



APPLICATION FOR A PAVEMENT LICENCE TO PLACE REMOVABLE FURNITURE ON THE PUBLIC HIGHWAY BUSINESS & PLANNING ACT 2020

Email: licensing.administration@stockton.gov.uk
Telephone: 01642 524802

**Before completing this form please read the official guidance at;
<https://www.gov.uk/government/publications/pavement-licences-draft-guidance>**

SECTION 1 – APPLICANT DETAILS AND PREMISES TO BE LICENSED

Title (Mr/Mrs/Miss/Ms/Other)	<input style="width: 100%;" type="text"/>
First Name(s)	<input style="width: 100%;" type="text"/>
Surname	<input style="width: 100%;" type="text"/>
Home Address (Please include postcode)	<input style="width: 100%; height: 40px;" type="text"/>
Email Address	<input style="width: 100%;" type="text"/>
Date of Birth	<input style="width: 100%;" type="text"/>
Telephone Number (Daytime)	<input style="width: 100%;" type="text"/>
Telephone Number (Evening)	<input style="width: 100%;" type="text"/>
Mobile Phone Number	<input style="width: 100%;" type="text"/>
Type of Premises	<input style="width: 100%;" type="text"/>
Premises Business/Trading Name	<input style="width: 100%;" type="text"/>
Premises Address (Please Include Postcode)	<input style="width: 100%; height: 40px;" type="text"/>
Are the premises licensed under the Licensing Act 2003?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state your Premises Licence/Club Premises Certificate Number	<input style="width: 100%;" type="text"/>
Are the premises licensed to sell alcohol?	<input type="checkbox"/> ON Sales <input type="checkbox"/> OFF Sales

SECTION 2 – DETAILS OF PROPOSED SITE AND SIZE OF PAVEMENT AREA ADJACENT TO PREMISE

Size of highway available (m)	Length along frontage (m)	<input style="width: 40px;" type="text"/>	Depth out from frontage (m)	<input style="width: 40px;" type="text"/>
Please refer to the examples of acceptable plans at the end of this form				
Size of area to be licensed (m)	Length (m)	<input style="width: 40px;" type="text"/>	Depth (m)	<input style="width: 40px;" type="text"/>

SECTION 3 – DETAILS OF PROPOSED ENCLOSURE/SEATING AREA AND FURNITURE

Please note this must be to sell or serve food or drink, and/or for use by other people for the consumption of food or drink supplied from, or in connection with relevant use of the premises.

Type of barrier or enclosure

Height of barrier or enclosure (m)

Number of tables Number of chairs Number of umbrellas/parasols

Construction of furniture to be used Wood Metal Other (Please describe below)

Please add website links or email photographs of furniture and barriers/rails to be used

Please state the purpose (or purposes) for which the furniture will be used

Details of reasonable provisions for seating where smoking is not permitted

Details of how current social distancing measures can be achieved?

Where will pavement furniture be securely stored when the premises are closed?

SECTION 4 – PROPOSED OPERATING HOURS

Please note that the licensed area shall not be used after 22:00hrs

Please state the hours you intend to operate (please give times in 24-hour clock e.g. 10:00 until 22:00)

Monday until

Tuesday until

Wednesday until

Thursday until

Friday until

Saturday until

Sunday until

If the enclosure/seating area is to be open beyond dusk, what arrangements are in place for lighting?

SECTION 5 – APPLICANT’S DECLARATION AND CHECKLIST

Please note that your application will not be considered complete and the public consultation period of 5 working days not begin until all the required documents have been submitted.

I/we have made payment of the licence fee.

Fees can be found on our website at; <https://www.stockton.gov.uk/licensing/>
Please telephone 01642 524802 to make your payment via debit or credit card.

I/we confirm that the appropriate Public Notice has been placed in a prominent position at or near to the premises. I/we confirm that it can easily be read by the public, and that it will be displayed for 5 working days following the day after the date of submission of this application. Please keep evidence of this.

I/we confirm that there is/will be Public Liability insurance cover for the pavement licence and shall indemnify the Council against all claims in respect of injury, damage or loss arising out of the granting of permission, (e.g. damage to the highway or highway furniture) to a minimum value of £5,000,000 unless such claims arise out of the Council’s own negligence. You must provide a copy of this before the licence is granted.

I/we have attached a clear Ordnance Survey base plan 1:100 outlining the proposed area for tables and chairs (outlined in red) and the premises boundary (outlined in blue), please refer to guidance notes below.

I/we have attached a detailed site plan 1:100 showing the precise location and proposed setting out of the tables, chairs and existing street furniture e.g. bins/benches etc., please refer to guidance notes below.

I/we confirm that we have a right to occupy the area applied for e.g. lease holders.

I/we confirm we have discussed this application with neighboring businesses and occupiers prior to applying to the local authority, and have taken any issues around noise, and nuisance into consideration as part of this proposal.

I/we confirm that we have consulted official government guidance on working safely, which recommends businesses should carry out and regularly review a COVID19 risk assessment.
www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

I/we understand that once the licence is agreed the licence conditions and plan must be adhered to.

I/we confirm that, to the best of my/our knowledge and belief, the information contained in this application and any supporting documentation is true and that I/we have not wilfully omitted any necessary material. I/we understand that if there are any wilful omissions, or incorrect statements made, this application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation

I/we understand this application will not be considered to be complete until all the required documents and information have been provided and the application fee has been paid.

I/we understand that the application fee paid is non-refundable if the application is refused or, if any licence granted is subsequently surrendered or revoked.

Full Name

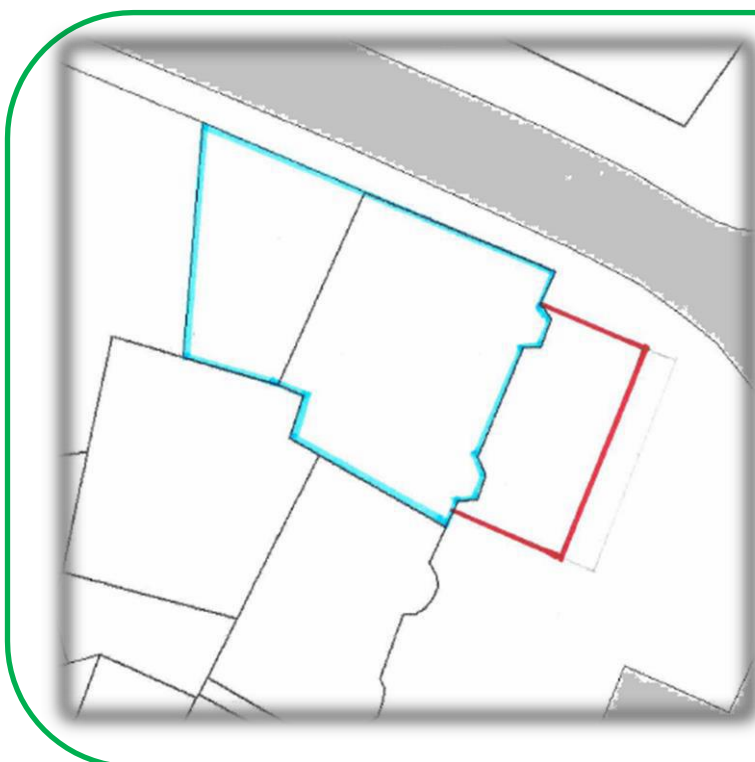
Date

Please email your completed application form to licensing.administration@stockton.gov.uk, please attach copies of your plans and public liability insurance with the application form. Please note, payment must be received before your application will be processed. Please telephone 01642 524802 to make your payment via debit or credit card.

GUIDANCE – PAVEMENT LICENCE PLANS

Please see below examples of acceptable and unacceptable plans

ACCEPTABLE PLANS



This plan clearly shows the outline of the proposed seating area in red and the premises outlined in blue

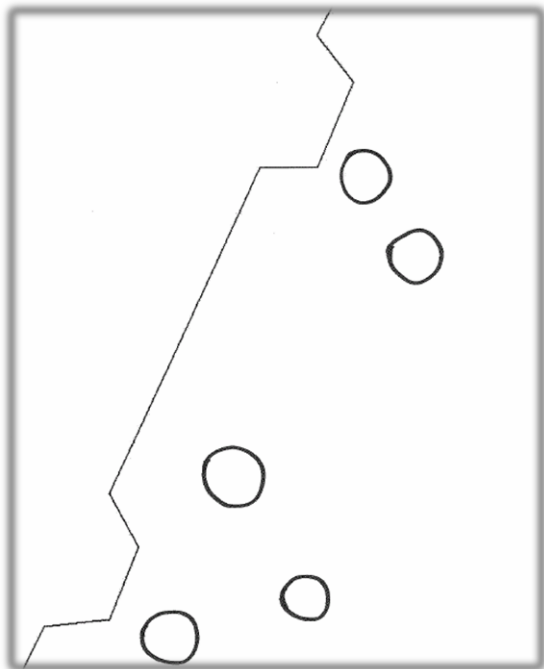
It shows the seating area in relation to its surroundings



This layout clearly shows the position of the furniture inside the seating area and existing street furniture e.g. bins/benches etc

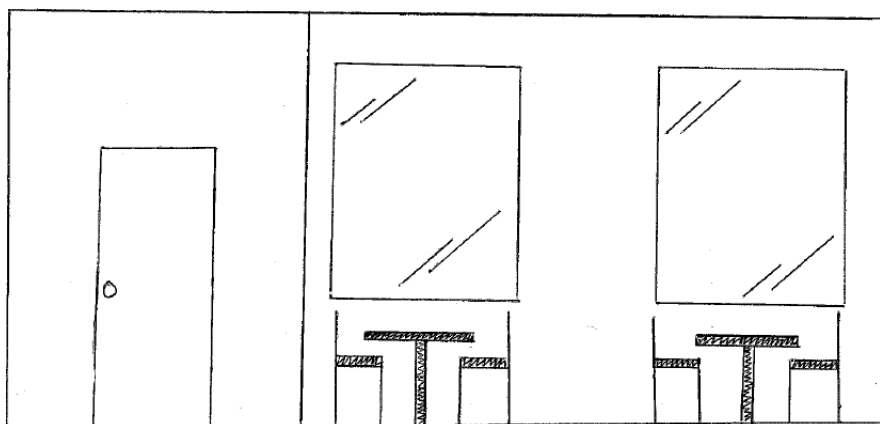
It shows the dimensions of the area and the dimensions of the surrounding footway

UNACCEPTABLE PLANS



This does not give us enough detail to deal with your application

It has no dimensions, and it does not show the furniture in relation to the seating area or the surrounding pavement



This does not show the location of furniture in relation to the pavement and does not have any dimensions

Plans must show view from above

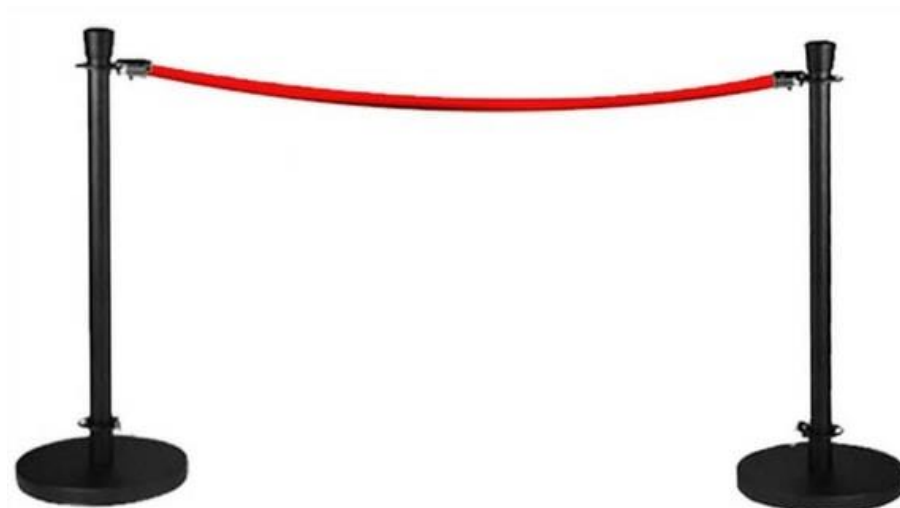
GUIDANCE – PAVEMENT LICENCE BARRIERS/RAILS

Please see below examples of acceptable and unacceptable barriers and rails

ACCEPTABLE BARRIER/RAIL



UNACCEPTABLE BARRIER/RAIL



DATA PROTECTION PRIVACY NOTICE

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights, is available at www.stockton.gov.uk/dataprivacy

FREEDOM OF INFORMATION

Information held by the Council may need to be disclosed in response to a request for it within the terms of the freedom of the Information Act 2000. This information excluded that which is in any other way already in the public domain.

Further information is available from the Licensing Service, please telephone 01642 524802, alternatively please email licensing.administration@stockton.gov.uk