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	Mrs
First name	Sarah
Last name	Castle

Applicant details

Your address	The King's Centre, King Street, Norwich
Postcode	NR1 1PH
Telephone number	[redacted]
Email address	[redacted]
Name of establishment/business	King's Coffee

Is anyone acting on your behalf for the purpose of this application? Yes [ ] No [X]

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 [X]

What is your existing Pavement Licence number? 24/01346/PAVE

What is the expiry date of your licence? 01/09/2026

Is the proposed location different to your address? Yes [ ] No [X]

Describe the proposed location of the area to be licensed

Address

Postcode

What is the Premises licence number? 24/01346/PAVE

Number of tables applied for 3

Number of chairs applied for 9

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

Width 7.50

Depth 1.60

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

Tables, with 3 chairs around each. 3 x posts with rope barriers. Menu board and display board

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

Outdoor seating for King's Coffee to the front of the premises, serving hot drinks and food purchased from King's Coffee shop

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 [X]

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

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

	From	To	Tick here if you are closed that day
Monday	08:30	14:00	
Tuesday	08:30	14:00	
Wednesday	08:30	14:00	
Thursday	08:30	14:00	
Friday	08:30	14:00	
Saturday			X
Sunday			X

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.

Coffee Shop Manager is responsible for the upkeep and set up of the area outside during opening hours and responsible for upkeep of all outdoor furniture and for ensuring we meet all conditions applied.

Local nuisance will be monitored, and if needed CCTV of the area can be obtained if we need to escalate any issues with the authorities.

The pavement where the chairs and tables are being placed measure 1.6m in width, this road has bollards at the end so there is no through route, road is only used for access or deliveries.

Pavement furniture is stored inside The King's Centre, only being brought out during licensed hours.

Custom Process Configuration

XML Specific

Application type	
Licence Case Type	
Licence Status	
XML Template	Pavement_R
CAPS Reference	26/01501/PAVE

Payments request

CallingAppID	
CallingAppRef	
PaymentSourceCode	

Response response

PaymentAuthorisationCode	
IncomeManagementReceiptNumber	NOEL00009826
Originators Reference	
CardScheme	
CardType	
PaymentAmount	
ResponseCode	
ResponseDescription	
Number of payment lines	

Payment 1

Receipt Number	
DueDate	
PaymentType	
Pay Description	
XML Description	
PaymentDue	[redacted]
VAT	
Paid	[redacted]
Payment Date	27/08/2026
Fund	
Reference	

Form Calculations

Title Casing	
Sentence Casing	
UPRN for address lookup	
Boolean to show this page	
Field for Fee Array	[redacted]
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.

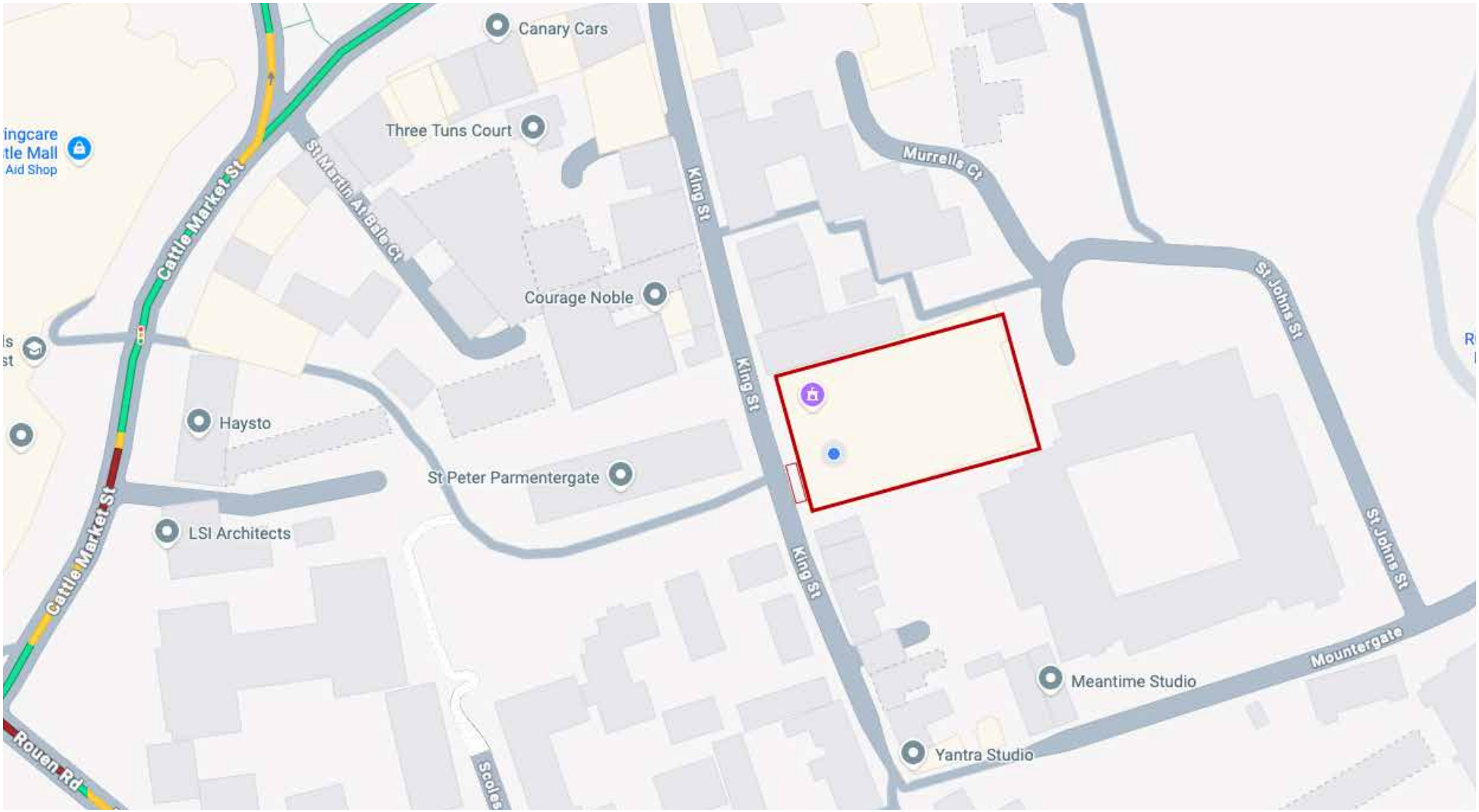
Applicant's confirmation [X] Date this application is being made 27/08/2026

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.

King's Coffee - Map
Red square indicates entire building of premises that King's Coffee is part of - The King's Centre







King's Coffee - Furniture and Layout

Images showing proposed tables, chairs, menu board, bollards and ropes. No new furniture to be purchased.

Tables: https://www.nisbets.co.uk/bolero-ash-top-table-square-600mm/u430
Chairs: https://www.nisbets.co.uk/bolero-aluminium-stacking-chairs-pack-of-4/u419

King's Coffee - Application for permit to place tables and chairs

St Peter Parmentergate Church

King Street NR1 1PH

Chairs, tables, bollards, ropes, 2 x menu boards

