

## PROVISION OF RECREATION & REFRESHMENT FACILITIES

### BUSINESS AND PLANNING ACT 2020

#### APPLICATION FOR A PAVEMENT LICENCE AREA (PLA)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also, and on occasions be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

The information you supply on your application will be in the public domain as required by law.

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer.

#### 1. APPLICANTS DETAILS

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

#### 2. ORGANISATION/BUSINESS DETAILS

Name of Business / Organisation	
Address of Business / Organisation (Head Office-if applicable)	
Registered Company Number (if applicable)	

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

### 3. REQUIRED PERMISSIONS

<p><b>Pavement Licence</b></p> <p>Do you hold an existing pavement licence issued by Leicestershire County Council?</p> <p>Do you hold an existing pavement licence with Charnwood Borough Council?</p>	<p>Yes                  No</p> <p>If yes please provide your licence number;</p> <p>Yes                  No</p> <p>If yes, please provide the date of issue</p>
<p><b>LICENSING ACT 2003 PREMISES LICENCE</b></p> <p>Do you hold a licence to sell alcohol or late-night refreshment under the above act?</p>	<p>Yes <input type="checkbox"/>          No          <input type="checkbox"/></p> <p>If yes, please provide your licence number _____</p>
<p><b>FOOD, HEALTH &amp; SAFETY REGISTRATION</b></p> <p>Have you registered your business with the Council's Food Safety Team?</p>	<p>Yes <input type="checkbox"/>          No          <input type="checkbox"/></p> <p>If yes, what date did you register? _____</p>
<p><b>PUBLIC LIABILITY INSURANCE</b></p> <p>Have you obtained public liability insurance covering your business, including the proposed pavement café area, for up to £5,000,000? (Please provide a copy of your insurance document at section4 – see checklist below)</p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/></p> <p>If yes, please provide policy number _____</p>
<p><b>AGREEMENT TO ABIDE BY Pavement Licence CONDITIONS</b></p> <p>We will not be able to process your application for a Pavement Licence without this confirmation.</p>	<p>Yes                  <input type="checkbox"/></p>

N.B. You should supply copies of any certificates/permissions with your application where you have answered yes to any of the above questions (see Section 4).

#### 4. DEFINITION OF THE PROPOSED AREA AND PROVISION OF DOCUMENTS

<p>Please provide the full name and address of the premise where the pavement licence is proposed.</p>	
<p>Please briefly describe the proposed area and attach pictures as appropriate.</p>	
<p><b>Please provide the following documents with your application.</b></p> <ol style="list-style-type: none"> <li>1. Proof of your Insurance cover</li> <li>2. Picture of the notice displayed on the premises</li> <li>3. Site Plan (showing layout of proposed pavement area at premises)</li> <li>4. A4 size location plan (this can be included as part of your site plan)</li> <li>5. Diagrams or photos of proposed street furniture, non-street furniture and barriers to be used (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.)</li> <li>6. Evidence you are consulting with neighbouring businesses/properties and neighbours e.g., frontage consent forms completed ready to pass to neighbours etc.</li> <li>7. Relevant other licences held</li> </ol>	<p><b>Checklist (tick if provided)</b></p> <div style="display: flex; flex-direction: column; align-items: flex-start;"> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> </div>

## 5. FURNITURE

You must provide as much detail as possible for all the street furniture items you are proposing to use, e.g., Numbers and types of items to be used.

Please detail the number of tables you wish to provide at the PLA.	
Please detail the number of chairs you wish to provide at the PLA.	
Please provide full details of any barriers you are proposing to use.	
Do you intend to provide umbrellas and/or parasols?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you intend to provide any outdoor heating appliances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please detail the number of bins you intend to provide	
Please provide details of any other items of furniture you intend to use as part of the pavement café  (e.g., menu boards, signs,) barriers, lighting equipment)	

## 6. TRADING DAYS, HOURS AND PERIOD

<p>Please tick the days when you would like the PLA to be open</p>	<table> <tr><td>Monday</td><td><input type="checkbox"/></td></tr> <tr><td>Tuesday</td><td><input type="checkbox"/></td></tr> <tr><td>Wednesday</td><td><input type="checkbox"/></td></tr> <tr><td>Thursday</td><td><input type="checkbox"/></td></tr> <tr><td>Friday</td><td><input type="checkbox"/></td></tr> <tr><td>Saturday</td><td><input type="checkbox"/></td></tr> <tr><td>Sunday</td><td><input type="checkbox"/></td></tr> </table>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>	Saturday	<input type="checkbox"/>	Sunday	<input type="checkbox"/>										
Monday	<input type="checkbox"/>																								
Tuesday	<input type="checkbox"/>																								
Wednesday	<input type="checkbox"/>																								
Thursday	<input type="checkbox"/>																								
Friday	<input type="checkbox"/>																								
Saturday	<input type="checkbox"/>																								
Sunday	<input type="checkbox"/>																								
<p>Please indicate the times when you would like the PLA to be open (please use 24hr clock).</p> <p><i>**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**</i></p>	<table> <tr> <th>DAY</th> <th>OPEN</th> <th>CLOSE</th> </tr> <tr><td>Mon</td><td></td><td></td></tr> <tr><td>Tues</td><td></td><td></td></tr> <tr><td>Weds</td><td></td><td></td></tr> <tr><td>Thurs</td><td></td><td></td></tr> <tr><td>Fri</td><td></td><td></td></tr> <tr><td>Sat</td><td></td><td></td></tr> <tr><td>Sun</td><td></td><td></td></tr> </table>	DAY	OPEN	CLOSE	Mon			Tues			Weds			Thurs			Fri			Sat			Sun		
DAY	OPEN	CLOSE																							
Mon																									
Tues																									
Weds																									
Thurs																									
Fri																									
Sat																									
Sun																									
<p>**Reasons for requesting to trade outside of permitted hours</p>																									
<p>Intended duration of the Pavement Licence</p>	<table> <tr> <th colspan="2">Intended Period of the PLA (please ✓the relevant box).</th></tr> <tr><td>3 mths</td><td></td></tr> <tr><td>6 mths</td><td></td></tr> <tr><td>9 mths</td><td></td></tr> <tr><td>To expire on the <u>30<sup>th</sup> September 2024</u></td><td></td></tr> </table>	Intended Period of the PLA (please ✓the relevant box).		3 mths		6 mths		9 mths		To expire on the <u>30<sup>th</sup> September 2024</u>															
Intended Period of the PLA (please ✓the relevant box).																									
3 mths																									
6 mths																									
9 mths																									
To expire on the <u>30<sup>th</sup> September 2024</u>																									

## 7. 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.

<b>PUBLIC NUISANCE</b>	
<b>PUBLIC SAFETY (INCLUDING CONSIDERATION OF NO OBSTRUCTION CONDITION)</b>	
<b>NON-SMOKING AREA PROVISION</b>	
<b>CRIME &amp; DISORDER</b>	

## 8. PUBLIC NOTICE

a) I confirm that I will display the required public notice on my premises, so that the public can see it, from the same day that I submit my application to Licensing.	Yes <input type="checkbox"/>
b) I confirm that the notice will show a 7-day period for public consultation, starting from the date after, the application is submitted to Licensing.	Yes <input type="checkbox"/>
c) I confirm a copy of this notice and photo of it on site will be sent to Licensing along with the application and accompanying documents.	Yes <input type="checkbox"/>

I hereby apply to Charnwood Borough 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 Charnwood Borough Council because of this application.

**SIGNED**  
**(Applicant)**

**DATED**

PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND **ALL**  
ACCOMPANYING DOCUMENTS TO [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk)

This authority is under a duty to protect the **public funds** it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also, and on occasions be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

Charnwood Borough Council collects personal information when you contact us for any services we provide and we will use this information to provide these services. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service, and this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice [www.charnwood.gov.uk/pages/privacynotice](http://www.charnwood.gov.uk/pages/privacynotice)