



Application for the grant of a Temporary Pavement Licence Under the Business and Planning Act 2020

Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA

licensing.services@hertsmere.gov.uk

SECTION 1 : APPLICANT DETAILS

Title		Full Name	
Postal Address			
Phone Number		Email Address	
Date of Birth		Position in Company/Business	

In order for The Council to process your data for the aforementioned purpose, we are required to have your consent. By providing your consent, your rights under current data protection legislation are unaffected.

By signing this box, I give my consent for The Council to process my data for the purposes of processing the attached application and any future enforcement.

SECTION 2 : PREMISES DETAILS

Premises Name			
Premises Address			
Premises Licence number (if a licensed premises under Licensing Act 2003)			
Which of the following is the business premises used for	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 uses

SECTION 3: RELEVANT PURPOSE THE APPLICATION RELATES TO

Which of the following relevant purposes do you wish to put furniture on the highway for?	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 these purposes

SECTION 4: 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)

SECTION 5 : DAYS AND TIMES WHEN FURNITURE WILL BE IN USE

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	Weds	Thur	Fri	Sat	Sun
From							
To							

SECTION 6 : FURNITURE TO BE PLACED ON THE HIGHWAY

Please note that you are required to provide photographs or brochures of the proposed furniture with your application

	Make/Name	Description	Quantity
Stalls			
Chairs			
Tables			

SECTION 6 : FURNITURE TO BE PLACED ON THE HIGHWAY cont.

Please provide details of any other proposed items of furniture and equipment (e.g. parasols, menu boards, planters, heaters etc.)

	Make/Name	Description	Quantity

Specify the place of storage of the tables and chairs and other items when not placed on the highway

SECTION 7: SOCIAL DISTANCING MEASURES

Please answer the following questions to support your application

1. Have you completed a Covid-19 risk assessment?

2. What social distancing measures will be applied when this licence is in use?

3. Will the placement of the table and chairs allow for people to pass with a minimum of 1+ metres?

4. How will the tables and chairs be managed/cleansed?

5. How will any noise nuisance or anti-social behaviour arising from the sitting out area be managed?

SECTION 8: DECLARATION

Please note that your application will not be validated and considered complete and the public consultation period of 7 days will not begin unless all of the required documents have been submitted with your application.

	Please tick to confirm
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 have included a copy of my current public liability insurance certificate	
I understand my application will not be considered to be complete until all the required documents and information have been provided. I have included all necessary documentation, plans and furniture details as indicated on the checklist	
I have paid the application fee and included a copy of the payment receipt with my application. I understand that this fee is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked	
I confirm that I will display the consultation notice to the premises so that the notice is readily visible to and can easily be read by members of the public who are not on the premises. I agree that the notice will remain in place until the end of the public consultation period	
I have read all the attached conditions and understand that if this application is approved, I must comply with these and any local conditions added to	
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.	
Signature	
Print Name	
Date	

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This section to be completed by Hertsmere Borough Council as part of the approval process.

Date application received		Application reference	
Date application validated		Determination date (14 days after validation)	
Consultation start date		Application Decision date	