

Prior to submitting your application please ensure you have read and understood the following information:-

- Pavement Licence Conditions
- Frequently Asked Questions

The following must be submitted in support of your application.

Your application will not be considered complete and the public consultation period of 7 days will not begin unless all have been received and validated.

<p>Application Form – the official Hertsmere Borough Council form completed with declaration signed and emailed to licensing@hertsmere.gov.uk</p>	
<p>Fee – the licence fee of £100 paid in full https://www.hertsmere.gov.uk/Pay-It and a copy of the receipt provided.</p>	
<p>Public Liability Insurance – a copy of current insurance to the value of £5,000,000 for this additional area of trading</p>	
<p>Consultation Notice – a copy of the completed consultation notice with accompanying photo of original on display.</p>	
<p>Site Plan – A scale plan showing the location of the premises shown by a red line so the application can be clearly identified</p>	
<p>Layout Plan – A plan clearly showing the proposed area of highway covered by the licence in relation to the frontage of the premises complete with:-</p> <ul style="list-style-type: none"> • dimensions of the area to be used • the precise location of tables, chairs and/or other furniture • dimensions of distance between furniture 	
<p>Proposed Furniture - photos or brochures showing the design of the type of furniture to be used</p>	