**APPLICATION FOR A PAVEMENT LICENCE UNDER BUSINESS AND PLANNING ACT 2020**

**This application form must be completed in full and legibly.**

A Pavement Licence is a temporary agreement to place “street furniture” on the highway for the consumption of food and drink. **You may also wish to consider an application for a Highways Amenity Licence under the Highways Act 1980 which allows for the consumption of refreshments on the highway, with some differences to a Pavement Licence**.

There is a nil fee

Pavement Licences issued under the Business & Planning Act 2020 are issued for a minimum of 3 months, but will usually expire at the end of 30th September 2021. No Pavement Licence will remain in force beyond the end of 30 September 2021.

The grant of a Pavement Licence is subject to “standard and national conditions” which can be found at <https://www.nottinghamcity.gov.uk/information-for-residents/transport-parking-and-streets/report-problems-and-find-out-about-highways-services/highway-licensing-orders-and-info/>

Where the applicant is not the owner of premises, written confirmation of consent to operate a Pavement Licence at the premises from the property owner(s), or, freeholder(s), or, managing agent is required.

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| Applicants must provide a Location Plan (to scale of 1:200) detailing the premises and the area sought to be used by the Pavement Licence highlighted in red (including dimensions), listing the name of the highway to be used, and detailing the layout of furniture. Images of the Street Furniture should also be submitted. **Please note that there are a number of Public Spaces Protection Orders (PSPOs) that ban the consumption of alcohol in public which apply in Nottingham and which ban the consumption of alcohol in a public place in the area designated by that Order. ‘Public Place’ includes highway. Pavement Licences issued under the Business and Planning Act 2020 do not override or suspend PSPOs that ban the consumption of alcohol in public. Copies of PSPOs which apply in Nottingham can be found on Nottingham City Council’s website. Please see the Home Office Guidance “Alcohol licensing: guidance on new temporary off-sales permissions” in relation to PSPOs.**  |
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| **DETAILS OF APPLICANT:**  |
| **FULL NAME:**  |
| **ADDRESS:**  |
| **POSTCODE:**  |
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| **TEL.** **NO.**  |
| **EMAIL:**  |

**DETAILS OF PREMISES:****PREMISES NAME:****ADDRESS:****POSTCODE:****TEL. NO.****DETAILS OF OWNER OF PREMISES:****OWNERS NAME:****ADDRESS:****POSTCODE:****TEL. NO.****EMAIL:****DETAILS OF HIGHWAY TO BE USED FOR PROPOSED PAVEMENT LICENCE:****NAME OF HIGHWAY:****BRIEF DETAILS OF THE NATURE OF THE BUSINESS****PLEASE INSERT:****DO YOU INTEND THAT YOUR CUSTOMERS WILL CONSUME ALCOHOL IN THE HIGHWAY?****YES/NO?** **(PLEASE NOTE THAT PUBLIC SPACES PROTECTION ORDERS (PSPOs) WHICH PROHIBIT THE CONSUMPTION OF ALCOHOL IN A PUBLIC PLACE APPLY IN NOTTINGHAM. PLEASE READ THE INFORMATION ON THE FIRST PAGE OF THIS APPLICATION FORM CAREFULLY AND NOTE THAT A PAVEMENT LICENCE DOES NOT OVERRIDE OR SUSPEND THE PROVISIONS OF PSPOs)** **DETAILS OF STREET FURNITURE PROPOSED (INSERT NUMBER OF ITEMS):****TABLES**  |
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| **COUNTERS** **UMBRELLAS:****BARRIERS****CHAIRS** **BENCHES****HEATERS****PLANTS****PROPOSED TIMINGS FOR USE OF OUTDOOR AREA (24 HOUR CLOCK FORMAT)****MONDAY FROM TO****TUESDAY FROM TO****WEDNESDAY FROM TO****THURSDAY FROM TO****FRIDAY FROM TO****SATURDAY FROM TO****SUNDAY FROM TO** |

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| **CHECK LIST:**  |
| **The following additional information must be submitted with your application form (please “tick” each box to confirm that you have enclosed the following additional information with your application):**  |

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| **The completed Temporary Pavement Licence Application Form:** **Fee:** *□*  | *□*  |
| **The Location Plan (scale 1:200) showing the name of the highway, the proposed area applied for (including dimensions), and the positions of the** **street furniture to be placed within the proposed area applied for:**  | *□*  |
| **Photographic images of the proposed Street Furniture**  | *□*  |
| **Proof of Owner’s Consent or Lease Holders Consent**  | *□*  |
| **Proof of Public Liability Insurance (to a minimum value of £5,000,000):**  | *□*  |
| **Copy of the A4 Notice placed at the proposed premises:**  | *□*  |
| **Please note that should you fail to provide all of the items listed below then your application will be deemed “void” and returned to you.** **PLEASE NOW COMPLETE THE DECLARATION ON THE FOLLOWING PAGE**[We attach the Council’s Privacy Notice here – contact the Information Governance team to discuss further]**Declaration** **I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.** **I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.** **Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |