

PAVEMENT LICENCE APPLICATION

Before Applying:

1. Please ensure you have read and are able to comply with North Yorkshire Council's standard conditions for pavement licences. In all cases a 1.5 metre wide unobstructed pedestrian route must be maintained for those passing your premises.
2. Please read the guidance notes at the bottom of this application from prior to completion. If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Privacy Notice:

Local Authorities must protect funds it handles and so the information you have provided on this form may be used to detect and prevent fraud. The information may also be shared for the same purposes, with other organisations which handle public funds including data to be used as part of the National Fraud Initiative. Your personal data will not be used for any other purpose without your prior consent, except as permitted under the Data Protection Act 2018. For further information, please see our website.

If you require this document in an alternative format, please contact us.

APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE BUSINESS AND PLANNING ACT 2020

Part 1. Applicant details (Individual applicants)	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other [<i>please specify</i>]	
Surname:	
Other name(s):	
Home Address:	
Postcode:	
Phone (Daytime):	
Phone (Mobile):	
Email Address (<i>this is the address on which we will correspond with you in respect of your application</i>):	
Date of birth:	
Part 2. Applicant details (Businesses)	
Name:	
Registered Address:	
Post Code:	
Phone (Daytime):	
Phone (Mobile):	
E-mail address (<i>this is the address on which we will correspond with you in respect of your application</i>)::	
Registered number (where applicable):	
Part 3. Business premises details	
Trading Name:	
Postal Address:	

Post Code:	
Part 4. Use of the business premises	
<i>Please tick</i>	
I confirm that I have right to occupy the premises concerned by way of:	
Ownership/Part ownership of the title deed to the premises:	<input type="checkbox"/>
A current lease:	<input type="checkbox"/>
Other please stipulate:	
Is any of the proposed licence area in front of any other premises?	YES/NO
<i>If YES you will need to attach to this application evidence of consent from neighbouring frontage(s) to use footway space outside their property</i>	
Which of the following is the above business premises used for? <i>(please tick ONE of the following options):</i>	
Use as a public house, wine bar or other drinking establishment	<input type="checkbox"/>
Other use for the sale of food or drink for consumption on or off the premises	<input type="checkbox"/>
Both of the above uses	<input type="checkbox"/>
Part 5. Area of highway proposed to be used	
Please provide a description of the area of the highway to which this application relates: <i>(Please note you are also required to submit a scale plan of this area with your application)</i>	
Part 6. Relevant purpose the application relates to	
Which of the following relevant purposes do you wish to put furniture on the highway for? <i>(please select ONE of the following options)</i>	
To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	<input type="checkbox"/>
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	<input type="checkbox"/>
Both of the above purposes	<input type="checkbox"/>
Part 7. Days and Times	
During what times do you propose to place furniture on the highway on each of the following days:	Please use the 24hr clock, e.g. 10:00 to 20:00.

Mon	From:	To:
Tues	From:	To:
Wed	From:	To:
Thu	From:	To:
Fri	From:	To:
Sat	From:	To:
Sun	From:	To:

Part 8. Furniture to be placed on the highway

Please provide a description of the furniture you propose to place on the highway, including the numbers proposed. *(Please note you are required to provide photographs or brochures of the proposed furniture with your application. You must also show on the plan attached to this application where the furniture is to be sited).*

Tables:	
Counters/stalls/shelves:	
Chairs/benches/other seating:	
Parasols:	
Heaters:	
Barriers:	
Other (specify):	
Where will the above furniture be stored when not in use?	
What will be the arrangements for clearing and cleaning the space at the end of the day?	
Are you providing a waiter/waitress service?	

Part 9. Health and Safety considerations

Is it necessary to cross a public road to access the requested area?	YES/NO
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If YES please provide a copy of written safety procedures for staff and customers where appropriate.

Does the proposed location include the use of loading bays?	YES/NO
Please identify any obstacles in or nearby to the proposed area which may present a hazard for customers and employees. For example bus stops, road traffic, existing fencing etc.:	
Section 10. Date of application	
Please state the date that this application for a pavement licence is being submitted	
Section 11. Checklist for documents to include with application	
Please note that your application will not be considered complete and the public consultation period of 7 days will not begin unless all of the following documents have been submitted:	
A plan showing the exact location and dimensions of the area to be licensed highlighted in red together with the location of the proposed furniture and distance to the edge of any pedestrian area.	<input type="checkbox"/>
Photos or brochures showing the proposed type of furniture	<input type="checkbox"/>
In making this application there is a requirement for the applicant to affix a notice to the premises, so it is easily visible and legible to the public on the day they submit the application to the Council. The notice must remain in place for 5 working days beginning the day after the application is submitted. We would encourage you to take and retain photos showing the notice in position from a distance and close up.	<input type="checkbox"/>
Evidence of Public Liability Insurance (£2 million)	<input type="checkbox"/>
Evidence of consent from owner of neighbouring frontage to use footway space outside their property (if applicable)	<input type="checkbox"/>
Copy of written safety procedure (if applicable)	<input type="checkbox"/>
Section 12. Declarations by applicant	
I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted. I understand I must hold and maintain public liability insurance up to a value of £2million. I understand my application will not be considered to be complete until all the required documents and information has been provided and the application fee has been paid. I understand that the application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked. I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.	<input type="checkbox"/>
Part 13. Signature of applicant	
Signature:	

Print Name:	
Date:	

Guidance notes - Completing the form

Section 1

Complete this section if you are applying for the licence as an individual and section

Section 2

Complete this section if you applying in another capacity, for example as a limited company.

Section 3

Provide details of the business premises that the pavement licence will be used in conjunction with.

Section 4

Tick one of the options to indicate how you occupy the premises and what purpose the business premises is used for.

Section 5

Describe the area of highway that you want to place the removable furniture on. The description should indicate the proximity of the area of highway to the business premises and give details of the dimension of the area.

Section 6

A pavement licence can only be used to authorise the placing of removable furniture on the highway for certain “relevant purposes.” Please tick one option to indicate what purpose(s) the removable furniture placed on the highway will be used for if a licence is granted.

Section 7

Please indicate the times you would like to place removable furniture on the highway for on each day of the week using the 24 hour clock.

Section 8

Use this section to describe the removable furniture you wish to place on the highway. You should provide full details including the nature of the furniture, the size of the furniture and the number of items of furniture you wish to place on the highway.

Section 9

Please complete the health and safety section. Applications for proposed licence areas across a road will need additional information to be submitted alongside the application.

Section 10

Please specify the date on which the application is being made. Please note that the application will not be considered complete until all required documents and the application fee have been received.

Section 11

Use this checklist to make sure you have submitted all required documents.

Section 12

The applicant must complete this section to confirm they have read and understood the declarations listed.

Section 13

This final section is to record the signature of the applicant.

Counter Terrorism

In respect of your application for a Pavement Licence please incorporate the free advice outlined below into your business. Carrying through with this advice will make you, your business, your business community and your customers safer, and the business more resilient to any form of terrorist attack.

It is a fact that strong business communities that are connected act as a huge deterrent to any planned terrorist attack.

- Download the 'Urim' app in [Google Play](#) or [App Store](#). Then email ct@highfieldlearning.com to request a user name and password. This app provides you with all you need to know about protecting your business from terrorism.
- Based on information on the app develop a 'Security plan' for the business which incorporates such things as an 'incident management' section for how to respond to an attack, discovery of a suspect device, evacuation and lockdown.
- Ensure that you and all your staff attend the basic ACT awareness course online. To register please visit: <https://ct.highfieldlearning.com/> .
- It is important that customers who are sat outside on the pavement area are able to have a good view up and down the street in order to be able to react to any developing incident. The placing of chairs and tables should take advantage of any street furniture that can offer some protection in the event of a vehicle been driven at them and finally those seated outside your premise should be able to disperse quickly and safely in the event of an incident.
- Consider taking out insurance which covers you from acts of terrorism. Insurance against the damage caused by terrorist acts is generally available but typically at an additional premium. Adequate cover for loss of revenue and business interruption during a rebuild or decontamination is expensive even where available from the limited pool of specialist underwriters. Full protection against compensation claims for death and injury to staff and customers caused by terrorism is achievable, albeit at a cost.

Pool Reinsurance Company (Pool Re) <https://www.poolre.co.uk> is an excellent example of a public-private partnership set up specifically to mitigate the financial impact of a terrorist attack. Pool Re and the police have worked together to develop the Loss Mitigation Credit: a discount on insurance premiums for businesses implementing the Government's

accredited Protective Security Improvement Activity. This benefits both businesses and security.'