



Application for a Pavement Licence

I/We

.....
(Insert name(s) of applicant. If applying as a Company, the name of the Company)

apply for a Pavement Licence under the Business and Planning Act 2020

Part 1 – Premises Details

Name and address of premises			
Post town		Postcode	

Telephone number at premises (if any)	
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Part 2 - Applicant Details

Name			
Address			
Post town			Postcode
Company number (if applying as a company):			

Mobile telephone number	
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Email address	
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Part 3 – Occupation of the pavement

Describe the area where you wish to place tables and chairs (a detailed plan must be attached with your application)

Give the dimensions of the area you wish to occupy
 Length: _____ Width: _____

Give the total width of the pavement at this location

Purpose for which the furniture will be used:

to sell or serve food or drink supplied from, or in connection with relevant use of, the premises

for use by other people for the consumption of food or drink supplied from, or in connection with relevant use of, the premises

(tick all that apply)

State the times you propose to place table and chairs on the pavement (using the 24 hour clock):

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Details of furniture:

<p>Tables Number _____</p> <p>Chairs Number _____</p> <p>Litter Bins Number _____</p> <p>Parasols / Umbrellas Number _____</p>	<p>Planters Number _____</p> <p>Space Heaters Number _____</p> <p>Litter Lighting Number _____</p> <p>Barriers / Balustrades Number _____</p>
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<p>Other furniture to be used by the licence holder to sell or serve food or drink from or in connection with the premises</p> <p>Please provide as much detail as possible including dimensions.</p>	
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<p>This licence will be granted for a period of up to 12 months. If you wish to request a shorter period please indicate the proposed expiry date below:</p>

Part 4 – Supporting Documentation

The following documentation must be submitted with the application. Failure to do so may result in the application being rejected:

1. Plan of the premises showing the exterior layout of the premises which must include
 - a. Location of furniture as detailed within the application
 - b. A red line showing the border of the area to be licensed
 - c. Measurements of area to be licensed
2. Photograph showing the area where you wish to place the tables and chairs
3. Copy of the Public Liability Insurance (minimum value of £5,000,000)
4. Photograph of the notice of the application displayed on the premises, ensuring these show the location of the notice in relation to the premises and a close up of the notice
5. Photograph of the proposed furniture you wish to place on the highway

Part 5 – Declaration

I declare that the details in this application are true to the best of my knowledge and belief and acknowledge that if there are any omissions or incorrect statements this may result in the application being refused.

The Council has a responsibility to protect public funds and, in this regard, may use information provided on this form to prevent and detect fraud and to comply with statutory obligations, and may share the information, for the same purposes, with other organisations responsible for handling public funds.

Signature of applicant or applicant’s solicitor or other duly authorised agent.

Signature	
Name	
Date	

PRIVACY POLICY

Wirral Council takes your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments, Government Services and the police, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Information Manager Officer by email at DPO@wirral.gov.uk

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely.