
ResponseCode	<input type="text"/>
ResponseDescription	<input type="text"/>
Number of payment lines	<input type="text"/>

Payment 1

Receipt Number	<input type="text"/>
DueDate	<input type="text"/>
PaymentType	<input type="text"/>
Pay Description	<input type="text"/>
XML Description	<input type="text"/>
PaymentDue	<input type="text"/>
VAT	<input type="text"/>
Paid	<input type="text"/>
Payment Date	<input type="text" value="14/05/2026"/>
Fund	<input type="text"/>
Reference	<input type="text"/>

Form Calculations

Title Casing	<input type="text"/>
Sentence Casing	<input type="text"/>
UPRN for address lookup	<input type="text"/>
Boolean to show this page	<input type="checkbox"/>
Field for Fee Array	<input type="text"/>
On/Off Boolean for Prem licence	<input type="checkbox"/>
Hides questions for NCC	<input type="checkbox"/>
Controls NCC specific evidence items	<input type="checkbox"/>

Other Custom Calculations

Custom payment string	<input type="text"/>
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Supporting documents

Please provide the following:

- One plan showing the proposed extent of the area requested (in relation to the premises), with the position of the proposed street furniture, including tables, chairs, and any other permitted furniture. This plan should show the distance between the furniture and the nearest obstruction and / or the edge of the pavement at the narrowest point.
- Photographs of proposed street furniture and if possible, manufacturers literature and details of furniture to be used
- The appropriate fee
- Proof of Public Liability Insurance which covers up to £5 million

You will need two types of plans:

Location plan – to show where your proposal is situated in relationship to the surrounding area. You must clearly edge the site boundary in red.

Detailed plan (with elevations) – to show the proposed pavement licence and its relationship to existing buildings and features. The main dimensions should be clearly stated. It should include all the information required by the questions above.

Please attach documents using the Upload & Attach Files button.

Types of files accepted as attachments: gif, jpg, jpeg, tif, tiff, bmp, png and pdf.

Please ensure that documents you attach are complete, accurate and easy to read otherwise your application will not be validated.

X

Declaration

Please read and the following statement and check the confirmation box.

I wish to apply for a licence to use the highway fronting or adjacent to the above named property for the purpose of obtaining a pavement licence as described in this application and the accompanying plans and will pay the required fee.

I agree to comply with all the conditions stated on the licence, and in the Council's Pavement Licensing Policy and any related appendices.

I agree to remove all furniture from the pavement outside of the licensable hours as stated on the licence.

Applicant's confirmation Date this application is being made

Notes

Once an application has been submitted there will be a 14-day consultation period. You must place a notice on your premise setting out what has been applied for and the date by which a representation should be submitted to the licensing authority.

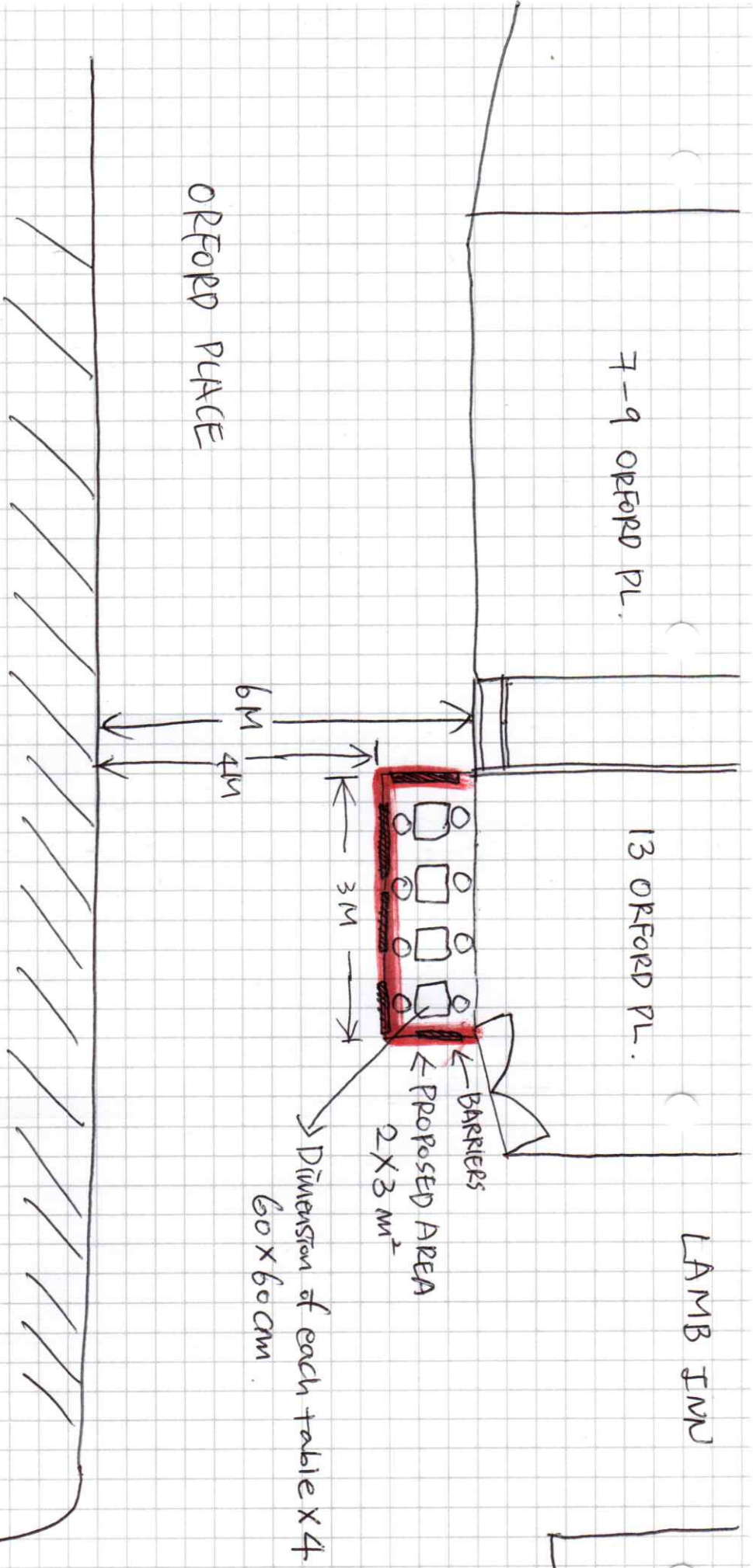
You must place a notice on your premise setting out what has been applied for and the date by which a representation should be submitted to the licensing authority. You will be emailed a premise notice upon submission of this form.

7-9 ORFORD PL.

13 ORFORD PL.

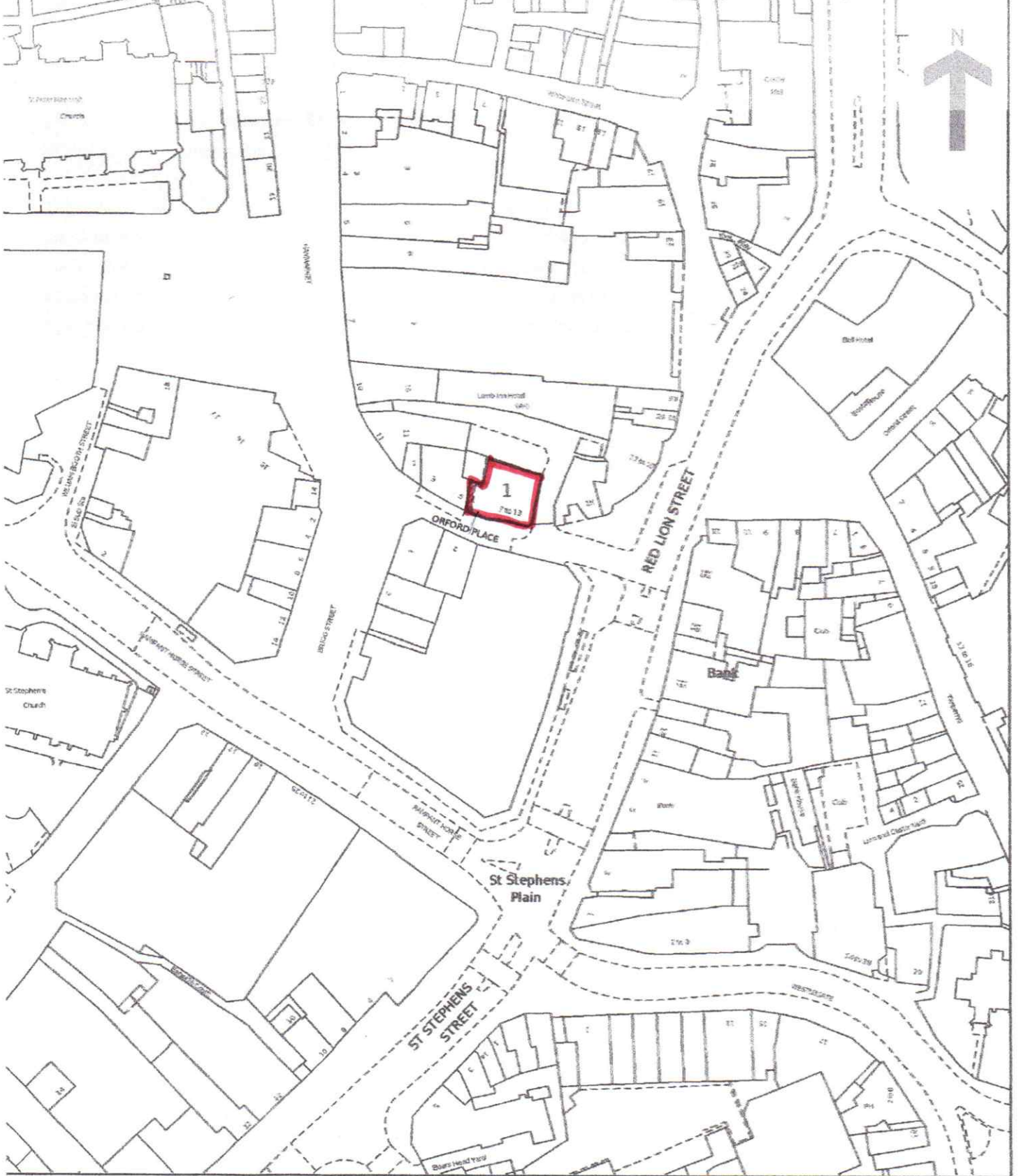
LAMB INN

ORFORD PLACE



← BARRIERS
← PROPOSED AREA
2 X 3 m²

→ Dimension of each table X 4
60 X 60 cm





from
£57.60
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700(W) x 700(D)mm

BOLERO

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