

**BUSINESS AND PLANNING ACT 2020**

**APPLICATION FOR A PAVEMENT LICENCE**

**APPLICANTS DETAILS**

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| Full Name of Applicant. |  |
| Contact address of applicant  (please include your postcode) |  |
| Telephone Number |  |
| Mobile Number |  |
| E-mail address |  |

**ORGANISATION/BUSINESS DETAILS**

|  |  |
| --- | --- |
| Name of Business / Organisation |  |
| Address of Business / Organisation  (Head Office-if applicable) |  |
| Registered Company Number  (if applicable) |  |
| Licence number of any existing Pavement Café Licence. (Issued by Leicestershire County Council) |  |

N.B. Any changes to the above information should be notified to the Council in writing as soon as possible.

**Please be aware that due to the legislative requirements to publicise all documentation, all data provided will be in the public domain**.

**REQUIRED PERMISSIONS**

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| --- | --- |
| **LICENSING ACT 2003 PREMISES LICENCE**  Do you hold a licence to sell alcohol or late night refreshment under the above act? | Yes No  If yes please provide your licence number  BLPR |
| **FOOD, HEALTH & SAFETY REGISTRATION**  Have you registered your business with the Council’s Food Safety Team? | Yes No  If yes, what date did you register? |
| **PUBLIC LIABILITY INSURANCE**  Have you obtained public liability insurance covering your business, including the proposed pavement café area, for a minimum £5,000,000? | Yes No |
| **AGREEMENT TO ABIDE BY Pavement Licence CONDITIONS**  **We will not be able to process your application for a Pavement Licence without this confirmation.** | Yes |

**N.B. You should supply copies of any certificates/permissions with your application where you have answered yes to any of the above questions.**

**DEFINITION OF THE PROPOSED AREA**

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| --- | --- |
| Please provide the full address of the proposed pavement licence |  |
| Please briefly describe the proposed area and attach pictures as appropriate.  Please supply an A4 location plan clearly outlining the premises and location of proposed outdoor seating. Suggested scales 1:1250/1:500. The location plan may be included as part of the larger site plan.  Please supply a copy of a site plan  ( suggested scales 1:1250/1:100)with the following information:   * Access Points * Building Lines * Boundaries * Kerbs * Dimensions of Seating Area * Table and Chair arrangement * Other furniture/items layout * Plan and elevations (1:50) of barriers/enclosure |  |

**DETAILS OF ADJOINING PROPERTIES**

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| Please provide the full address (if known) of all the properties that adjoin the premises | Property No. 1  Property No. 2 |

**FURNITURE**

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| --- | --- |
| Please detail the number of tables you wish to provide at the Pavement Licensed Area (PLA), whilst maintaining social distancing. – (See note 1 below) |  |
| Please detail the number of chairs you wish to provide at the PLA, whilst maintaining social distancing.- ( See note 1 below) |  |
| Do you intend to provide umbrellas and/or parasols? – (See note 1 below) | Yes No |
| Do you intend to provide any outdoor Heating appliances? – (see note 1 below) | Yes No |
| Please detail the number of bins you intend to provide |  |
| Pease provide details of any other items of furniture you intend to use as part of the pavement café  (e.g. barriers, lighting equipment) – (See note 1 below) |  |

**NOTE1 you must provide details of all furniture to be used as part of the Pavement Licence Area, including pictures and dimensions along with any other supporting documentation.**

**TRADING DAYS, HOURS AND PERIOD**

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| --- | --- |
| Please tick the days when you would like the Pavement Licensed Area (PLA) to be open | **Monday**  **Tuesday**  **Wednesday**  **Thursday**  **Friday**  **Saturday**  **Sunday** |
| Please indicate the times when you would like the PLA to be open (please use 24hr clock).  *\*\*Pavement licences will normally only be granted between the hours of 9.00 and 23.00hrs in mixed residential areas. If you would like to operate outside of these times, you must give a justified business reason below\*\** | **DAY OPEN CLOSE**   |  |  |  | | --- | --- | --- | | **Mon** |  |  | | **Tues** |  |  | | **Weds** |  |  | | **Thurs** |  |  | | **Fri** |  |  | | **Sat** |  |  | | **Sun** |  |  | |
| \*\*Reasons for requesting to trade outside of permitted hours |  |
| Intended duration of the Pavement Licence | |  |  | | --- | --- | | **Intended Period of the PLA**  **(please 🗸the relevant box).** | | | **3 mths** |  | | **6 mths** |  | | **9mths** |  | | **to expire on the 30th September 2021).** |  | |

**MANAGEMENT PLAN**

Please use the boxes below to detail how you propose to manage the Pavement Licence Area if a licence is granted. Please use additional sheets of paper if necessary.

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| --- | --- |
| **PUBLIC NUISANCE** |  |
| **PUBLIC SAFETY AND SOCIAL DISTANCING CONTROLS.** |  |
| **CRIME & DISORDER** |  |

**PUBLIC NOTICE**

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| --- | --- |
| I confirm that I will display the required public notice on my premises for a period of 5 working days beginning on the day after I submit my application to the Licensing Section. **(A photo of the notice being displayed at the premises must accompany the application).** | Yes |

I hereby apply to Blaby District Council for and on behalf of the above named Business/Organisation for a Pavement Licence.

I declare that to the best of my knowledge and belief the above particulars are correct and that I will comply with the terms and conditions of any pavement café licence issued by Blaby District Council as a result of this application. I confirm that I am over 18 years of age.

**SIGNED**

**(Applicant)**

**DATED**

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND ALL SUPPORTING DOCUMENTS TO**

[licensing@blaby.gov.uk](mailto:licensing@blaby.gov.uk)

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| This authority is obliged to protect the public funds that it administers & therefore may use the information provided for the purposes of prevention & detection of crime. This information may also be shared with other bodies responsible for auditing or administering public funds for these purposes. In so far as required such processing will be done in accordance with the Data Protection Act 2018. |

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| **Data Protection Privacy Notice**  The personal information you supply to Blaby District Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (when in force). We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the [Data Protection Notice web page](http://www.blaby.gov.uk/about-the-council/data-protection/data-protection-notice/). |