

## PAVEMENT LICENCE NEW LICENCE APPLICATION FORM

Business and Planning Act 2020

Please refer to the guidance notes before completing.

### Section 1: Local Authority (Please specify which Local Authority you are applying to)

**Merton**       **Richmond**

### Section 2: Applicant Details

The applicant can be an individual or other legal entity, please state if you are applying as:

- An Individual – Please complete the details for Individual Applicants  
 Limited Company – Please complete the details for Other Applicants  
 Other – Please complete the details for other applicants and specify further details

|                          |   |                              |                                 |                             |       |
|--------------------------|---|------------------------------|---------------------------------|-----------------------------|-------|
| Individual Applicants    | MR <input type="checkbox"/>   | MRS <input type="checkbox"/> | MISS <input type="checkbox"/>   | MS <input type="checkbox"/> | Other |
|                          | First name:   |                              | Surname:                        |                             |       |
| Other Applicants         | Limited Company <input type="checkbox"/>  |                              | Other: <input type="checkbox"/> |                             |       |
|                          | Name:   |                              | Registered Number:              |                             |       |
| Address (all applicants) | <i>For individual applicants this should be your home address, for other applicants this should be your registered address.</i> |                              |                                 |                             |       |
| Post Code                |   |                              |                                 |                             |       |
| Email Address            |   |                              | Phone Number:                   |                             |       |

### Section 3: Business Premises Details

Please give details of your premises where you intend to use the Pavement Licence

|  |  |  |               |  |  |
|--|--|--|---------------|--|--|
| Trading Name:  |  |  |               |  |  |
| Premises Address   |  |  |               |  |  |
|  | Post Code:   |  | Phone Number: |  |  |
| Which of the following applies to your premises?   |  |  |               |  |  |
| <i>(Please note, if none apply you can not apply for a Pavement Licence. You may apply for a Street Trading Licence to sell other products, and further information is available on our website)</i> |  |  |               |  |  |
| <input type="checkbox"/>   | Use as a public house, bar or other drinking establishment                     |  |               |  |  |
| <input type="checkbox"/>   | Other use for the sale of food or drink for consumption on or off the premises |  |               |  |  |

## Section 4: Area of the Highway proposed to be used

In this box please provide a description of the area of the highway - including street name and the exact part of the highway to which this application relates. (You are also required to submit a plan of this area with your application – notes of what to include in your plan are included at the end of this form)

**Size of Area** – Please specify (in meters) how big the area covered by the Pavement Licence will be:

|  |  |   |  |
|--|--|---|--|
| <b>Length</b><br><i>(measured along the highway in front of your premises)</i>           |  | <b>Width</b> (or depth)<br><i>(measured outwards from the front of your premises)</i> |  |
| How much room will be left for pedestrians to pass without having to step into the road? |  |   |  |

## Section 5: Relevant purpose to which the application relates

Which of the following relevant purposes do you wish to put furniture on the highway for?:  
(Please tick one or both options if applicable. If neither option applies to you, you may not apply for a Pavement Licence and your application will be rejected)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | To sell or serve food or drink supplied from the premises, or in connection with the premises         |
| <input type="checkbox"/> | For customers to consume food or drink supplied from the premises, or in connection with the premises |

## Section 6: Furniture to be placed on the Highway

Please provide a description of the furniture you propose to place on the highway (you may also provide photographs or brochures of the proposed furniture with your application to provide further details on what you propose)

| Type of furniture      | Numbers | Finishes (materials) | Size (width, depth, height) |
|------------------------|---------|----------------------|-----------------------------|
| Counters or Stalls     |         |                      |                             |
| Tables                 |         |                      |                             |
| Chairs                 |         |                      |                             |
| Umbrellas              |         |                      |                             |
| Barriers               |         |                      |                             |
| Other (please specify) |         |                      |                             |

## Section 7: Days, Times and Duration of the Licence

During what times do you propose to place furniture on the highway on each of the following days:  
Please use the 24 hour clock.

| Day       | Start | Finish time for customer use | Latest time furniture will be removed: |
|-----------|-------|------------------------------|--|
| Monday    |       |                              |  |
| Tuesday   |       |                              |  |
| Wednesday |       |                              |  |
| Thursday  |       |                              |  |
| Friday    |       |                              |  |
| Saturday  |       |                              |  |
| Sunday    |       |                              |  |

## Section 8: Conditions

All licences will be granted subject to the Standard Conditions by default, and any additional conditions the Council considers necessary.

Are you able to comply with all of the Councils Standard Conditions for Pavement Licences, including the condition for hours of use?

Yes  No

Please can you specify if there are any Standard Conditions you wish to remove or vary. You may also propose any other alternative or additional conditions for consideration with your application.

***Please note, any request to remove Standard Conditions is less likely to be granted if satisfactory alternative conditions are not proposed.***

|  |  |
|--|--|
| <b>Conditions to Remove:</b>                       |  |
| <b>Conditions to Vary:</b>                         |  |
| <b>Proposed Alternative/Additional Conditions:</b> |  |

## Section 10: Additional Requirements and Applicant Declaration

The following documents must be provided with your application. If these are not provided your application will be rejected:

|  |  |
|--|--|
|  | <p>A copy of your Public Liability Insurance Certificate that covers your proposed use for the Pavement Licence.<br/><i>If you do not have Public Liability Insurance, your application will be rejected</i></p>   |
|  | <p>A clear plan of the area outside your premises which you propose to use. The plan should be drawn to scale or provided with clear dimensions showing the following:</p> <ol style="list-style-type: none"> <li>The location and size of the area in relation to your premises</li> <li>An indicative location where furniture shall be placed</li> <li>The space left on the highway for pedestrians to pass</li> </ol> |

Please can you read and tick the following requirements to confirm that you understand and will fulfil your obligations in order to make an application:

|  |  |
|--|--|
|  | <p>I understand that I am required to display a notice advertising my application at the premises referred to in this application. Failure to do so will lead to my application being rejected or to the revocation of my licence if the application is granted.</p>   |
|  | <p>I will send a photograph to the Local Authority of the notice I have displayed at the premises to demonstrate I have complied with this requirement</p>   |
|  | <p>I understand that I must maintain my Public Liability Insurance for the duration of the Licence.</p>  |
|  | <p>I understand my application will not be considered to be complete until all the required documents and information have been provided and the required application fee has been paid.</p>   |
|  | <p>I understand that any application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.</p>   |
|  | <p>I understand that the authority is under a duty of the Data Protection Bill 2018 and General Data Protection Regulations and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <a href="http://www.merton.gov.uk/legal.htm">http://www.merton.gov.uk/legal.htm</a></p> |
|  | <p>I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.</p>  |

|                     |  |
|---------------------|--|
| Date of Application |  |
| Signed              | <p>Please accept my email attaching this application as my digital signature</p> <p>Yes</p> <p>Full Name</p> |

## Section 11: Contact Details

Please provide contact details for the application if different to the applicant (e.g. a solicitor or agent)

|              |  |              |  |
|--------------|--|--------------|--|
| Name         |  | Role         |  |
| Organisation |  |              |  |
| Address      |  |              |  |
| Email        |  | Phone Number |  |