

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

IMPORTANT NOTES

1. Please read the mandatory, national and local licence conditions before completing this form.
2. Businesses which are eligible for this process include public houses, cafes, bars, restaurants, snack bars, coffee shops and ice cream parlours
3. The licence permits the business to use furniture placed on the highway to sell or serve food and drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.
4. All furniture should be removable to storage and not a permanent fixed structure.
5. Licences can only be granted in respect of highways listed in section 115A(1) Highways Act 1980. Generally these are footpaths restricted to pedestrians or are roads and places to which vehicle access is restricted or prohibited.
6. The applicant shall have adequate public liability insurance in place.
7. A licence shall run until 30 September 2021 unless otherwise stated on the licence
8. The fee will for a pavement licence is £100
9. 14 days may be required to process an application.

SECTION 1 – TO BE COMPLETED BY THE APPLICANT

1. Applicant

Name (and position if applicable).....
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. Details of proposed street furniture

Applicants are required to state the proposed type of furniture to be sited (e.g. plastic, wooden benches, deck chairs). This furniture should be removable to overnight storage.

Proposed number of tables **Proposed number of chairs**

Proposed furniture - Please give brief description of tables, chairs, stalls, heaters, umbrellas, barriers etc., including dimensions.

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Other items to be included in pavement seated area i.e. planters, menu boards –

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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. The plan must also include the following:

- dimensions for the area that the application pertains to;
- layout and dimensions of the tables and seating to indicate how the applicant will achieve the required minimum of 1 meter space between customers seated back to back;
- show where the seating will be located in relation to the entrance to the premises (social distancing required for staff entering & exiting the premises);
- If other equipment (i.e. A boards) is to be placed within the licensed area details of where this will be located so as not to cause an obstruction to pedestrians or for access to some of the proposed seating.

Plan enclosed - Tick Box

4. 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

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

3 months	<input type="checkbox"/>
6 months	<input type="checkbox"/>
12 months	<input type="checkbox"/>
Until 30 September 2021	<input type="checkbox"/>

5. Insurance

I enclose a copy of my public liability insurance certificate:

Tick box

6. Evidence of the right to occupy the premises

Please include a copy of your lease to the property to evidence the right to occupy the premises

Copy of lease enclosed – Tick box

7. **Covid Risk Assessment** to show what measures the business will put in place for cleaning and sanitising tables chairs, contact surfaces etc.

Copy of Covid Risk Assessment enclosed - Tick box

8. Declaration and Indemnity

I have read, understood and give my undertaking to observe and abide by the conditions of the licence and any other additional conditions, which may be listed as part of this licence supplied to me.

I have included valid public liability insurance, plan, Covid Risk Assessment and fee as requested.

I understand that the Licensing Authority has the right to revoke the licence and that no compensation will be payable.

In the event of Dartford Borough Council granting permission sought herein I agree to indemnify and hold harmless the Council from and against all actions in law or inequity, damages, statutory or common law losses, costs charges and expenses arising in manner whatsoever out of the placing of tables, chairs and other items on pavements.

Signature of applicant

Please print name.....

Date

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

SECTION 2 – TO BE COMPLETED BY DARTFORD BOROUGH COUNCIL

1. **Consent**

In respect of
Dartford Borough Council in exercise of their powers pursuant to the Business and Planning Bill 2020 **GRANTS/REFUSES*** permission for the placing of furniture on the street as specified above and stated in accordance with the conditions attached.

Special Condition(s)/Reasons(s) for refusal*
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Licence expiry date.....

Licence number

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

Print name..... Date