

## Appendix 3



**Broxtowe Borough Council**  
**Licensing Section**  
**Public Protection Division**  
**Council Offices, Foster Avenue,**  
**Beeston, Nottingham, NG9 1AB**  
**Phone: 0115 917 7777**  
**Email: [licensing@broxtowe.gov.uk](mailto:licensing@broxtowe.gov.uk)**

## APPLICATION FOR A PAVEMENT LICENCE (OUTDOOR SEATING)

A Pavement Licence is an agreement to place “street furniture” on the highway solely for the purpose of the consumption of food and drink. There is a fee payable for a Pavement Licence.

Pavement Licences issued under the Business & Planning Act 2002 can be applied for a minimum period of 12 months, or a maximum period of 24 months.

The grant of a Pavement Licence is subject to “National & Standard Conditions” which can be found at <https://www.broxtowe.gov.uk/for-business/licences-permits/business-licences/pavement-licences/>

Where the applicant is not the owner of premises, written confirmation of consent to operate a Pavement Licence at the premises from the property owner(s), or, freeholder(s), or, managing agent is required.

Applicants must provide a Location Plan (to scale of 1:200) detailing the premises and the area sought to be used by the Pavement Licence highlighted in red (including dimensions), listing the name of the highway to be used, and detailing the layout of furniture. Images of the Street Furniture should also be submitted.

### Duration of Pavement Licence:

Please tick below for how long you want the Pavement Licence to last:

12 Months

24 Months

### Details of Applicant:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Details of Premises:**

**Premises Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Details of Owner of Premises:**

**Owners Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Details of Highway to be used for proposed Pavement Licence:**

**Name of Highway:** \_\_\_\_\_

**Details of Street Furniture proposed:**

Insert the number of items that you intend to use as your Street Furniture:

**Tables:** \_\_\_\_\_ **Chairs:** \_\_\_\_\_

Counters:	_____	Benches:	_____
Umbrellas:	_____	Heaters:	_____
Barriers:	_____	Plants:	_____

**Proposed timings for use of Outdoor Area:**

Please complete in 24 Hour Clock format

Day of week	Start Time	Finish Time
Monday:	_____	_____
Tuesday:	_____	_____
Wednesday:	_____	_____
Thursday:	_____	_____
Friday:	_____	_____
Saturday:	_____	_____
Sunday:	_____	_____

**Checklist**

The following additional information must be submitted with your application form (please “tick” each box to confirm that you have enclosed the following additional information with your application):

- The completed Pavement Licence Application Form**
- The Location Plan (scale 1:200) showing the name of the highway, the proposed area applied for (including dimensions), and the positions of the street furniture to be placed within the proposed area applied for**
- Photographic images of the proposed Street Furniture**
- Proof of Premises Owners’ or Lease Holders’ Consent**
- Proof of Public Liability Insurance (to a minimum value of £5,000,000)**
- Copy of the A4 Notice placed at the proposed premises**

Please note that should you fail to provide all of the items listed below then your application will be deemed “void” and returned to you.

## **Completed Applications**

Completed applications should be sent by email to: [licensing@broxtowe.gov.uk](mailto:licensing@broxtowe.gov.uk) or by post to: **Broxtowe Borough Council, Licensing Section, Foster Avenue, Beeston, Nottingham NG9 1AB**

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

Broxtowe Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within Broxtowe Borough Council to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For more information explaining we process, store and retain your data please visit: [Legal & Privacy \(broxtowe.gov.uk\)](https://broxtowe.gov.uk/legal-privacy)

## **Declaration**

I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.

I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.

I confirm I have read the Privacy Notice above.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_