

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?

25/01130/PAVE

What is the expiry date of your licence?

12/09/2026

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

8

Number of chairs applied for

16

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

Width

9.00

Depth

1.60

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

Nolita side chair
Metal framed side chair
Fliptop outdoor table
Fliptop table base
Terrazo Laminate

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

Outdoor restaurant seating 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	11:00	23:00 22:30	☐
Tuesday	11:00	23:00 22:30	☐
Wednesday	11:00	23:00 22:30	☐
Thursday	11:00	23:00 22:30	☐
Friday	11:00	23:00	☐
Saturday	11:00	23:00	☐
Sunday	11:00	23:00 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 seating area will be managed responsibly by the restaurant at all times. Staff will regularly monitor the area to ensure that tables, chairs and any other furniture remain within the approved licensed area and that all conditions of the pavement licence are complied with. The area will be kept clean and tidy, and any litter or spillages will be dealt with promptly.

The restaurant will manage noise by ensuring that customers using the pavement seating area behave considerately and do not cause excessive noise or disturbance to nearby residents or businesses. Staff will monitor the area and politely ask customers to keep noise to a reasonable level. No amplified music or loudspeakers will be used in the pavement seating area.

The arrangement of the tables and chairs will maintain a clear pedestrian route of at least 2 metres, allowing pedestrians, wheelchair users, people with pushchairs and other users to pass safely and without obstruction. Furniture will be positioned and managed so that it does not obstruct entrances, access points or other street users.

Outside the licensed hours, all pavement furniture will be removed from the pavement and stored securely within the restaurant/premises. Staff will ensure that the pavement is left clear and unobstructed when the licence is not operating.

Custom Process Configuration

XML Specific

Application type	
Licence Case Type	
Licence Status	
XML Template	Pavement_R
CAPS Reference	26/01359/PAVE

Payments request

CallingAppID	
CallingAppRef	
PaymentSourceCode	

Response response

PaymentAuthorisationCode	
IncomeManagementReceiptNumber	NOEL00009685
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	10/08/2026
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.

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

10/08/2026

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.

Sitraben Contract Furniture Quotation



Project Name/Reference:

Cluck'd - Norwich

Customer Name/Contact:

Andrea.Willstead@themsggroup.com

Date of Quotation:

8th June 2023

All Prices given below EXCLUDE VAT - PRICES REMAIN VALID FOR 30 DAYS

Ref	Product	Product Description	Quantity	Item Cost	Total Cost
		Kitty Side Chair Natural Finish to Frame Upholstered or Painted Seat and Matching Painted Back Rest 4 x Yellow Finish 5 x Turquoise Finish	9	£150	£1,350
		1200 x 700mm Dining Table Oak Effect Laminate Table Top with Matching ABS Edge Black Table Base as per Image	5	£295	£1,475
		700 x 700mm Dining Table Oak Effect Laminate Table Top with Matching ABS Edge Black Table Base as per Image	11	£165	£1,815
		Nolita Side Chair Metal Framed Side Chair CATAS CERTIFIED	8	£150	£1,200
		Flip Top Outdoor Table - 690mm Dia Black Flip Top Table Base Terrazzo Compact Laminate Table Top	4	£210	£840
Cost					£6,680
Tailgate Delivery 					£345
Site Survey Cost if applicable					n/a
TOTAL COST excluding VAT					£7,025



Approximate Lead Time - 8 weeks

Payment Terms - ProForma



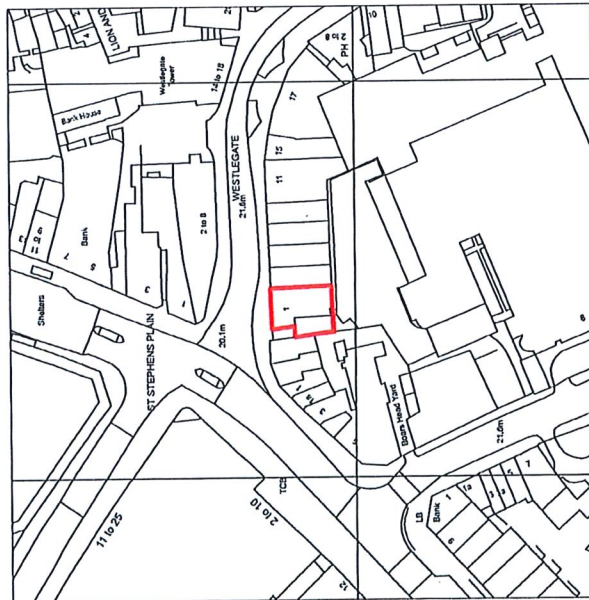
The above quotation is based on good site access and a ground floor delivery. If any induction training is required for any member of our delivery team, please advise well in advance so this can be taken into consideration.

Delivery (or collection) has been priced based on normal working hours, excluding evenings and weekends.

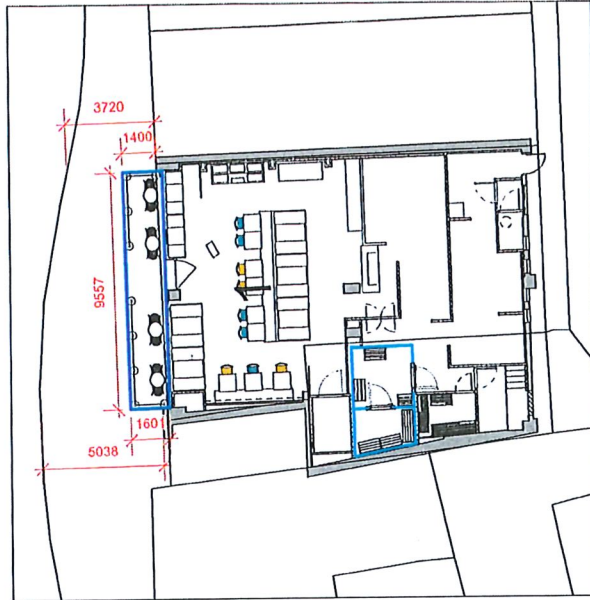
******The above prices include the delivery and positioning of furniture as quoted above. Positioning covers the placement of any loose items and fixed or booth seating only. The above quotation **does not include the scribing in, fitting to floors, walls or ceilings of any items on site**, this must be specifically requested and noted on the above quotation if required. If the **site is not ready on arrival** of the pre-arranged delivery date, the goods can either be checked and left on site in a safe place as agreed with the and signed for by the site manager, or a new delivery date can be arranged but please note that this will be **fully chargeable**.

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LICENSING OFFICE



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Quicker writers or calculated guesswork, Q1 and Q2.
This should not be a problem as the answers should be drawn to the attention of the lecturer by the classification.
All drawings can be read in conjunction with the relevant specialist description.

All drawings must be coloured in Q3.
This drawing is very simple and the fact of it may be produced without comment.
The drawing and the table depend on the candidate's interpretation.
The answer is almost never said and not awarded for the use of the classification, interpretation of figure and, if the candidate's responsibility to ensure all animals and specific names are in the picture.
It should be this drawing or accurate reproduction should be continued to reflect the candidate's own interpretation to be a good one and

CLUCK·D
GRILLED CHICKEN YOUR WAY

CLUCK'D NORWICH - 1 WESTLEGATE

LOCATION AND BLOCK PLANS - EXTERNAL SEATING

REV.	DATE	NOTES

DRAWN BY	DATE	SCALE
AW	22.05.23	1:1250SA3

PROJECT NO.	DEW NO.	REV.
-	0002	-