



Babergh and Mid Suffolk District Councils  
 Licensing Team  
 Endeavour House  
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 Ipswich  
 IP1 2BX  
 Phone Number: 0300 123 4000 Option 6  
 Email: [Licensingteam@baberghmidsuffolk.gov.uk](mailto:Licensingteam@baberghmidsuffolk.gov.uk)

|                                       |  |
|---------------------------------------|--|
| <b>BUSINESS AND PLANNING ACT 2020</b> | <b>APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE</b> |
|---------------------------------------|--|

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

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

| <b>SECTION 2: APPLICANT DETAILS – OTHER APPLICANTS (eg companies)</b> |                 |
|---|-----------------|
| 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 | <input type="checkbox"/> |
|---|--------------------------|

|  |                          |
|--|--------------------------|
| Other use for the sale of food or drink for consumption on or off the premises | <input type="checkbox"/> |
|--|--------------------------|

|                        |                          |
|------------------------|--------------------------|
| Both of the above uses | <input type="checkbox"/> |
|------------------------|--------------------------|

**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)

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**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             | <input type="checkbox"/> |
| For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises | <input type="checkbox"/> |
| Both of the above purposes  | <input type="checkbox"/> |

**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 | :   | :    | :   | :   | :   | :   | :   |
| To   | :   | :    | :   | :   | :   | :   | :   |

**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)

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| <b>SECTION 9 – DATE OF APPLICATION</b>  |  |
|---|--|
| Please state the date that this application for a pavement licence is being submitted |  |

| <b>SECTION 10 – CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION</b>  |                          |
|--|--------------------------|
| <b>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.</b> |                          |
| A plan showing the location of the premises shown by a red line, so the application site can be clearly identified   | <input type="checkbox"/> |
| A plan clearly showing the proposed area covered by the licence in relation to the highway   | <input type="checkbox"/> |
| Copy of current public liability insurance certificate   | <input type="checkbox"/> |
| Photos or brochures showing the proposed type of furniture   | <input type="checkbox"/> |
| Evidence of consent from neighbouring frontager(s) to use footway space outside their property (if applicable)   | <input type="checkbox"/> |
| <b>Fee required for 2 year licence - £500.00 for new application or £350.00 for renewal application</b>  | <input type="checkbox"/> |

**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:

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)

## Guidance Notes

- Section 1** Complete this section if you are applying for the licence as an individual
- Section 2** Complete this section if you applying in another capacity, for example as a limited company.
- Section 3** Provide details of the business premises that the pavement licence will be used in conjunction with.
- Section 4** Tick **one** of the options to indicate what purpose the business premises is used for.
- Section 5** Describe the area of highway that you want to place the removable furniture on. The description should indicate the proximity of the area of highway to the business premises and give details of the dimension of the area.
- Section 6** A pavement licence can only be used to authorise the placing of removable furniture on the highway for certain “relevant purposes.” Please tick **one** option to indicate what purpose(s) the removable furniture placed on the highway will be used for if a licence is granted.
- Section 7** Please indicate the times you would like to place removable furniture on the highway for on each day of the week. Use the 24 hr clock (so for example you should put 19:00 rather than 7.00pm).
- Section 8** Please use this section to describe the removable furniture you wish to place on the highway. You should provide full details including the nature of the furniture, the size of the furniture and the number of items of furniture you wish to place on the highway (for example the number of tables, chairs, heaters and parasols etc). If you are using barriers, please also provide details of these
- Section 9** Please specify the date on which the application is being made. Please note that the application will not be considered complete until all required documents and the application fee have been received.
- Section 10** Use this checklist to make sure you have submitted all required documents with the application.
- Section 11** The applicant must complete this section to confirm they have read and understood the declarations listed.

## **Privacy notice**

*Babergh & Mid Suffolk District Council are Data Controllers and can be contacted at: Babergh & Mid Suffolk District Councils, Endeavour House, 8 Russell Road, IPSWICH IP1 2BX. The Data Protection Officer can be contacted at the same address.*

*We are collecting your personal information in order to process your application. For more information on this see: [How we use your information - Babergh District Council - Babergh & Mid Suffolk District Councils - Working Together](#).*

*Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation, for example we will share your data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans.*

*Your data will be kept in line with our retention policy.*

*You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer.*

*Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Phone: 0303 123 1113.*

*If you do not provide the information required on the application form, then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.*

*For further information on our Data Protection Policies please go to our website: [How we use your information - Babergh District Council - Babergh & Mid Suffolk District Councils - Working Together](#) or email: [data.protection@baberghmidsuffolk.gov.uk](mailto:data.protection@baberghmidsuffolk.gov.uk)*