

**Appendix 2 – Public Notice**



**NOTICE for display by an applicant for a Pavement Licence.  
(Section 2 Business and Planning Act 2020).**

I/We (1), give notice that on (2) I/we applied to Stevenage Borough Council for a 'Pavement Licence' at: (3)

known as (4)

The application is for: (5)

Proposed days and times of operation:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
End							

Any person wishing to make representations regarding this application may do so by writing to:

Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN or by Email to: [licensing@stevenage.gov.uk](mailto:licensing@stevenage.gov.uk)

by: (6)

The application and information submitted can be viewed at [www.stevenage.gov.uk](http://www.stevenage.gov.uk)

Signed .....

Dated (10) .....

### **Guidance notes for applicants:**

Substitute the numbers with the following information:

- (1) name of applicant
- (2) date the application was made (i.e. submitted)
- (3) postal address of premises
- (4) name premises is known by
- (5) brief description of application (for example outdoor seating to the front of the premises for serving of food and drink]). Include the proposed times of operation in the table provided.
- (6) last date for representations being the date 7 days after the date that a valid application was submitted to the local authority (excluding public holidays)
- (7) date the notice was first displayed (must be the same date as (2))

A copy of this notice must accompany your application when it is made.

This notice must be clearly visible and readable during the entire consultation period. It will be checked during the consultation and if it is not displayed correctly then it is likely that the consultation period will be extended.

If it comes to light that the notice was not displayed properly after a licence has been granted, then the granted licence will be revoked.