

CANNOCK CHASE DISTRICT COUNCIL

BUSINESS AND PLANNING ACT 2020

APPLICATION FOR A PAVEMENT LICENCE

(Please note that this application form and the information provided upon it, will be posted on the Council's website during the application period).

1. Applicant details (Individual)	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
Postal Address	
Post Town	Post Code
Phone number (Day)	Phone number mobile
Email address	
Date of Birth	NI Number
2. Applicant details –other applicants (eg companies)	
Name	
Registered address	
Post town	Postcode
Phone number (daytime)	Phone number (mobile)
Email address	
Registered number (where applicable)	
3. Trading name and address of business premises	
Post town	Postcode

4. Proposed location of pavement licence and area to be used :

5. Proposed days and times of operation of the pavement licence:

(Please use the 24 hrs clock eg from 09:00 to 17:00)

Monday:	from	:	to	:
Tuesday:	from	:	to	:
Wednesday :	from	:	to	:
Thursday:	from	:	to	:
Friday:	from	:	to	:
Saturday:	from	:	to	:
Sunday:	from	:	to	:

6. Details of proposed furniture (including numbers of tables and chairs)

Please give a brief description of number of tables and chairs as well as suppliers and technical details where appropriate of proposed furniture including any barriers and outdoor heaters. Photographs/illustrations are welcome.

7. How many of these tables and chairs will be provided for non-smokers?

The legislation requires that licence holders make reasonable provision for non-smokers. This must include clearly signed smoking and non-smoking areas (with signage) , tables without ashtrays and a 2M distance between the two separate areas.

Which of the following is the business premises used for? (please select <u>one</u> of the following options)	
Use as a public house, wine bar or other drinking establishment	
Other use for the sale of food or drink for consumption on or off the premises	
Both of the above uses	
9. Relevant purpose to which to application relates:	
Which of the following reasons do you wish to put furniture on the highway? (please select <u>one</u> of the following options)	
To sell or serve food or drink supplied from, or in connection with the relevant use of the premises	
For the purposes of consuming food and drink supplied from, or in connection with the relevant use of premises	
Both of the above purposes	
10. Checklist for documents to be submitted with this 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 with your application.	
<ul style="list-style-type: none"> • Location Plan <input type="checkbox"/> • Site/Seating Plan <input type="checkbox"/> • Barrier/Table and Chair Details <input type="checkbox"/> • Public Liability Insurance certificate <input type="checkbox"/> 	
11. General information	
<p><u>Location plan</u> Please supply a scale A4 plan clearly outlining the premises and the location of the proposed outdoor seating area.</p> <p><u>Site/Seating plan</u> Please supply a scale copy of a site plan showing the following information:</p> <ul style="list-style-type: none"> • Access points • Building lines • Boundaries • Kerbs • Dimensions of seating area • Table and chair arrangement • Other furniture/items layout • Plan and elevations of barriers/enclosure <p><u>Payment</u> Cannock Chase District Council does not charge for a Pavement Licence application.</p>	

Please note that Cannock Chase District Council hold and use data in accordance with Data Protection legislation. You should be aware that by signing this form you are agreeing that the information you have provided within it may be used and shared with other departments and agencies in order to assist in the prevention and detection of crime and to protect public funds.

How we use your personal information

The information that you have provided will be used by Cannock Chase Council, who are the data controller, to allow us to carry out our statutory obligations in relation to the administration, compliance and enforcement of the licensing function within the District. We will only share your information with agencies involved in licence processing or licensing enforcement where the law requires or permits us to do so.

For further information, please see: <https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notices>

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 have completed a risk assessment for the use of the proposed pavement licence area and I am able to produce it for inspection upon request.

I understand I must hold and maintain public liability insurance.

I understand my application will not be considered to be complete until all the required documents and information have been provided and that once it is accepted as valid, it will be published on the Council's website as required by the legislation.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

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.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law.

Signed	
Print name	
Position in Company (if applicable)	
State the date on which this application is submitted	

Please submit this application and all other required documents and plans etc by email to:

Licensingunit@cannockchasedc.gov.uk

Contact details:

Cannock Chase District Council

Licensing Unit

Civic Centre

PO Box 28

Beecroft Road

Cannock

Staffordshire

WS11 1BG

Phone: 01543 462621

Email: Licensingunit@cannockchasedc.gov.uk