Hull City Council

Pavement Licence Application (Renewal)
Business and Planning Act 2020

A Pavement Licence gives permission for a licence-holder to place removable furniture on the public highway.

Prior to completing the application form, please note the following **important information**.

- You can apply for any period during your premise licensed hours. You should also note that whilst each application will be considered on its own merits, particular consideration will be given to local amenity in terms of potential noise and disturbance.
- The applicant shall have public liability insurance in the sum of at least £5m.
- The non-refundable fee is **payable on application**, not after a decision is made.
- A minimum width of 2000mm clear space should be provided between the obstacle and the edge of the footway. If this is not feasible due to physical constraints, then a minimum width of 1500mm could be regarded as the minimum acceptable distance.
- If approved, the licence shall be granted for a period specified, but for no more than two years.
- Complete the enclosed notice and include a photo of where it is displayed at the premises so it can be reasonably seen by the public.
- You must also successfully complete the nationally recognised counter terrorism training product referred to as ACT eLearning package. Please visit www.protectuk.police.uk for details. **Also, previous certificates cannot be accepted**.
- On receipt of a valid application, the local authority has up to **28 days** to approve or refuse a licence (which includes a **mandatory 14-day consultation period**).
- Furniture **cannot** be utilised in the requested area until a decision is made.
- You must provide a no smoking area.

In Sections 2, 3 and 6, questions marked with * must be included on the notice displayed at the premises.

SECTION 1: APPLICANT DETAILS (INDIVIDUAL APPLICANTS)		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:	Post Code:	
Phone (Home):	Phone (Mobile):	
E-mail address:		

SECTION 2: APPLICANT DETAILS – OTHER APPLICANTS (eg companies)	
Name:*	
Registered Address:* Post Code:*	
Phone (daytime):	Phone (Mobile):
E-mail address:	
Registered number (where applicable):	
SECTION 3 – BUSINESS PREMISES DETAILS	
Trading Name:*	
Postal Address:* Post Code:*	
SECTION 4 – USE OF THE BUSINESS PREMISES	
Which of the following is the above business premises used for? (please select **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	☐

SECTION 5 – AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates:

You are also required to submit a plan of a professional standard (ensuring the scale is appropriate to both the area and positioning of the tables and chairs) with your application. Hand-drawn plans are not acceptable.

SECTION 6: DAYS AND TIMES*

During what times do you propose to place furniture on the highway on each of the following days: Please use the 24hr clock, e.g. 10:00 to 20:00

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
From	:	:	:	:	:	:	:
To	:	:	:	:	:	:	:

SECTION 7 – FURNITURE TO BE PLACED ON THE HIGHWAY

Please describe the furniture (tables, chairs, barriers, planters, parasols etc) and the number of items you propose to place on the highway:

NB: Planters and/or barriers are mandatory, and barriers must include a banner, secured by a solid tapping rail near at ground level (or suitable equivalent) and be weather resistant– providing both a clear boundary and an adequate warning for the visually impaired. Rope barriers, free-standing metal poles on bases and traditional 'crowd control' barriers are not acceptable.

You are also required to provide photographs or brochures of the proposed furniture with your application.

SECTION 8 – DATE OF APPLICATION

Please state the date that this application is being submitted	

SECTION 9 – CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION	
Please note that your application will not be considered valid, and consultation will not begin until the following documents have been submitted and the fee has been paid.	
A scaled plan to a professional standard which clearly identifies the area (including a no smoking area).	☐
Copy of current public liability insurance certificate (covered up to at least £5m)	☐
Photos or brochures showing the proposed type of furniture and barriers	☐
Evidence of consent from neighbouring frontage(s) to use footway space outside their property (if applicable)	☐
Evidence that you have registered for the nationally recognised counter terrorism training product referred to as ACT eLearning package. Certificates are provided when successfully completed online.	☐
Copy of notice (see page 5), which also must be displayed at the premises for 14 days	☐
£350 non-refundable application fee	☐

SECTION 10 – 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 £5m.

I understand my application will not be considered valid until all the required documents and information have been provided and the application fee has been paid in advance.

I understand that if the application is refused, the fee is non-refundable and there is no right of appeal. If a licence is approved but is subsequently surrendered or revoked, no refund is applicable.

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 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.

Signature:

Print Name:

Date:

NOTICE for a Pavement Licence
Business and Planning Act 2020

I/We (The Applicant):

hereby give notice that on (Date):

I/We have applied to Hull City Council for a 'Pavement Licence' to operate between (Days/Times):

The application is for (details and amount of furniture):

Any person wishing to make representations to this application may do so **either** by writing to:

Planning Section, 2nd Floor, Guildhall, Hull HU1 2AA

Or:

Email: dev.control@hullcc.gov.uk

Any representation must be made no later than 14 days (beginning with the day after the application was made) to the local authority (excluding public holidays).

Dated:

THIS NOTICE MUST BE SECURED AT THE PREMISES FOR 14 DAYS, BEGINNING WITH THE DAY AFTER THE APPLICATION WAS MADE