

**PROVISION OF RECREATION & REFRESHMENT FACILITIES**

**THE LEVELLING UP AND REGENERATION ACT 2023**

**APPLICATION FOR A PAVEMENT LICENCE**

**APPLICANTS DETAILS**

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| Full Name of Applicant. |  |
| Contact address of applicant  (please include your postcode) |  |
| Telephone Number |  |
| Mobile Number |  |
| E-mail address |  |

**ORGANISATION/BUSINESS DETAILS**

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| --- | --- |
| Name of Business / Organisation |  |
| Address of Business / Organisation  (Head Office-if applicable) |  |
| Registered Company Number  (if applicable) |  |
| Licence number of any existing Pavement Licence. |  |

**N.B. Any changes to the above information should be notified to the Council in writing as soon as possible.**

**Please be aware that due to the legislative requirements to publicise all documentation, that all data provided will be in the public domain.**

**REQUIRED PERMISSIONS**

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| **LICENSING ACT 2003 PREMISES LICENCE**  Do you hold a licence to sell alcohol or late night refreshment under the above act? | Yes No  If yes please provide your licence number |
| **FOOD, HEALTH & SAFETY REGISTRATION**  Have you registered your business with the Council’s Food Safety Team? | Yes No  If yes, what date did you register? |
| **PUBLIC LIABILITY INSURANCE**  Have you obtained public liability insurance covering your business, including the proposed pavement area, for up to £5,000,000? | Yes No |
| **AGREEMENT TO ABIDE BY PAVEMENT LICENCE CONDITIONS**  We will not be able to process your application for a Pavement Licence without this confirmation. | Yes |

**N.B. You should supply copies of any certificates/permissions with your application where you have answered yes to any of the above questions.**

**DEFINITION OF THE PROPOSED AREA**

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| Please provide the full address of the proposed pavement licence area. |  |
| Please briefly describe the proposed area and attach pictures as appropriate.  Please supply an A4 location plan clearly outlining the premises and location of proposed outdoor seating. Suggested scales 1:1250/1:500. The location plan may be included as part of the larger site plan. Please supply a copy of a site plan (suggested scales 1:1250/1:100)with the following information:   * Access Points * Building Lines * Boundaries * Kerbs * Dimensions of Seating Area * Table and Chair arrangement * Other furniture/items layout * Plan and elevations (1:50) of barriers/enclosure |  |

**DETAILS OF ADJOINING PROPERTIES**

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| Please provide the full address (if known) of all the properties that adjoin the premises | Property No. 1  Property No. 2 |

**FURNITURE**

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| Please detail the number of tables you wish to provide. |  |
| Please detail the number of chairs you wish to provide. |  |
| Do you intend to provide umbrellas and/or parasols? | Yes No |
| Do you intend to provide any outdoor  heating appliances? | Yes No |
| Please detail the number of bins you intend to provide |  |
| Please provide details of any other items of furniture you intend to use as part of the pavement  (e.g. barriers, lighting equipment) |  |

N.B. you must provide details of all furniture to be used as part of the pavement , including pictures and dimensions along with any other supporting documentation.

**TRADING DAYS, HOURS AND PERIOD**

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| --- | --- |
| Please indicate the times you wish to have on the pavement licence (please use 24hr clock).  *\*\*Pavement licences will normally only be granted between the hours of 9.00 and 22.00hrs in mixed residential areas. If you would like to operate outside of these times, you must give a justified business reason below\*\** | **DAY OPEN CLOSE**  **Mon**  **Tues**  **Weds**  **Thurs**  **Fri**  **Sat**  **Sun** |
| \*\*Reasons for requesting to trade outside of permitted hours |  |

**MANAGEMENT PLAN**

Please use the boxes below to detail how you propose to manage the pavement if a licence is granted. Please use additional sheets of paper if necessary.

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| --- | --- |
| **PUBLIC NUISANCE** |  |
| **PUBLIC SAFETY AND SOCIAL DISTANCING CONTROLS.** |  |
| **CRIME & DISORDER** |  |

**PUBLIC NOTICE**

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| I confirm that I will display the required public notice on my premises for a period of 14 calendar days beginning on the day after I submit my application to the Licensing Section. | Yes |

I hereby apply to Harborough District Council for and on behalf of the above named Business/Organisation for a Pavement Licence.

I declare that, to the best of my knowledge and belief, the above particulars are correct and that I will comply with the terms and conditions of any pavement licence issued by Harborough District Council as a result of this application. I confirm that I am over 18 years of age.

**SIGNED**

**(Applicant)**

**DATED**

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO [licensing@harborough.gov](mailto:licensing@harborough.gov).uk

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| This authority is under a duty to protect the **public funds** it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes. |

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| Harborough District Council collects personal information when you contact us for any services we provide and we will use this information to provide these services. We may need to share your information with service providers and other departments within Harborough District Council to ensure that you receive the best possible service, and this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.  For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.harborough.gov.uk/privacy |