

PAVEMENT LICENCE – LONDON BOROUGH OF HARROW BUSINESS AND PLANNING ACT 2020

<p>Please complete all sections of this form in BLACK ink and return it (with all necessary enclosures) to: Commercial Licensing, Civic Centre, PO Box 18, Station Road, Harrow HA1 2UT</p> <p>Or licensing@harrow.gov.uk</p>	For office use only	
	Fee Received:	
	Receipt Number:	
	Licence Number:	

Important Notes:

1. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. Gridded paper is provided at the back of the application for a plan if required
2. You may wish to keep a copy of the completed form for your records
3. Incomplete applications will not be processed and returned to the applicant

Section 1: Premises Details

1A Address / Location of Premises:

Trading Name of Premises

Address

.....

.....Post Code

Contact Number of Premises

1B Highway Area to be licensed:

Description

.....

Section 2: Applicant Details

2A Applicants Details (correspondence about the licence shall be sent to this person(s)):

Title First Name/s

Surname/s

Address

.....

.....Post Code

Contact Number Email

.....

Are you: The Owner of the Premises Yes / No

The Occupier of the Premises Yes / No

If you are the Occupier, please complete part 2B below, otherwise go to 2C

2B Owner / Leaseholder Details:

Title First Name/s

Surname/s

Address

.....

..... Post Code

Contact Number Email

A COPY OF THE RELEVANT PART OF THE LEASE SHOWING THE ABOVE AND RIGHT TO OCCUPY THE PREMISE MUST BE SUBMITTED WITH THIS APPLICATION

2C Permission

If the area where furniture is to be placed goes in front of any other premise, please confirm you have their permission and who they are

I can confirm that Has given permission for the area outside their premise to be used as part of my application?

Section 3: Trading Details

3A Date and Hours of Trade:

Please state the days and times during which the pavement licence will be operational

.....

Monday to Friday to

Tuesday to Saturday to

Wednesday to Sunday to

Thursday to

3B Length of Licence being applied for:

Please tick the relevant one.

3 months

6 months

1 year

Note – no licence can go beyond 30th September 2022.

Section 4: Furniture Type

4A Size and Location of Proposed Area to be covered by Pavement Licence

.....

.....

.....

4B Type being applied for (give numbers)

How many tables / counters / shelves are you applying for?

How many chairs / benches are you applying for?

How many picnic table style furniture are you applying for?

How many umbrellas are you applying for?

How many heaters are you applying for?

How many barriers are you applying for?

Please provide photos / brochures / information about the proposed type of furniture.

Note – you must show on the plan attached to this application where this furniture is to be sited

4C Purpose of the Furniture Proposed

Sell or serve food or drink

For use by other people for consumption of food or drink

Note – the food and / or drink must be supplied from, or in connection with, the premise stated in Section 1A. Any other use will not be covered by the pavement licence and be subject to enforcement.

Section 5: Enclosures and Disclosure

For all licence types:

- A** A completed and signed application form.
- B** Proof of right to occupy the premise, such as a lease, where relevant
- C** Information / photographs / Brochures of furniture being proposed.
- D** Where the proposed activity will take place at a fixed position a map to show all streets in the proximity of the proposed site within at least a radius of 500m of the proposed site should be submitted clearly identifying the proposed location by marking the site boundary with a red line with measurements.
- E** A copy of a valid certificate of insurance covering third party and public liability risks (no less £2million)
- F** The application fee of £50 (Please use the green 'Pay' button on our web page)

G A plan showing:

- i. The extent of the perimeter of the premises to which the proposed trading area will be sited. This should include the location of any entry / exit points to/from the premises
- ii. The extent of the trading area, clearly defined and showing the measurements in centremetres
- iii. The location of the proposed furniture and distance / location of any street furniture and edge of pedestrian area
- iv. Plans must be to a scale of either 1:100 or 1:50

General

Have you ever been refused a licence in the past? Yes / No

Is yes, please provide details:

.....
.....

Have you ever had a licence revoked? Yes / No

Is yes, please provide details:

.....
.....

Have you ever applied for a tables and chairs licence previously / currently? Yes / No

Is yes, please provide details:

.....

You must complete and display a public notice (see end of application form) for a period of 5 working days 24 hours after submitting the application to the Council. Failure to display will result in an additional 5 day display. Please state end date of consultation stated on your Notice

Declaration

I duly declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct, and giving false information is an offence. I declare that I have read, understood and agree to all of the terms and conditions outlined in the Pavement Licence and relevant guidance.

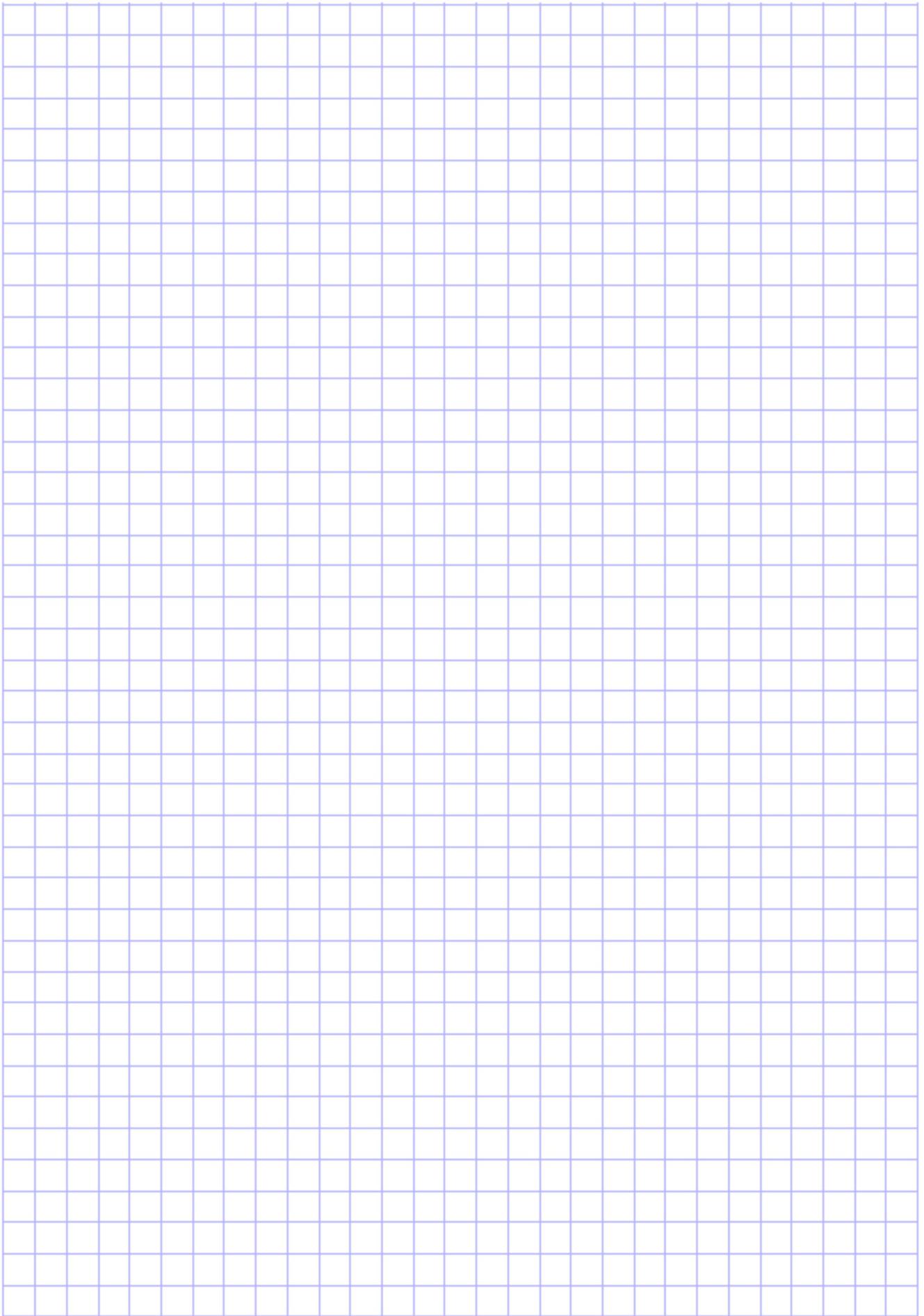
Signed:		Date:	
Print Name			

Applications cannot be accepted unless the correct fee has been paid. Licence fees are not subject to VAT Fees and must be paid for online at www.harrow.gov.uk You **MUST** enter the address of the premise the licence is being applied for as the reference. Failure to do this can result in delays.

By signing the application form you are declaring you have all necessary permissions to allow a licence to be issued to you, and accept that if this is later found not to be the case then the licence will be invalid and no fee / refund given.

Fees are not refundable and the Council cannot be held liable for any costs incurred and lost as a result of a revoking a licence. Rejection of a licence application will still incur the £50 cost as this solely covers the administration fee.

The information given may be held in manual or electronic form and will be subject to the provisions of the Data Protection Act 1998. The 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 share this information with other bodies responsible for auditing or administering public funds for these purposes.



NOTES (see full policy for all details, conditions and requirements)

Designate Trading Area

The designated trading area is the highway immediately outside the premises involved and will be as the plan, which has been agreed by the Council. All furniture under the terms of the licence shall be kept within the area. Any items outside of this area would not be covered by the licence and subject to enforcement for not being licenced.

Footway / Access

At all times, a minimum clear footways of 2 metres must be aimed for. You must take into consideration of the inclusive mobility guidance issued by Government, especially Section 3, that can be found at <https://www.gov.uk/government/publications/inclusive-mobility/inclusive-mobility>

Unforeseen Circumstances

The licensee must remove all furniture upon direction of a Council Officer, Police Officer or Public Utilities Company when circumstances make this necessary.

Change of Licensee Details

If the address or particulars of the licensee permanently changes, this must be notified to the Council in writing at once.

Access to Premise

The access through the trading area to the permanent premise shall be no less than the full width of the usable width of the entrance to the premises.

Obstruction to Street Furniture and Apparatus

There shall be no obstruction to sight lines, fire hydrants, manholes or other street furniture, etc. by goods or equipment within the trading area. The Public Utilities Companies, without compensation or refund, will be provided with access for inspection, repair etc.

Cleansing of the Trading Area

The licensee is responsible for keeping the trading area clean during and at the end of trade. All items associated with the trading area must be removed from the highway to the trader's premises or storage area within one hour from the end of trading.

Items affixed to the highway or dangerous protrusions

No items may be affixed by any means to the surface of the highway within or adjacent to the trading area. No dangerous protrusions will be permitted within the trading area, either from the display or the shop premises.

Display of the Licence and Other Documents

The Licence and Third Party Liability Insurance Cover must be displayed in a position which is clearly visible to any person any time the licence is in force, and must be protected from the elements.

Applications

Once a valid application is received, a 5 day consultation period will begin.

The Council will maintain a register of applications on its website

Making a Decision

The Council may determine all applications for a pavement licence under delegated power, except where it is proposed to refuse the application. In cases of refusal, the applicant can make representations to the Director of Environment within 5 days of refusal being made and being informed of the representation process. Where no representations are forthcoming, or not made within 5 days, the Head of Service (Public Protection) or equivalent could proceed to make a decision under full delegated powers.