



BUSINESS AND PLANNING ACT 2020

APPLICATION FOR A PAVEMENT LICENCE

Before completing this form, please ensure you are familiar with the requirements detailed in the Pavement Licence guidance.

You must provide a plan showing the location of the premises and the proposed area to be licensed in relation to the highway (including barriers, position of furniture etc.)

I/weapply for a pavement licence and submit the following particulars (***please use BLOCK CAPITALS***):

1. Applicant's Full Name:	
2. Trading Name (if any):	
3. Address of Premises:	
4. Type of Business (wine bar, sandwich bar, etc.):	
5. Telephone No: Email :	
6. General Description of food/drink to be served (e.g. alcoholic beverages / hot meals, etc.):	
7. State area of use on the highway (must be adjacent to your premises)	

Note: Applicants are required to supply a specification for all items proposed. This should be supported by photographs, sketches, clear photocopies and/or technical details (dimensions / colours / materials etc.).

Opening Hours:

Monday to Thursday - From To

Friday to Sunday – From To

Days / Hours that it is proposed to put furniture on the highway:**Hours after 22.00hrs will require approval from Licensing Unit
(Security and other additional measures may be required)**

Monday	From:	To:
Tuesday	From:	To:
Wednesday	From:	To:
Thursday	From:	To:
Friday	From:	To:
Saturday	From:	To:
Sunday	From:	To:

DETAILS OF PROPOSED STREET FURNITURE

Proposed No. Of Tables or Counters/Stalls

Proposed No. Of Chairs/Benches

Please give a full description of all proposed furniture (continue on a separate sheet if necessary)

DETAILS OF PROPOSED BARRIERS **this must include measurements of how far in front of the premises the proposed area will be*

Please give a full description of the proposed barriers – include measurements from the front of the premises to how far out the proposed area will be (continue on a separate sheet if necessary)

DETAILS OF SERVICING ARRANGEMENTS

Please give details of customer toilet facilities and also furniture storage facilities (continue on a separate sheet if necessary)

Note: Once you have submitted your application and plan you cannot increase the amount of furniture you put out, you must stay within the capacity stated and it must be proportionate to the size of your premise. If changes are required, a fresh application will need to be made and consulted upon.

You must also include in this application:

- ☐ Payment of the relevant £200 fee (call 01543 462621)
- ☐ A copy or photograph of the notice being displayed at the premises
- ☐ Evidence of public liability insurance for the area to be used

Date: _____

Signed: _____

For more information, please visit:

www.cannockchasedc.gov.uk/business/licensing-permits/application-forms/licensing

How we use your personal information: The information that you have provided on this form will be used by Cannock Chase District Council, who are the data controller, for the processing of your application and providing you with a licence.

We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so.

For further information, please see www.cannockchasedc.gov.uk/council/about-us/data-protection/data-protection-privacy-notices