



Babergh and Mid Suffolk District Councils
Licensing Team
Endeavour House
8 Russell Road
Ipswich
IP1 2BX

Phone Number: 0300 123 4000 Option 6
Email: Licensingteam@baberghmidsuffolk.gov.uk

BUSINESS AND PLANNING ACT 2020	APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE
---------------------------------------	--

(Please read the guidance notes at the end of this form when completing it)

SECTION 1: APPLICANT DETAILS (INDIVIDUAL APPLICANTS)		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:		Post Code:
Phone (Home):		Phone (Mobile):
e-mail address:		
Date of Birth:		NI number:

SECTION 2: APPLICANT DETAILS – OTHER APPLICANTS (eg companies)	
Name: <u>THE LONG MELEFORD TEA ROOM</u>	
Registered Address: <u>1-2 DUPLEY HOUSE</u> <u>HALL STREET</u> <u>LONG MELEFORD</u>	
Post Code: <u>CO10 9JR</u>	
Phone (daytime):	Phone (Mobile):
e-mail address:	
Registered number (where applicable):	

SECTION 3 – BUSINESS PREMISES DETAILS

Trading Name:

THE LONG MELFORD TEA ROOM

Postal Address:

1-2 DUDLEY HOUSE
HALL STREET
LONG MELFORD

Post Code: CO10 9JR

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 uses	☐

SECTION 5 – AREA OF HIGHWAY PROPOSED TO BE USED

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

(Please note you are also required to submit a scale plan of this area with your application)

Pavement outside tea room
Photo of plan included

SECTION 6 – RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for?
(please select **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	☐

SECTION 7: 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	10 : 00	:	10 : 00	10 : 00	10 : 00	10 : 00	:
To	16 : 00	:	16 : 00	16 : 00	16 : 00	16 : 00	:

SECTION 8 – 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)

Two small bistro sets comprising of a table
and two small chairs.
Photo included.

SECTION 9 – DATE OF APPLICATION

Please state the date that this application for a pavement licence is being submitted

16/08/2026

SECTION 10 – CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

Please note that your application will not be considered complete and the public consultation period of 14 days will not begin unless all of the following documents have been submitted with your application.

A plan showing the location of the premises shown by a red line, so the application site can be clearly identified



A plan clearly showing the proposed area covered by the licence in relation to the highway



Copy of current public liability insurance certificate



Photos or brochures showing the proposed type of furniture



Evidence of consent from neighbouring frontage(s) to use footway space outside their property (if applicable)



Fee required for 2 year licence - £500.00 for new application or £350.00 for renewal application



SECTION 11 – 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 £5million.

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 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 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: 16/08/2026

Contact name (where not previously given) and postal address for correspondence associated with this application

Post town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)