

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

Part of Old Post Office Yard seating area on Drawing PLA-01.

Address

1 Post Office Yard
Norwich

Postcode

NR2 1SL

What is the Premises licence number?

26/00017/PREMTR

Number of tables applied for

10

 Number of chairs applied for

20

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

2.00

 Depth

23.00

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

10 no. freestanding two-person tables with 20 no. chairs, together with freestanding removable planters and small trees, all positioned within the designated seating area as shown on Drawing PLA-01. All furniture and planting is removable and can stacked.

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

The furniture will be used solely to provide outdoor seating for customers of the premises for the consumption of food and drink purchased from the premises, within the designated pavement licence area.

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	08:00	22:30	☐
Tuesday	08:00	22:30	☐
Wednesday	08:00	22:30	☐
Thursday	08:00	22:30	☐
Friday	08:00	23:00	☐
Saturday	08:00	23:00	☐
Sunday	08:00	22:30	☐

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.

The pavement licence area will be actively managed by staff from the premises at all times while it is in use. Tables, chairs and planters will be positioned only within the designated seating area shown on Drawing PLA-01 and will not be permitted to encroach into the identified clear access route.

Before the seating area is opened each day, staff will check that the furniture is correctly positioned and that the pedestrian access route is clear. The area will then be monitored regularly throughout trading hours. Tables will be cleared promptly, spillages dealt with immediately and the area kept clean and free from litter, glasses or other obstructions.

All furniture is freestanding and readily removable. Should access be required by emergency services, statutory undertakers, maintenance contractors or any other authorised vehicle, staff will immediately remove and stack the tables and chairs to provide the necessary access through Old Post Office Yard.

The seating area will only operate during the permitted hours and will be managed in accordance with the pavement licence conditions.

The outside seating area will be actively supervised by staff as part of the normal operation of the premises. Customers using the area will be expected to behave responsibly and staff will intervene promptly should excessive noise or disturbance arise.

Staff will regularly inspect and clean the area and will ensure that customers and furniture do not obstruct the pedestrian access route or the entrances serving adjoining premises. At the end of the permitted hours customers will be asked to vacate the outside seating area in an orderly manner and the furniture will be removed.

The intention is for the seating area to operate as a small, well-managed extension of the premises rather than as a separate outdoor entertainment area. a continuous 2 metre route cannot be provided because of the physical width of the existing historic yard.

Old Post Office Yard is approximately 3.5 metres wide. The proposed arrangement shown on Drawing PLA-01 provides a continuous unobstructed pedestrian access route of not less than 1.5 metres alongside the seating area.

The clear route will be maintained at all times and no tables, chairs, planters or other furniture will be permitted to encroach into it. All furniture is freestanding and readily removable, allowing the clear width to be increased immediately should this be required for emergency, maintenance or authorised vehicular access.

Outside the permitted pavement licence hours, all tables and chairs will be removed from the licensed area and stacked and stored within a secure, covered storage area to the rear of the property, away from the public highway and public access areas.

Custom Process Configuration

XML Specific

Application type	
Licence Case Type	
Licence Status	
XML Template	Pavement
CAPS Reference	26/01467/PAVE

Payments request

CallingAppID	
CallingAppRef	
PaymentSourceCode	

Response response

PaymentAuthorisationCode	
IncomeManagementReceiptNumber	NOEL00009787
Originators Reference	
CardScheme	
CardType	
PaymentAmount	
ResponseCode	
ResponseDescription	
Number of payment lines	

Payment 1

Receipt Number	
DueDate	
PaymentType	
Pay Description	
XML Description	
PaymentDue	
VAT	
Paid	
Payment Date	21/08/2026
Fund	
Reference	

Form Calculations

Title Casing	
Sentence Casing	
UPRN for address lookup	
Boolean to show this page	
Field for Fee Array	
On/Off Boolean for Prem licence	
Hides questions for NCC	
Controls NCC specific evidence items	

Other Custom Calculations

Custom payment string		
Lookup		
LiXtra		
Payments		

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.

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.



PROPOSED PAVEMENT SEATING PLAN

1 OLD POST OFFICE YARD,
NORWICH NR2 1SL



- PAVEMENT LICENCE AREA (SEATING ZONE)
- PROPOSED TABLE & CHAIRS (2 SEATER TABLES)
- PLANTERS & TREES
- CLEAR ACCESS ROUTE (MIN. 1.5m)

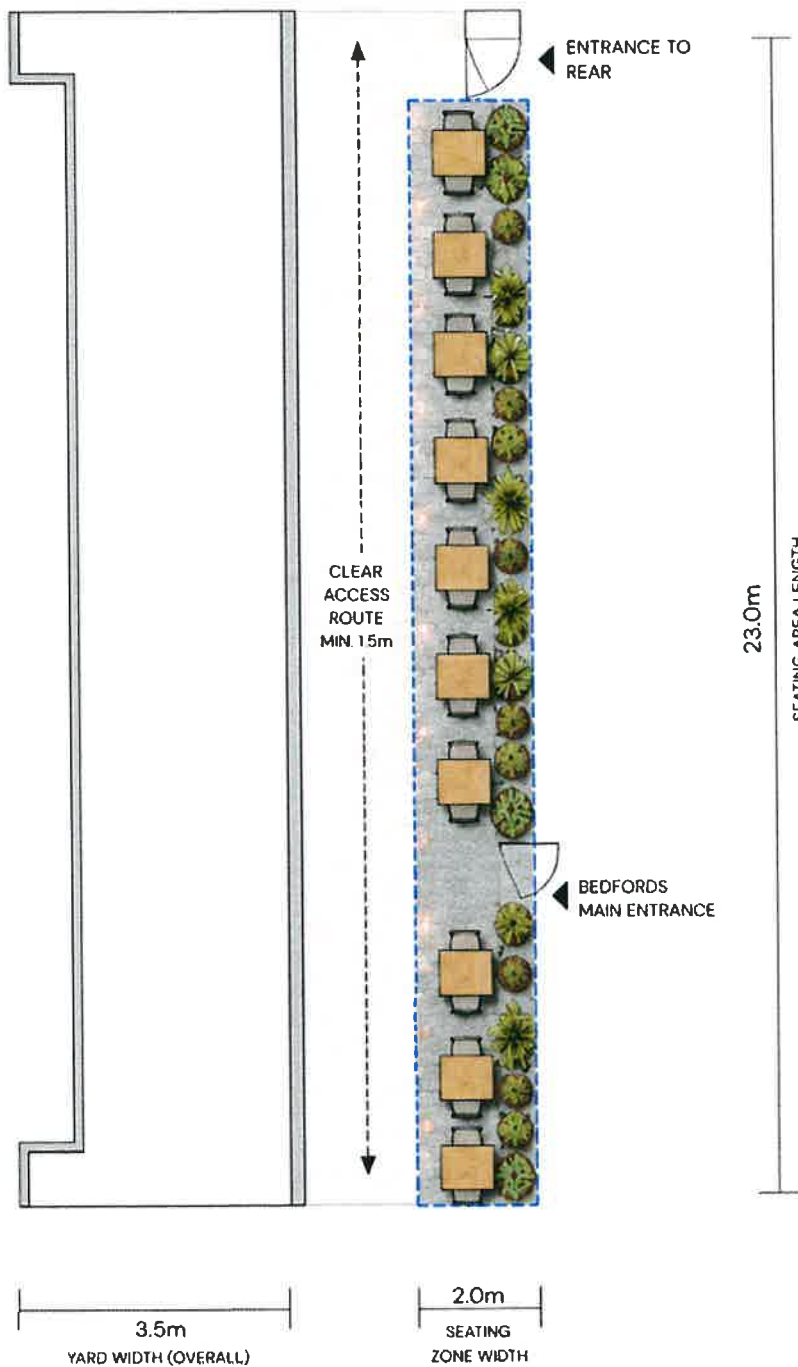
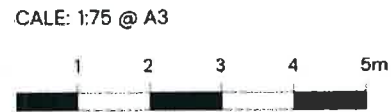
NOTE:

All furniture, planters and lighting are freestanding and removable.

1.5m clear exit route maintained at all times.

Clear access route provides unobstructed pedestrian and emergency egress.

Seating layout allows flexible arrangements – 2, 4, 6 seats as required.



VISUAL REFERENCE



FURNITURE & PLANTING (REMOVABLE)



KEY FEATURES

- All furniture, planters & lighting are freestanding and removable.
- 1.5m clear exit route maintained at all times.
- Fast turnaround layout – 2-seater tables can be easily reconfigured or stacked.
- Warm lighting, greenery and candles create atmosphere and increase summer covers.

LIGHTING

- Festoon string lights overhead (removable fixings)
- Wall uplights to wash the walls and highlight trees.
- Table candles for warmth and ambience.



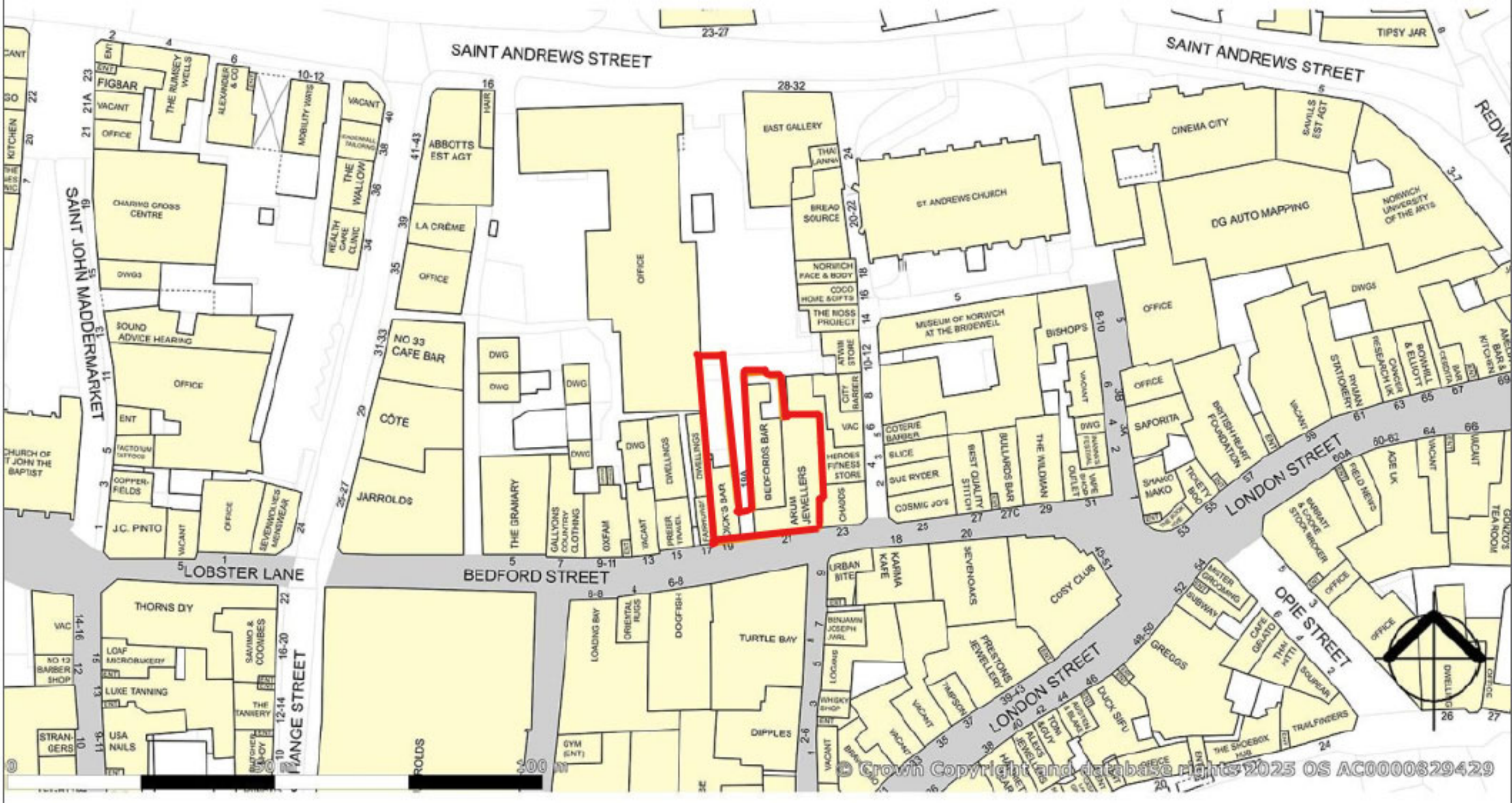
PROJECT
PAVEMENT LICENCE APPLICATION
1 OLD POST OFFICE YARD,
NORWICH NR2 1SL

DRAWING TITLE
PROPOSED PAVEMENT
SEATING PLAN

DATE
AUGUST 2026

DRAWING NO.
PLA-01

REV
A



SAINT ANDREWS STREET

SAINT ANDREWS STREET

SAINT JOHN MADDERMARKE

BEDFORD STREET

LONDON STREET

OPIE STREET

LOBSTER LANE

FANGE STREET

