

Application for a Pavement Licence under the Business & Planning Act 2020

Please read the licence conditions before completing this form
A pavement licence is of finite duration. No licence will extend beyond 30 September 2021 unless this date is amended by legislation
£100 application fee

IMPORTANT NOTES

1. A pavement licence permits the licence holder to place *removable* furniture (permanent fixed furniture is prohibited) on part of a public highway – generally, footpaths restricted to pedestrians or roads and places to which vehicle access is restricted or prohibited, to sell or serve food and drink from the premises and/or allow the consumption of food or drink on the premises.
2. Premises that are eligible for a pavement licence include public houses, cafés, bars, restaurants, snack bars, coffee shops and ice cream parlours (any premises holding a licence authorising on-sales of alcohol is deemed to also authorise off-sales).
3. Food or drink must be supplied from the premises.

Please note that grant of a pavement licence only permits the placing of furniture on the highway. Other regulatory frameworks still apply such as the need for alcohol licences and the need to comply with registration requirements for food businesses. Once a licence is granted, or deemed to be granted, the applicant will also benefit from deemed planning permission to use the land for anything done pursuant to the licence while the licence is valid.

SECTION 1 – TO BE COMPLETED BY THE APPLICANT

1. Applicant (Licensee)

Name (and position if applicable).....
Address.....
.....
Postcode.....
Telephone (daytime/office).....
Email address

Freeholder/Leaseholder (if different to applicant's details)

Name

Address.....
.....
Postcode.....
Telephone (daytime/office).....
Email address

2. Premises

Name of business.....
Address of property from which the pavement licence will be operated.....
.....
Postcode.....
Name & address of owner (if different from the applicant).....
.....
Postcode.....
Nature of business (pub, café etc.).....

3. **Public Highway (adjacent to the premises)¹**

On which furniture will be placed.....

4. **Details of proposed street furniture**

Please detail below the types of furniture to be sited (e.g. plastic, wooden benches, deck chairs etc.) - photos or brochures showing the type of furniture may be submitted.

Proposed number of tables Proposed number of chairs, benches or other forms of seating (removable to overnight storage)

Proposed number of counters or shelves on which food or drink will be placed (removable to overnight storage)

Other proposed furniture (removable to overnight storage) - Please give brief description of stalls, heaters, umbrellas, barriers or other articles used in connection with the outdoor consumption of food or drink

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.....
.....
.....
.....

Other items to be included in pavement seated area i.e. planters, menu boards (removable to overnight storage)

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.....
.....
.....

Please provide a plan showing the location of the premises and the proposed area covered by the pavement licence in relation to the highway, with measurements if possible. Please define the outside area on your plan with a red line.

Plan enclosed **Tick Box**

5. **Operational details**

(a) Do you wish to sell alcohol?

Yes **No**

If so, please give premises licence number.....

(b) Do you intend to provide food?

Yes **No**

Please give details.....
.....

(c) Please list days and times of operation of the pavement licence

Sunday from to
Monday from to
Tuesday from to
Wednesday from to
Thursday from to
Friday from to
Saturday from to

¹ Within the meaning of section 115A(1) Highways Act 1980

NB: The grant of a pavement licence will not alter the permitted hours on an associated planning permission and/or a premises licence for the premises. The serving of food and drink using furniture placed on the public highway must be in accordance with that already permitted by a planning permission and/or licence.

(d) What is the proposed duration of the pavement licence?

- 3 months
- 6 months
- 12 months
- Until 30 September 2021

6. Insurance

I enclose a copy of my public liability insurance certificate: **Tick box**

7. Evidence of the right to occupy the premises

Please provide the written consent of the landlord/leaseholder to your application including documentary evidence your right to occupy the premises

Copy of consent enclosed – Tick box

Copy of documentary evidence enclosed – Tick box

8. Evidence of site notice – please provide a photograph of the site notice

Photo of site notice enclosed – Tick box

9. Declaration

I declare that all of the information contained on this application form and its supporting documents is correct.

Signature of applicant

Please print name

Date

Please return this form to the licensing section licensingteam@dartford.gov.uk

DATA PROTECTION - We will collect and use your personal information to administer the pavement licensing process.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Business and Planning Act 2020
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the above legislation

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller dataprotection@dartford.gov.uk

Please refer to our [Corporate Privacy Notice](#) for further details of how we process your personal information and your rights.

SECTION 2 – TO BE COMPLETED BY DARTFORD BOROUGH COUNCIL

Decision

In respect of
Dartford Borough Council (the Licensing Authority) in exercise of its powers pursuant to the Business and Planning Bill 2020,

- **GRANTS** permission for a pavement licence in respect of any or all of the purposes specified in the application, in accordance with the attached conditions
- **GRANTS** permission for some or all of the part of the highway specified in the application, in accordance with the attached conditions

Licence expiry date.....

Licence number

Signed..... (On behalf of Dartford Borough Council)

Print name..... Date

Decision

In respect of
Dartford Borough Council (the Licensing Authority) in exercise of its powers pursuant to the Business and Planning Bill 2020,

REFUSES permission for a pavement licence for the following reason(s):

[detail reason(s) for refusal]

Signed..... (On behalf of Dartford Borough Council)

Print name..... Date