BUSINESS AND PLANNING ACT 2020

Schedule 22 Levelling Up and Regeneration Act 2023

Harlow Council

Working together for Harlow

APPLICATION FOR THE GRANT/RENEWAL OF A PAVEMENT LICENCE

Before completing this application please read any associated guidance that can be found on our website at www.harlow.gov.uk. If you need to provide additional information please do so on a separate appendix to this application and submit with all required documentation as requested

APPLICANT DETAILS		
Title:	**First name(s):**	**Surname:**
Postal Address:		
Post Town:		**Post Code:**
Phone (Home):		**Phone (Mobile):**
e-mail address:		
Date of Birth:		**NI number:**

BUSINESS PREMISES DETAILS	
Trading Name:	
Postal Address:	
Purpose for which the business premises are used? (please tick one of the following options)	
Use as a public house, wine bar or other drinking establishment	
Other use for the sale of food or drink for consumption on or off the premises	
Both of the above uses	

AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the part of the highway to which this application relates:
(Please note you are required to submit a scale plan of this area with your application)

*Plan Detail: A 1:100 or 1:150 scale site plan (where possible) showing the building line of the application premises and adjacent buildings, the location of the kerb line, the distance between the building line and the kerb line, the precise boundary of the proposed licensed area giving measurements of the width and depth of the area, the location of all accesses on your frontage including fire exits, the location of existing obstructions within or near to the street café area, e.g. lamp posts, bollards, trees etc. the size and location of the proposed tables, chairs and other furniture and the size and location of enclosure barriers.

RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for?
(please tick one of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	
Both of the above purposes	

DAYS AND TIMES

During what times do you propose to place furniture on the highway and on which of the Following days: Please use the 24hr clock.

Mondays	**to**	**Fridays**	**to**
Tuesdays	**to**	**Saturdays**	**to**
Wednesdays	**to**	**Sundays**	**to**
Thursdays	**to**		

FURNITURE TO BE PLACED ON THE HIGHWAY
Please provide a description of the furniture you propose to place on the highway **(Please note you are required to provide photographs or brochures of the proposed furniture with your application. Continue on a separate schedule if necessary)**

DIMENSIONS – SIZE AND LAYOUT	
What is the size of the proposed licensed area?	**Width (m):** **Depth (m):**
Proposed number of tables?	
Proposed number of chairs?	
Do you propose to use barriers around the edge of the licensed area? If YES, please describe the type of barriers	

CHECKLIST	Y/N
I have paid the fee of £500 for a new grant or £350 for a renewal application. Please make payment over the phone with our contact centre 01279 446655 between 9am – 4:45pm, if you can provide the following payment reference 19421 2772 and confirm receipts details once you have paid.	
I have attached photographic evidence of the public notice, which shall be displayed for 14 calendar days, starting on the day after the full application was submitted	
I have enclosed the plan showing the extent of the area and layout of the furniture.	
I understand a licence shall not be granted without first providing the correct level of Public Liability Insurance – £5million.	
I understand that if I do not provide information requested that my application will be rejected.	
I understand there is no assumed right of permission unless not determined within the required 28-day period.	
I understand where the Council refuse permission, the fees will not be refunded.	

DECLARATIONS BY APPLICANT
I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted. **I understand I must hold and maintain public liability insurance up to a value of £5 million.** **I understand my application will not be considered to be complete until all the required documents and information have been provided and the application fee of £500/£350 has been paid.** **I understand that the application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.** **I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.** **I understand that should my application be granted I will adhere to the conditions on the licence and that if conditions are breached then the licence may be revoked.** **I understand that failing to remove furniture following a revocation of the licence could mean that the council can recover the costs from the business for the removal and storage of the furniture and refuse to return the furniture until costs have been paid. I understand that failing to pay recovery costs within 3 months, the council may dispose of the furniture by sale or other means and retain the proceeds.** **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.** **I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.**

Date Submitted: **(Date of application)**	**Signed:**
	Print Name:

Please return this form with all relevant documents and proof that the application fee has been paid to:
licensing@harlow.gov.uk