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| APPLICATION FOR THE GRANT OF A PAVEMENT LICENCEBUSINESS AND PLANNING ACT 2020 |  |
| Please read the guidance notes at the end of this form when completing it |

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| SECTION 1a – APPLICANT DETAILS (INDIVIDUAL APPLICANTS) |
| Title: | First name(s): | Surname: |
| Postal Address: |
| Post Town: | Post Code: |
| Phone (Home): | Phone (Mobile): |
| e-mail address: |
| Date of Birth: | NI number: |

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| SECTION 1b: APPLICANT DETAILS – OTHER APPLICANTS (e.g. companies)  |
| Name: |
| Registered Address:Post Code: |
| Phone (daytime): | Phone (Mobile): |
| e-mail address: |
| Registered number (where applicable):  |
| SECTION 2 – BUSINESS PREMISES DETAILS |
| Trading Name: |
| Postal Address:Post Code: |

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| SECTION 3 – USE OF THE BUSINESS PREMISES |
| Which of the following is the above business premises used for? (please select **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 | [ ]  |

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| SECTION 4 – 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 scale plan of this area with your application) |

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| SECTION 5 – RELEVANT PURPOSE THE APPLICATION RELATES TO: |
| Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **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 | [ ]  |

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| SECTION 6: DAYS AND TIMES |
| During what times do you propose to place furniture on the highway on each of the following days:Please use the 24hr clock, e.g. 10:00 to 20:00. |
|  | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
| From | : | : | : | : | : | : | : |
| To | : | : | : | : | : | : | : |

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| SECTION 7 – FURNITURE TO BE PLACED ON THE HIGHWAY |
| Please provide a description of the furniture you propose to place on the highway(Please note you are required to provide photographs or brochures of the proposed furniture with your application) |

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| SECTION 8 – DATE OF APPLICATION |
| Please state the date that this application for a pavement licence is being submitted |  |

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| SECTION 9 – CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION |
| ***Please note that your application will not be considered complete and the public consultation period of 14 days will not begin unless all of the following documents have been submitted with your application.*** |
| A plan showing the location of the premises shown by a red line, so the application site can be clearly identified | [ ]  |
| A plan clearly showing the proposed area covered by the licence in relation to the highway | [ ]  |
| Copy of current public liability insurance certificate | [ ]  |
| Photos or brochures showing the proposed type of furniture | [ ]  |
| Evidence of consent from neighbouring frontager(s) to use footway space outside their property (if applicable) | [ ]  |

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| SECTION 10 – 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. 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 the Authority 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 the Authority 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. |
| Signature: |
| Print Name: |
| Date: |

# GUIDANCE Notes

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| **COMPLETING THE FORM** |
| **Section 1** | Complete section 1a if you are applying for the licence as an individual and section 1b if you applying in another capacity, for example as a limited company. |
| **Section 2** | Provide details of the business premises that the pavement licence will be used in conjunction with. |
| **Section 3** | Tick **one** of the options to indicate what purpose the business premises is used for. |
| **Section 4** | 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 5** | 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 6** | 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 place on the highway under the authority of a pavement licence before 08:00 or after 22:00 on any day. |
| **Section 7** | 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 8** | 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 9** | Use this checklist to make sure you have submitted all required documents with the application. |
| **Section 10** | The applicant must complete this section to confirm they have read and understood the declarations listed. |
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| **SUBMITTING THE APPLICATION** |
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| The application form must be accompanied by the following documents:* A plan showing the location of the premises shown by a red line, so the application site can be clearly identified
* A plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items of furniture that they wish to place on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.
* A copy of a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million, and
* Photos or brochures showing the proposed type of furniture (including the means of enclosure such as barriers) and information on potential siting of it within the area applied.
* Evidence of consent from neighbouring frontager(s) to use footway space outside their property (if applicable).
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| Please return this form with all relevant documents to the following email address: licensing@gloucester.gov.uk |

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| **GIVING NOTICE OF THE APPLICATION AND THE PUBLIC CONSULTATION PERIOD** |
| The Act requires an applicant for a pavement licence to (a) On the day the application is made, fix a notice of the application to the premises so that the notice is readily visible to, and can be read easily by, members of the public who are not on the premises, and(b) Secure that the notice remains in place until the end of the public consultation period which means the period of 14 days beginning with the day after that on which the application is made. |

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| **WHAT HAPPENS NEXT?** |
| The City Council will consult with various organisations on your application during the public consultation period.  |
| Once the public consultation period has ended, the local authority will consider all responses received during that period whether from those that it has consulted or anyone else. |
| After considering the responses the City Council will aim to determine the application as quickly as possible and within 14 days of the end of the public consultation period.  |
| The local authority may grant the application and issue a licence or it may refuse the application. There is no statutory right of appeal against a decision to refuse an application for a pavement licence. |
| Any licence granted will be subject to the local authority’s published standard conditions for pavement licences. |
| Additional licence conditions beyond the published standard conditions may be imposed on a specific licence. The need for additional licence conditions will be considered on a case-by-case basis following consideration of any comments received during the public consultation period. |
| Licences will be granted for a period of 12 months and a renewal application will need to be received before the expiry date of the licence. If the licence expires then a new application will need to be made. |
| If the local authority does not determine the application within 14 days of the end of the public consultation period, a pavement licence will be deemed to have been granted for a period of 2 years. |