

## 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? 24/01382/PAVE

What is the expiry date of your licence? 02/10/2026

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? 23/02034/PREM

Number of tables applied for 6 Number of chairs applied for 12

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    | <input type="text" value="08:00"/> | <input type="text" value="22:30"/> | <input type="checkbox"/>             |
| Tuesday   | <input type="text" value="08:00"/> | <input type="text" value="22:30"/> | <input type="checkbox"/>             |
| Wednesday | <input type="text" value="08:00"/> | <input type="text" value="22:30"/> | <input type="checkbox"/>             |
| Thursday  | <input type="text" value="08:00"/> | <input type="text" value="22:30"/> | <input type="checkbox"/>             |
| Friday    | <input type="text" value="08:00"/> | <input type="text" value="23:00"/> | <input type="checkbox"/>             |
| Saturday  | <input type="text" value="08:00"/> | <input type="text" value="23:00"/> | <input type="checkbox"/>             |
| Sunday    | <input type="text" value="08:00"/> | <input type="text" value="22:30"/> | <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.

## 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="26/01548/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" value="NOEL00009890"/> |
| 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="03/09/2026"/> |
| 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="text"/> |
| Field for Fee Array                  | <input type="text"/> |
| On/Off Boolean for Prem licence      | <input type="text"/> |
| Hides questions for NCC              | <input type="text"/> |
| Controls NCC specific evidence items | <input type="text"/> |

### Other Custom Calculations

|                       |                      |                      |
|-----------------------|----------------------|----------------------|
| Custom payment string | <input type="text"/> |                      |
| Lookup                | <input type="text"/> | <input type="text"/> |
| LiXtra                | <input type="text"/> |                      |
| Payments              | <input type="text"/> |                      |

## 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.

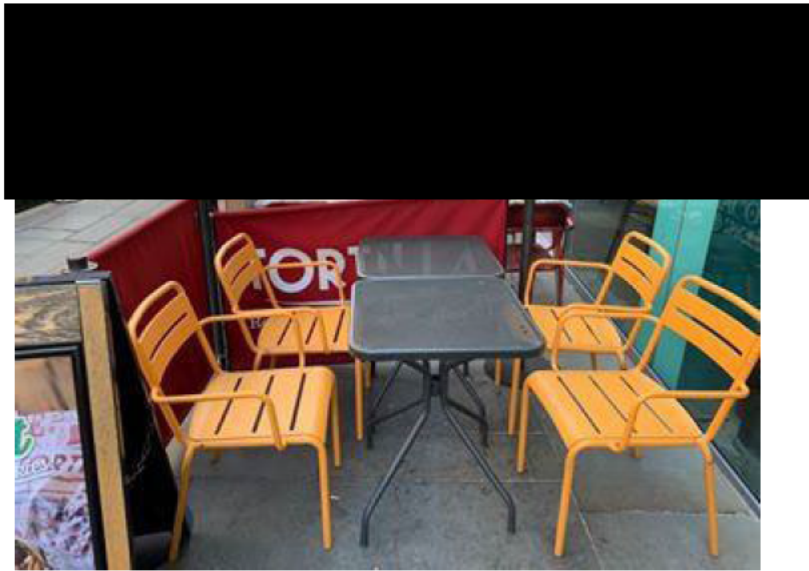
Applicant's confirmation ☐

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 EXTERNAL FURNITURE  
TABLES

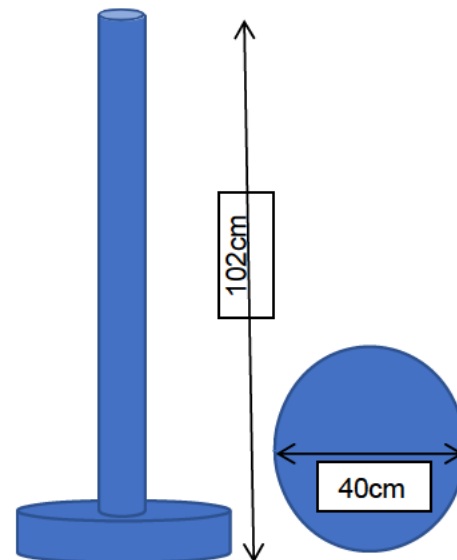
W 650MM D 650MM H 735MM

CHAIRS

W 460MM D 470MM H 830MM

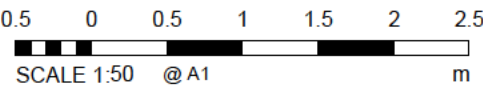
CANVAS BARRIERS:

H 90CM W as shown on plan



DO NOT SCALE FROM THIS DRAWING.  
(DRAWING MAY BE SCALED FOR LOCAL AUTHORITY & PLANNING PURPOSES ONLY)  
ALL DIMENSIONS TO BE CHECKED ON SITE.  
COPYRIGHT PROTECTED.

SCALES



- LICENSED PREMISES
- MAIN ENTRANCE/EXIT
- BOUNDARY OF LICENSED AREA
- AREAS TO WHICH CHILDREN & YOUNG PERSONS WILL HAVE ACCESS
- ALCOHOL DISPLAYS
- SALES AREA
- OUTSIDE SEATING AREA
- FIRE ESCAPE
- SMOKE DETECTOR
- HEAT DETECTOR
- FIRE EXTINGUISHERS



Clear Op. 850 mm  
110 Persons

ILLUMINATED  
EMERGENCY EXIT  
SIGNAGE WITH  
MINIMUM CLEAR  
OPENING CLEARANCE

FIRE EGRESS

NOTE:

ALL EMERGENCY EQUIPMENT SHOWN IS INACTIVE ONLY. ALL EQUIPMENT PLACEMENT, ZONING AND COMPLEMENTATION IS TO BE IN ACCORDANCE WITH LOCAL LEGISLATION AND REGULATIONS, AND TO BE AGREED WITH LOCAL FIRE AUTHORITY.

FIRE ALARM ZONES SHOULD BE DETERMINED IN ACCORDANCE WITH A SUITABLE QUALIFIED FIRE ALARM ENGINEER. ALL EXISTING FIRE SYSTEMS TO BE RETAINED.

NOTE THAT ALL EMERGENCY EQUIPMENT MUST BE DISPLAYED ON SUITABLE WALL BRACKETS, AND WITH APPROPRIATE LUMINESCENT SIGNAGE.

SPRINKLER AND ANSUL SUPPRESSION REQUIREMENTS ARE TO BE IN ACCORDANCE WITH LANDLORD, AND BUILDING CONTROL REQUIREMENTS, TO SPECIALIST DESIGN.

ALL EMERGENCY LIGHTING TO CONFORM WITH BS 5266 PT 1.

ALL PUBLIC AREAS ARE TO BE AUTHORISED FOR ALL LICENSABLE ACTIVITIES.

|      |          |                                                       |         |
|------|----------|-------------------------------------------------------|---------|
| 5-03 | 03.10.23 | ISSUED FOR LICENSING                                  | OG/AT   |
| 4-02 | 14.09.23 | ISSUED FOR PLANNING                                   | OG/AT   |
| 1-01 | 17.08.24 | ISSUED FOR FEASIBILITY, UPDATED FOLLOWING SITE SURVEY | OG/AT   |
| 1-00 | 01.08.23 | FEASIBILITY                                           | OG/AT   |
| Rev  | Date     | Revision Description                                  | Drw/Chk |

Client



## IDL: Architects

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17 Blackfriars Lane  
St Pauls, London  
EC4V 6ER

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Prague, 110 00

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idl group  
Registered in England No. 7111665  
RIBA Accreditation No. 20014346

Project  
**18 WHITE LION STREET  
NORWICH NR2 1PX**

Drawing Title  
**PROPOSED INTERNAL SEATING  
LICENSE**

Project No  
**23-2694**

Scale @A1  
**As indicated**

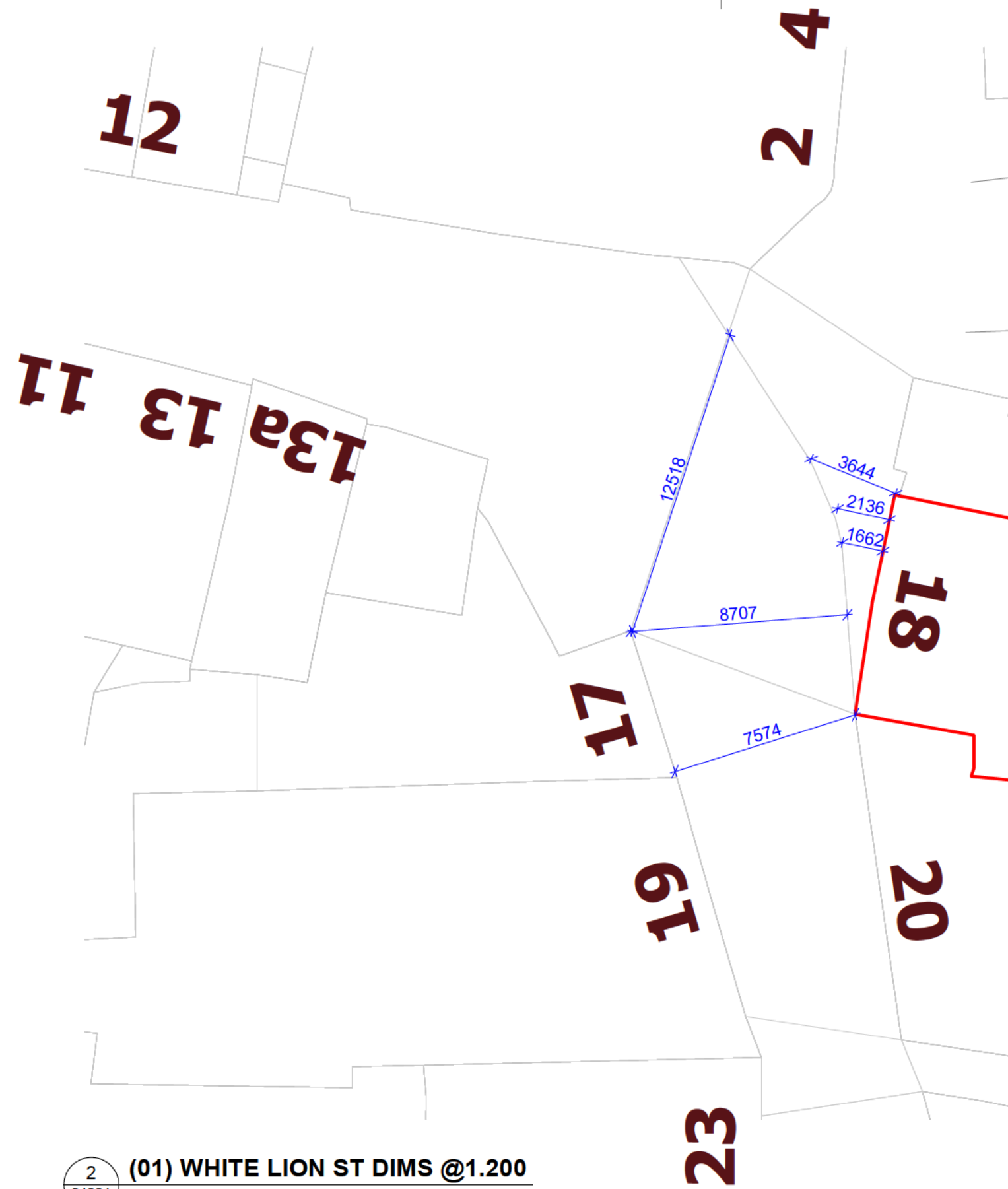
Drawn by  
**OG**

Checked by  
**AT**

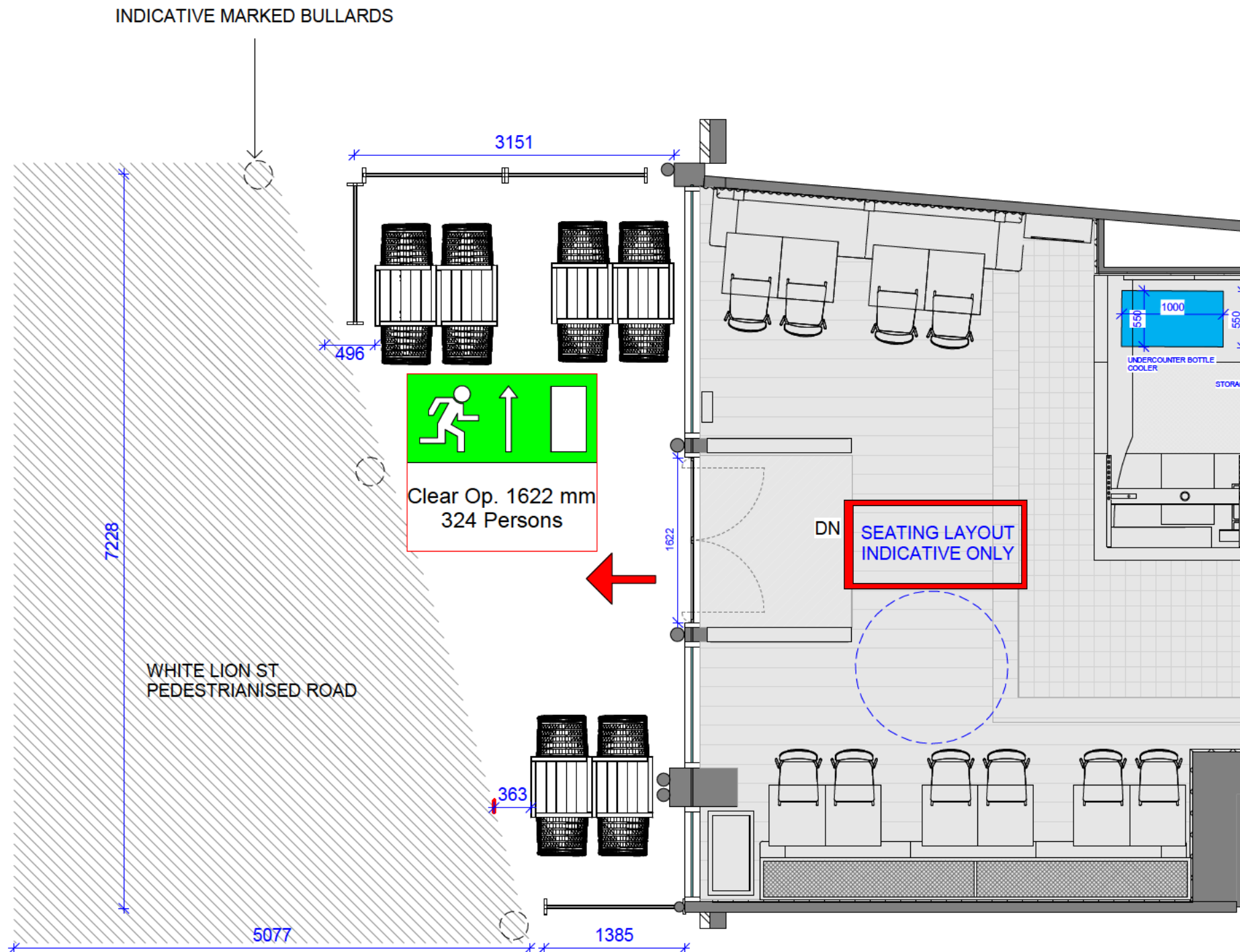
File Identifier  
**2694-IDL-NA-GF-DR-A-10004**

[Status - Revision]  
**[4-03]**

Purpose of Issue  
**PLANNING**



2  
04001  
(01) WHITE LION ST DIMS @1:200  
1 : 200



TOTAL AICOHOL  
DISPLAY AREA:  
SQ M: 1.246  
SQ FT: 13.4