

# New Pavement Licence Application Form

This form can be used to apply for a new 1 Year Pavement Licence, as introduced by the Levelling-up and Regeneration Act 2023. Once completed please send to The Licensing Team, Assurance & Public Protection, 2 Bristol Avenue, Colindale, London, NW9 4EW, or to [licensingadmin@barnet.gov.uk](mailto:licensingadmin@barnet.gov.uk)

Applicant Details			
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Other Title (for example, Rev)			
Surname		First names	
I am 18 years old or over <input type="checkbox"/> Please tick yes			
Current postal address			
Post Town		Postcode	
Daytime contact telephone number			
Mobile Number			
E-mail address			
Premises Details			
Name of Business			
Address of Business			
Post Town		Postcode	
Premises Telephone Number			

Please describe the type of furniture used (please tick)

TABLES	CHAIRS	STALL	COUNTER	A BOARD	GAZEBO	OTHER : (please specify)

Select the days of the week you wish to trade (please tick)

MON	TUES	WED	THURS	FRI	SAT	SUN

The below information/documentation needs to be sent to the Licensing Team with your completed application form and fee.

Please note that if you have not provided the necessary documents then your application will not be granted.

<ul style="list-style-type: none"> <li>• Evidence of PUBLIC LIABILITY INSURANCE in respect of anything to be done pursuant to the licence as the authority may require</li> </ul>	
<ul style="list-style-type: none"> <li>• A plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown</li> </ul>	
<ul style="list-style-type: none"> <li>• Photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied</li> </ul>	
<ul style="list-style-type: none"> <li>• Evidence that you have displayed the notice of application on the premises (for example photograph)</li> </ul>	
<ul style="list-style-type: none"> <li>• Appropriate Application Fee of £500</li> </ul>	

**Declaration**

**I, the undersigned, understand and agree that:**

- (1) No street trading will take place until such time as a Pavement Licence has been granted for my premises**
- (2) Any damage to the public highway resulting from your trading activities that requires repairs to be carried out by the council, will be charged to, and paid for in full by the permission holder.**
- (3) Public liability insurance covering a minimum of £2million shall be in place for the premises. This Public Liability Insurance must cover for the period in which I occupy the public highway as required in the conditions.**

**I (the applicant) confirm that the above details are correct, and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the London Borough of Barnet. I also acknowledge the need for me to pay the prescribed fees that are imposed by the London Borough of Barnet.**

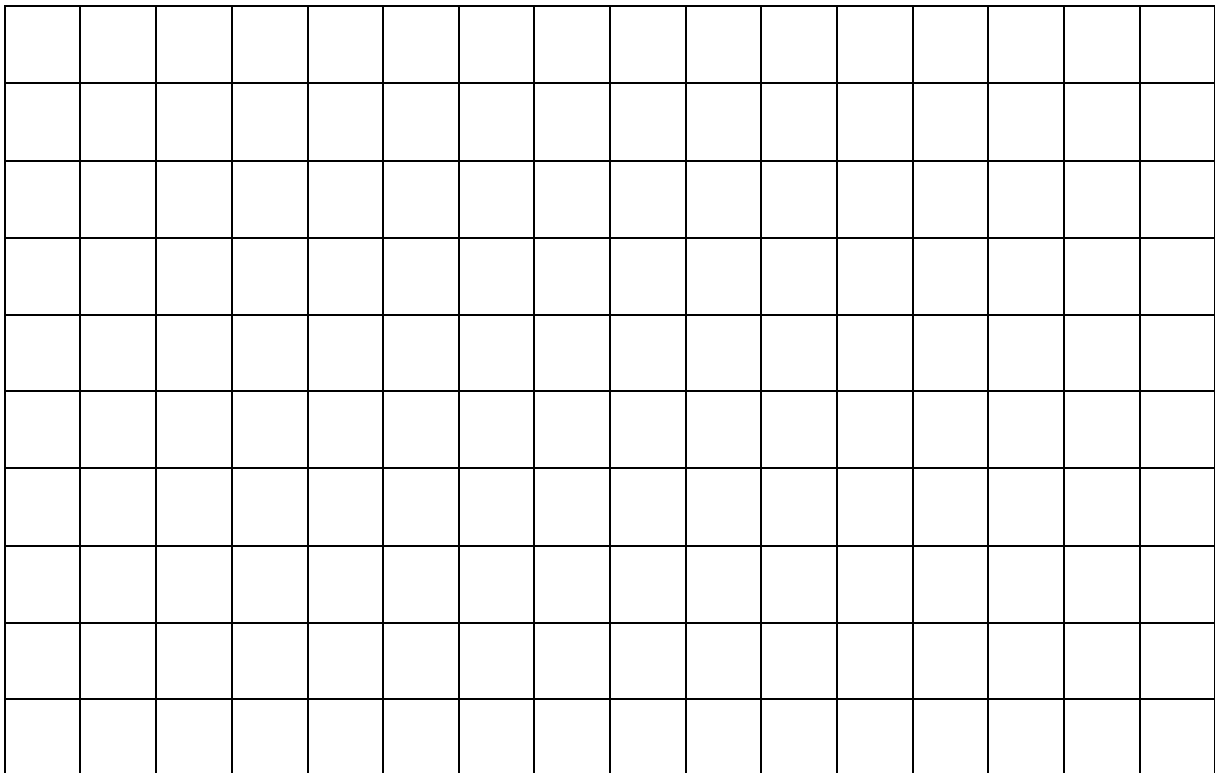
<b>Signed</b>		<b>Print Name</b>	
		<b>Date</b>	

## Pavement Licence Furniture Location Sketch

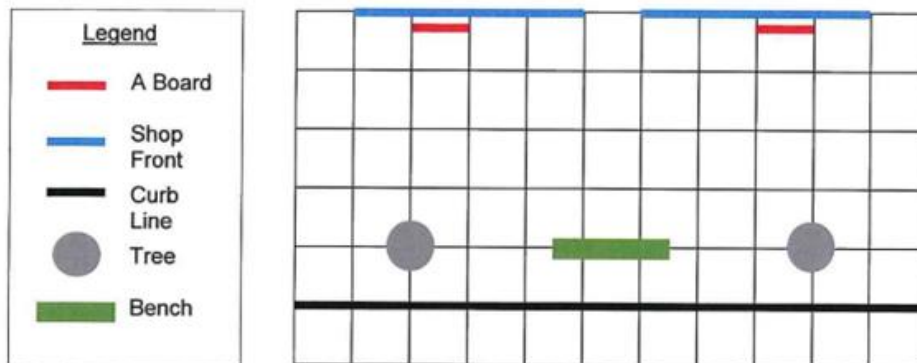
Please sketch on the grid below the location that you propose to place furniture (tables, chairs, stalls, umbrellas etc). Please note that your sketch should be provided in scale 1:100 (1cm box represents 100cm (1m)) If you are unable to provide the plan to scale you will need to show the appropriate measurements in centimetres (cm) and meters (m)

In providing this sketch you are reminded to show the following information:

- The front of the shop showing the entrance door onto the highway
- The location of the curb
- Any fixed street furniture or obstructions between your premises and the curb (i.e. trees, telephone boxes, bins, bus stops, benches etc.)
- The proposed location of your A Board/Gazebo/serving counters/tables & chairs etc
- A legend to identify the different items shown on the sketch



**Example:**



**NOTICE OF APPLICATION FOR A NEW PAVEMENT LICENCE**

**Notice is hereby given that (a)**

**has/have applied to the Licensing Authority of London Borough of Barnet for a new Pavement Licence to permit the following street trading activities (b):**

<b>To sell or serve food or drink from a designated area</b>	
<b>To allow for the consumption of food or drink bought from the premises (tables and chairs)</b>	

**Outside of the premises (c)**

**The licence seeks to permit**

- (d)**.....
- .....
  - .....
  - .....

**A register of licensing applications can be seen on the London Borough of Barnet's Licensing web pages.**

**Any person wishing to submit relevant representations concerning this application must give notice via email to [licensingadmin@barnet.gov.uk](mailto:licensingadmin@barnet.gov.uk) or in writing to London Borough of Barnet, Licensing Team, Bristol Avenue, Colindale, London, NW9 4EW stating in detail the grounds of the representation no later than:**

**(e)...../..... / .....**

**The Council will not entertain representations where the writer requests that his/her identity remains anonymous. Copies of all representations will be included in any papers presented to the Licensing Authorities Sub Committee and will therefore pass into the public domain.**

**Dates this.....day of.....**

**Signed**

.....

**Notes: This notice must be displayed on the front of the premises where it is visible to passers by at all times for a continuous period of 7 days starting with the day after a valid application was received by the Licensing Authority.**

**(a) full name of applicant; (b) select the activities you are applying or; (c) name of the premises; (d) full postal address of the premises; (e) description of what has been added/varied on the licence (f) the last date that valid representations can be made to the Licensing team. This date is calculated as being 5 working days (i.e. not including weekends or bank holidays) after the date that the valid application was received (starting with the day after the application was deemed valid).**