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Fee:	£50.00
Date:	
Receipt No:	

Business and Planning Act 2020

Application for a Pavement Licence on the Highway

Before completing this application form, **please read the guidance notes provided with this application.** If you are completing this application by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed form for your records.

I/We hereby apply to Portsmouth City Council for a Pavement Licence in accordance with Part 1 of the Business and Planning Act 2020.

1. DETAILS OF APPLICANT			
Your name:			
Title:			
Surname:			
Forenames:			
Your current address: (We will use this address to correspond with you unless you complete the separate correspondence box below)			
Post town:		Postcode:	
Other contact details:			
Daytime Tel No:			
Evening Tel No:			
Mobile Tel No:			
E-Mail address:			

Alternative address for correspondence: (If you complete the details below, we will use these details to correspond with you)			
Post town		Postcode	
Alternative contact details: (if applicable)			
Daytime Tel No:			
Evening Tel No:			
Mobile Tel No:			
E-Mail address:			
2. Type of Business and the Premises			
Type of Business: (ie café, restaurant, bar, pub)			
Name of Business:			
Address:			
Post town:		Postcode:	
Details of the proposed use of the Pavement			
Please state the precise location on the highway to which your application relates and the extent of the proposed furniture to be placed on the highway:			
Dimensions for area required in metres:			
Length:			
Width:			
Area:			
Please provide details of the purpose (or purposes) for which furniture will be used (Note: this must be to sell or serve food or drink and/or for use by other people for the consumption of food or drink):			

Specify the days of the week on which and the hours between which it is proposed to have furniture on the highway:			
From:	To:	From:	To:
From:	To:	From:	To:
From:	To:	From:	To:
From:	To:		

Describe the type of furniture to which the application relates (ie tables, chairs, stalls, gazebo etc)

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4. Checklist

I have: (Please tick the appropriate boxes)

Attached a sketch (including measurements) showing the extent of the furniture to be placed on the highway which: i) Indicates the position in relation to my premises; ii) The position in relation to any other premises; and iii) The proposed siting of furniture within the area showing smoking and non-smoking areas where relevant.	
Attached photos/brochures showing the proposed type of furniture	
Supplied a copy of my Third Party Public Liability Insurance in the sum of £5 million.	
I understand that the payment of the fee must be made when the application is submitted to the Council. I will contact the Licensing Service at licensing@portsmouthcc.gov.uk to make arrangements to make payment over the telephone.	
I understand that the public notice in connection with this application must be displayed in a prominent position in the front window of my premises for 5 working days beginning the day after the application is sent to the Council. I will provide photographic evidence that this has been done.	
I have signed the declaration in Section 5 below.	

GUIDANCE NOTE IN RELATION TO USE OF GAZEBOS/MARQUEES ETC

When considering applications that relate to the use of gazebos/marquees, a suitable risk assessment must be provided as part of the application which sets out the safety measures associated with the erection, dismantling, use and anchoring of the structures. Further advice is contained within the Guidance Notes supplied with this application form.

5. Declarations

The information contained in this form is correct to the best of my knowledge and belief.

Signature:

Date of application:

Name of Person signing:

Further information

For further information and advice concerning making an application please visit the Council's website for further information or contact the Licensing Service via the contact details below.

Contact Details

Licensing Service
Portsmouth City Council
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL

Telephone: 023 9283 4572
Email: Licensing@portsmouthcc.gov.uk
Website: www.portsmouth.gov.uk

“Portsmouth City Council is committed to complying with the Freedom of Information Act 2000 (FOIA) which applies to all recorded information that it holds or is held on its behalf. Information that is provided to or held by the City Council will be processed and disclosed strictly in accordance with the FOIA, the Data Protection Act 1998 or other appropriate legislation”.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information go to www.portsmouth.gov.uk and search for 'National Fraud Initiative'.