

## **Pavement Licence Applications**

Obtain an electronic application form online using the following link:

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

You must include the following or the application will not be processed:

- The application
- A complete plan of the premises with areas to be licensed outlined in red.
- A copy of public liability insurance
- The relevant £200 fee (call 01543 462621)
- Copy/photograph of the notice being displayed

Submit application form electronically along with the supporting documents & make payment to the Licensing Unit



Your application will then be checked and processed.

The application will be sent to Police Licensing, Highways, Fire Service and Env Health for consultation.

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You are required to display a public notice (using template provided) at the front of the premises for 14 days & advise neighbouring properties of your intentions.

Notice to be displayed the same day as application submitted

Proof of this is required to be sent to Licensing before the licence issued.

If no objections have been received, your pavement licence will be processed.

Conditions will be attached to the licence from Police Licensing & CCDC concerning your responsibilities with litter clearance, ASB and other necessary requirements

**N.B**. Once you have submitted your application 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.