

LANCASTER CITY COUNCIL

**Application for a Pavement Licence
Business and Planning Act 2020**

Please read the associated policy and answer all the following questions.

Question 1

Applicant Name and Address

Postcode

Tel. No

Email address

Question 2

Name and address of agent (if applicable)

Postcode

Tel. No

Email address

Question 3

Describe the proposed location for the Pavement Licence and address if different from the address in Q1 above.

Question 4

Please state the activities you intend to undertake in the Pavement licence area (*e.g. sale of food and drink/consumption of food and drink*).

Question 5

Do you intend to alter any of the building and/or building frontage to accommodate the proposal?

YES [If YES, please show details of the alterations on your plan]

NO

Question 6

Are there any lighting columns, litter bins, road signs, public seating, trees etc. on the site or within the boundary of the area proposed for the pavement licence?

YES [If YES, please show details on your plan]

NO

Question 7

Is proper sanitary accommodation available within the building to be used to service the Pavement Licence area?

YES

NO

Question 8

Please provide details of furniture to be placed within the pavement licence area. Please detail the type, style and colour of furniture, umbrellas, boundary markers, and show them on your detailed layout plan.

Question 9

What range of food/drinks (hot/cold food, alcoholic/non-alcoholic drinks) is it intended will be sold/ served within the Pavement licence area? Give details below.

Declaration – Please read and sign the following statement.

I wish to apply for a Pavement Licence to use the highway as detailed in this application and the accompanying plans and enclose the required fee of £500 (new) £350 (renewal)

I am aware of the standard licence conditions that will be applied to the grant of this licence and that in the event of representations being received the application will be determined by The Licensing Sub-Committee. In such circumstances I understand that the application may be granted as applied for with or without modifications and may be subject to additional licence conditions being attached to the grant of the application. I understand that the application may also be refused.

Name in Print:

Date:

Signed:

NOTES

Applications should be made electronically marked for the attention of the Licensing Manager, to licensing@lancaster.gov.uk and include the following:

1. A completed application form.
2. A location plan to Ordnance Survey quality to show the proposed area for the Pavement licence at 1:1250 scale.
3. A detailed plan (to show the proposed Pavement Licence and associated furniture) to a specified scale.
4. Full details of the furniture/equipment to be used.
5. An example of the menu of foods to be served.
6. Details of the management arrangements for the pavement café street café.
7. The standard fee.
8. Proof of indemnification against all claims, injuries or accidents, with cover up to £2 million.
9. Proof of notice displayed in premises window.

*Please note – If your application is for a renewal of an existing Pavement Licence, and no amendments are being made to the original plan, updated insurance, application form and fee are required only. The service can utilise existing plans to determine your renewal.

You will need two types of plans:

Location plan – to show where your proposal is situated in relationship to the surrounding area. You must clearly edge the site boundary in red. The plan should be of 1:1250, to Ordnance Survey quality.

Detailed plan (with elevations) – to show the proposed area and furniture and its relationship to existing buildings and features. The plan should be to metric scale and the main dimensions should be clearly stated. It should include all the information supplied as part of this application.