



**BUSINESS AND PLANNING ACT 2020**

**APPLICATION FOR THE GRANT OF A  
PAVEMENT LICENCE**

**(Please read the guidance notes at the end of this application form before completing it)**

**SECTION 1: APPLICANT DETAILS (INDIVIDUAL APPLICANTS)**

Title:

First name(s):

Surname:

Postal Address:

Post Town:

Post Code:

Phone (Home):

Phone (Mobile):

E-mail address:

**SECTION 2: APPLICANT DETAILS – OTHER APPLICANTS (eg companies)**

Name:

Registered Office Address:

Post Code:

Phone (daytime):

Phone (Mobile):

E-mail address:

Registered number (where applicable):

### SECTION 3 – BUSINESS PREMISES DETAILS

Trading Name:

Postal Address:

Post Code:

(Please note you are also required to submit a plan showing the location of the premises).

### SECTION 4 – USE OF THE BUSINESS PREMISES

Which of the following is the above business premises used for? (please tick **ONE** of the following options).

Use as a public house, wine bar or other drinking establishment.

Other use for the sale of food or drink for consumption on or off the premises.

Both of the above uses.

### SECTION 5 – AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates. (Please note you are also required to submit a 1:1250 scale plan of this area with your application).

**SECTION 6 – RELEVANT PURPOSE THE APPLICATION RELATES TO:**

Which of the following relevant purposes do you wish to put furniture on the highway for? (please tick **ONE** of the following options).

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises.

For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises.

Both of the above purposes.

**SECTION 7: DAYS AND TIMES**

During what times do you propose to place furniture on the highway on each of the following days: Please use the 24hour clock, e.g. 10:00 to 20:00.

|      | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------|-----|-----|-----|-----|-----|-----|-----|
| From | :   | :   | :   | :   | :   | :   | :   |
| To   | :   | :   | :   | :   | :   | :   | :   |

**SECTION 8 – FURNITURE TO BE PLACED ON THE HIGHWAY**

Please provide a description of the furniture layout which you propose to place on the highway. (Please note you are also required to submit a 1:100 or 1:200 scale plan showing the proposed layout of the furniture on the highway, include the siting of any street furniture/trees that may be present in the area).

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| <b>SECTION 9 – FURNITURE TO BE PLACED ON THE HIGHWAY</b> |
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Please provide a description of the main materials that the furniture you propose to place on the highway is made of. Also include details of how the boundary of the area is to be demarked eg planters, canvas panels etc (Please note you are also required to provide photographs or brochures of the proposed furniture with your application).

|   |
|---|
| <b>SECTION 10 – DATE OF APPLICATION</b> |
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|--|--|
| Please state the date that this application for a pavement licence is being submitted. |  |
|--|--|

## SECTION 11 – CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

**Please note that your application will not be considered complete and the public consultation period of 7 days will not begin unless all of the following documents have been submitted with your application.**

|   |  |
|---|--|
| £100 application fee (ring 01772 906792 to make a card payment) |  |
|---|--|

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|--|--|
| A plan showing the location of the premises shown edged red, so the application premises can be clearly identified |  |
|--|--|

|   |  |
|---|--|
| A scaled plan clearly showing the proposed area of the highway to be used |  |
|---|--|

|  |  |
|--|--|
| A plan showing the layout of the furniture on the proposed area of highway |  |
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|   |  |
|---|--|
| Photographs or brochures showing the proposed type of furniture |  |
|---|--|

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|--|--|
| Copy of current public liability insurance certificate (minimum cover of £5 million for each occurrence) |  |
|--|--|

|  |  |
|--|--|
| Evidence of consent from neighbouring frontager(s) to use highway outside their property (if applicable) |  |
|--|--|

## SECTION 12 – DECLARATIONS BY APPLICANT

**I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted.**

I understand I must hold and maintain public liability insurance up to a value of £5million for each occurrence.

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

I understand that Preston City Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be

refused without further consideration or, if a licence has been issued, it may be liable to revocation.

**I understand that Preston City Council is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.**

Name:

Date:

## Guidance Notes

### Completing the application form -

- Section 1** Complete this section if you are applying for the licence as an individual.
- Section 2** Complete this section if you applying in another capacity, for example as a limited company.
- Section 3** Provide details of the business premises that the pavement licence will be used in conjunction with.
- Section 4** Tick one of the options to indicate what purpose the business premises is used for.
- Section 5** Describe the area of highway that you want to place the removable furniture on. The description should indicate the proximity of the area of highway to the business premises and give details of the dimension of the area.
- Section 6** A pavement licence can only be used to authorise the placing of removable furniture on the highway for certain “relevant purposes.” Please tick one option to indicate what purpose(s) the removable furniture placed on the highway will be used for if a licence is granted.
- Section 7** Please indicate the times you would like to place removable furniture on the highway for on each day of the week. Use the 24 hr clock (so for example you should put 19:00 rather than 7.00pm). Please note

the Council's standard conditions for pavement licences prevent furniture being placed on the highway under the authority of a pavement licence before 08:00 or after 19:00 on any day.

- Section 8** Use this section to describe the removable furniture you wish to place on the highway. You should provide full details including the nature of the furniture, the size of the furniture and the number of items of furniture you wish to place on the highway.
- Section 9** Use this section to describe the main materials that the removable furniture you wish to place on the highway are made of.
- Section 10** Please specify the date on which the application is being made. Please note that the application will not be considered complete until all required documents and the application fee have been received.
- Section 11** Use this checklist to make sure you have submitted all required documents with the application.
- Section 12** The applicant must complete this section to confirm they have read and understood the declarations listed.