

Appendix 1 – Application form

Application for the Grant/Renewal of a Pavement Licence
(Section 2 of the Business and Planning Act 2020)

All Applicants are advised to read the Council's [Pavement Licence](#) policy before completing/submitting an application to ensure they meet the criteria for the granting of a pavement licence.

APPLICATION TYPE (please tick the relevant box)	
Grant of a Pavement Licence	<input type="checkbox"/>
Renewal of pavement licence	<input type="checkbox"/>

Applicant's name:	
Address & Postcode:	
Telephone:	<input type="text"/>
E-mail:	<input type="text"/>

Agent Details (if applicable):	
Address & Postcode:	
Telephone:	<input type="text"/>
E-mail:	<input type="text"/>

Name & Address of the premises to which this application relates:	
Telephone Number:	
<input type="text"/>	

Name of contact at the premises (if this differs from the applicant)	

Do you, the applicant occupy these premises as:

Freeholder Leaseholder Tenant Other (please specify)

Purpose of the application (please tick one or both)	
To sell or serve food or drink supplied from, or in connection with relevant use of, the premises.	
Use of the furniture by other persons for the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	

Relevant use of the premises (please tick one or both)	
Use as a public house, wine bar or other drinking establishment	
Use for the sale of food or drink for consumption on or off the premises	

What is the nature of the business at these premises? (please be specific)

Location (include photographs if possible):	
Size of area (m), Length:	
Width	

Number of tables, chairs and other items of removeable furniture proposed for use in the licensed area:	
Number of Tables	
Number of Chairs	
Number of Umbrellas	
Number of Heaters	

Other (please specify)	

Details of furniture and barriers e.g. type, colour, material, size (include photographs/images/brochures where possible)

Please indicate below the proposed days and times of operation for tables and chairs (please use 24-hour clock):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
End							

Checklist:

- Completed Application form.
- A valid Public Liability Insurance Certificate to the sum of at least £5 million
- A scale plan of the area (showing the location of all items to be placed in the licensed area)
- A location plan (showing both the area to be licensed and the premises relating to the application outlined in **RED**)
- A copy of your completed public notice (must be displayed on the premises for 14 days)
- Once your application has been received a member of the licensing team will contact you to make payment.

Your Signature

Date

Please return the completed application form to: licensing@stevenage.gov.uk or post to: Licensing Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, Hertfordshire, SG1 1HN.

Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link <http://www.stevenage.gov.uk/privacy-policy>

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