# 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 | Mr |
| First name | Ilhan |
| Last name | Borne |

## Applicant details

| | |
|---|---|
| Your address | [redacted] |
| Postcode | [redacted] |
| Telephone number | [redacted] |
| Email address | [redacted] |
| Name of establishment/business | Mavi Group Limited |

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 [X] 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 [X] No [ ]

Describe the proposed location of the area to be licensed: Front of the cafe

Address: 14 Lower Goat Lane, Ground Floor
Norwich

Postcode: NR2 1EL

What is the Premises licence number? [ ]

Number of tables applied for: 4

Number of chairs applied for: 8

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

Width: 5.00

Depth: 1.50

Please state the proposed furniture (for example: tables, chairs, umbrellas, barriers), and show them on your detailed layout plan.: We propose four small tables with two chairs each along the front window of the premises outlined with rectangular flower planters

Please give details of what purpose will the furniture be used for: The furniture is used for outdoor sitting 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 [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 [ ] No [X]

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 | 08:00 | 22:00 | |
| Tuesday | 08:00 | 22:00 | |
| Wednesday | 08:00 | 22:00 | |
| Thursday | 08:00 | 22:00 | |
| Friday | 08:00 | 22:00 | |
| Saturday | 08:00 | 22:00 | |
| Sunday | 08:00 | 20:00 | |

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.

Management Measures

1. Management and compliance with licence conditions

The pavement area will be managed responsibly to ensure that all conditions of the pavement licence are complied with whenever the licence is in use. The tables and chairs will remain at the agreed size and will be positioned within the permitted area. Staff will regularly monitor the pavement seating area to ensure that the furniture remains safely positioned and that the area is kept clean, tidy and accessible to pedestrians.

2. Management of local nuisance

Any local nuisance or complaints will be managed in accordance with the company's complaints procedure. All complaints will be taken seriously and investigated to establish the nature and cause of the issue. Where necessary, appropriate resolutions or corrective measures will be put in place to address the complaint and prevent the issue from recurring.

Staff will also monitor noise, customer behaviour, litter and the general condition of the pavement seating area to minimise any potential nuisance to neighbouring businesses, residents and members of the public.

3. Pedestrian access

Yes. The placement of the tables and chairs will allow sufficient space for pedestrians to pass safely. There will be over 2 metres of clear space available for pedestrian access, ensuring that the pavement remains accessible and that pedestrians, including wheelchair users and people with mobility needs, can pass without obstruction.

4. Storage of pavement furniture outside licensable hours

Outside of the permitted/licensable hours, all pavement furniture, including the tables and chairs, will be stored indoors within the premises. The furniture will not be left on the pavement outside of the permitted hours.

The tables and chairs will remain the same size and type as those proposed as part of the application, and no additional pavement furniture will be introduced without the appropriate permission.

# Custom Process Configuration

## XML Specific

| | |
|---|---|
| Application type | |
| Licence Case Type | |
| Licence Status | |
| XML Template | Pavement |
| CAPS Reference | 26/01788/PAVE |

## Payments request

| | |
|---|---|
| CallingAppID | |
| CallingAppRef | |
| PaymentSourceCode | |

## Response response

| | |
|---|---|
| PaymentAuthorisationCode | |
| IncomeManagementReceiptNumber | NOEL00010153 |
| 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 | 09/10/2026 |
| 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 09/10/2026

## 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.**


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