

# Pavement Licence Application Form

This form can be used to apply for a Pavement Licence as introduced by the Business and Planning Act 2020. Once completed please send to The Licensing Team, Community Protection (Regulation), 2 Bristol Avenue, Colindale, London, NW9 4EW, or to [licensingadmin@barnet.gov.uk](mailto:licensingadmin@barnet.gov.uk)

| Applicants 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 |  |          |  |

|  |   |
|--|---|
| <b>When do you want the premises licence to start?</b><br>(Leave this date blank should you wish for it to take effect as soon as possible)                      | Day Month Year<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>If you wish the licence to be valid only for a limited period, when do you want it to end?</b> (Leave blank if you wish the maximum licence period permitted) | Day Month Year<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

| Please specify the purpose for which the furniture will be used:                  | Please tick |
|---|-------------|
| To sell or serve food or drink (Display of goods or counter Service)              |             |
| For the consumption of food or drink bought from the premises (tables and chairs) |             |
| Display of goods (not food or drink products)                                     |             |

| Please describe the type of furniture used<br>(please tick) |        |       |         |                             |
|---|--------|-------|---------|-----------------------------|
| TABLES  | CHAIRS | STALL | COUNTER | OTHER :<br>(please specify) |
|   |        |       |         |                             |

| Select the days of the week you wish<br>to trade (please tick) |      |     |       |     |     |     |
|--|------|-----|-------|-----|-----|-----|
| MON  | TUES | WED | THURS | FRI | SAT | SUN |
|  |      |     |       |     |     |     |

| The below information/documentation needs to be sent to the Licencing 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.                                   |  |
| • Evidence of <b>PUBLIC LIABILITY INSURANCE</b> in respect of anything to be done pursuant to the licence as the authority may require         |  |
| • A plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown |  |
| • Evidence of the right to occupy the premises e.g. the lease  |  |
| • Photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied                 |  |
| • evidence that you have displayed the notice of application on the premises (for example photograph)  |  |
| • Appropriate Application Fee of £ 100   |  |

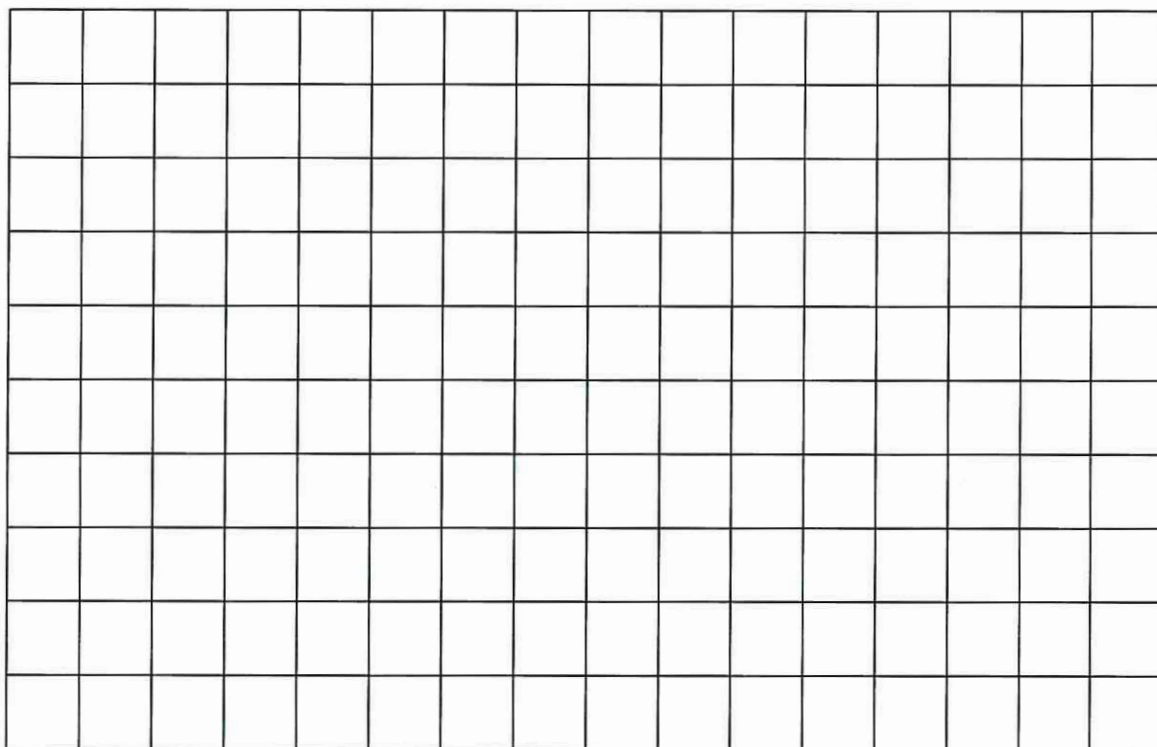
| Declaration  |            |
|--|------------|
| I, the undersigned, understand and agree that:   |            |
| (1) No street trading will take place until such time as a Pavement Licence has been granted for my premises   |            |
| (2) Any damage to the public highway resulting from your 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 <b>Public Liability</b> 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. |            |
| Signed   | Print Name |
|  | Date       |

### 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
- A legend to identify the different items shown on the sketch



**Example:**

| <u>Legend</u> |            |
|---------------|------------|
|               | A Board    |
|               | Shop Front |
|               | Curb Line  |
|               | Tree       |
|               | Bench      |

