



PAVEMENT LICENCE APPLICATION FORM

Business and Planning Act 2020

Please refer to the guidance notes before completing.

Section 1: Local Authority

Please specify which Local Authority you are applying to

Merton **Richmond** **Wandsworth**

Section 2: Applicant Details

The applicant can be an individual or other legal entity, please state if you are applying as:

- An Individual – Please complete the details for Individual Applicants
- Limited Company – Please complete the details for Other Applicants
- Other – Please complete the details for other applicants and specify further details

Individual Applicants	MR <input type="checkbox"/>	MRS <input type="checkbox"/>	MISS <input type="checkbox"/>	MS <input type="checkbox"/>	Other
	First name:		Surname:		
Other Applicants	Limited Company <input type="checkbox"/>		Other: <input type="checkbox"/>		
	Name:		Registered Number:		
Address (all applicants)	<i>For individual applicants this should be your home address, for other applicants this should be your registered address.</i>				
Post Code					
Email Address			Phone Number:		

Section 3: Business Premises Details

Please give details of your premises where you intend to use the Pavement Licence

Trading Name:					
Premises Address					
	Post Code:		Phone Number:		
Which of the following applies to your premises?					
<i>(Please note, if none apply you can not apply for a Pavement Licence. You may apply for a Street Trading Licence to sell other products, and further information is available on our website)</i>					
<input type="checkbox"/>	Use as a public house, bar or other drinking establishment				
<input type="checkbox"/>	Other use for the sale of food or drink for consumption on or off the premises				

Section 4: Relevant purpose to which the application relates

Which of the following relevant purposes do you wish to put furniture on the highway for?:
 (Please tick one or both options if applicable. If neither option applies to you, you may not apply for a Pavement Licence and your application will be rejected)

<input type="checkbox"/>	To sell or serve food or drink supplied from the premises, or in connection with the premises
<input type="checkbox"/>	For customers to consume food or drink supplied from the premises, or in connection with the premises

Section 5: Area of the Highway proposed to be used

Please provide a description of the area of the highway including street name and the exact part of the highway to which this application relates. (You are also required to submit a plan of this area with your application – notes of what to include in your plan are included at the end of this form)

Size of Area – Please specify (in metres) how big the area covered by the Pavement Licence will be:

Length <i>(measured along the highway in front of your premises)</i>		Width (or depth) <i>(measured outwards from the front of your premises)</i>	
How much room will be left for pedestrians to pass without having to step into the road?			

Section 6: Furniture to be placed on the Highway

Please provide a description of the furniture you propose to place on the highway (you may also provide photographs or brochures of the proposed furniture with your application to provide further details on what you propose)

Type of furniture	Numbers	Finishes (materials)	Size (width, depth, height)
Counters or Stalls			
Tables			
Chairs			
Umbrellas			
Planters			
Other (please specify)			

Section 7: Days, Times and Duration of the Licence

During what times do you propose to place furniture on the highway on each of the following days:
Please use the 24 hour clock.

Day	Start	Finish time for customer use	Latest time furniture will be removed:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Section 8: Conditions

All licences will be granted subject to the Standard Conditions by default, and any additional conditions the Council considers necessary.

Are you able to comply with all of the Councils Standard Conditions for Pavement Licences, including the condition for hours of use?

Yes No

Please can you specify if there are any Standard Conditions you wish to remove or vary. You may also propose any other alternative or additional conditions for consideration with your application.

Please note, any request to remove Standard Conditions is less likely to be granted if satisfactory alternative conditions are not proposed. If you have stated that you are not able to comply with the Standard Conditions and no satisfactory alternative is proposed, your application is more likely to be rejected.

Conditions to Remove:

Conditions to Vary:

Proposed Alternative/Additional Conditions:

Section 8: Conditions (Continued)

If applicable, please provide reasons and/or your rationale for requesting to remove or vary the Standard Conditions. The clearer your reasons are, the easier it will be for any consultees and the decision maker to understand what you are trying to achieve and what effect your proposal will have:

Section 9: Other Licences

Please can you provide details of other licences that are held in connection with the Premises and the proposed use for the Pavement Licence

Licence Type	Licence Number	Brief description of what the licence authorises
<input type="checkbox"/> Licensing Act 2003 Premises Licence		
<input type="checkbox"/> Street Trading Licence		
<input type="checkbox"/> Other (please specify)		

Section 10: Further Information

Is there any further information you would like to add in support of your application? You may also provide additional documents with your application by email, such as continuation sheets where necessary, photographs of the site and proposed furniture, or anything else you believe will support your application.

