

APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE

APPLICANT DETAILS		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:		Post Code:
Phone (Home):		Phone (Mobile):
Email address:		

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary in order to fulfil its official functions. The data may also be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council.

More details may be found in the Privacy Notice on the Council's website or clicking here a: <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice>

Applicants relying on the payment exemption (see page 5) must sign here against the following declaration.

I am in receipt of one of the Business Rate Relief schemes listed. Signed

OFFICE USE ONLY
URN
Date of last day of public consultation period
Date of last day of determination period

BUSINESS PREMISES DETAILS**Trading Name:****Postal Address:****Which of the following is the above premises used for or intended to be used for?** (Tick one of the following options)

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 of the above uses

AREA OF HIGHWAY PROPOSED TO BE USED**Please provide a description of the area of the highway to which this application relates.**

(Note that you are also required to submit a scale plan of this area with your application)

RELEVANT PURPOSE THE APPLICATION RELATES TO	
<p>Which of the following relevant purposes do you wish to put furniture on the highway for? (Tick one of the following options)</p>	
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 the above purposes	
<p>If your business is not already registered as a food business establishment a form is available here: https://www.burnley.gov.uk/sites/default/files/FR1%20v2.12o%20online%20eForm.pdf</p> <p>A licence will be required under the Licensing Act 2003 if you intend to sell alcohol on the pavement. https://www.burnley.gov.uk/business/licensing/alcohol-entertainment-and-food</p>	

DAYS AND TIMES			
<p>During what times do you propose to place furniture on the highway on each of the following days? Please use the 24hr clock. Note that although the Council will consider all applications on their own merit the Council will normally limit the operating times to between 09.30hrs and 21.00hrs.</p>			
Mondays	to	Fridays	to
Tuesdays	to	Saturdays	to
Wednesdays	to	Sundays	to
Thursdays	to		

FURNITURE TO BE PLACED ON THE HIGHWAY
<p>Please provide a description of the furniture you propose to place on the highway. Note that you are required to provide photographs or brochures of the proposed furniture with your application.</p>

DATE OF APPLICATION	
<p>Please state the date that this application for a Pavement Licence is being submitted.</p> <p>NB This must be the date you submit your form. Public consultation will begin on the day after submission provided your application includes all the information required. Any incomplete applications will be returned as “not properly made”.</p>	

DECLARATIONS BY APPLICANT	
<ul style="list-style-type: none"> • I am the legal occupier of the business premises indicated above. • 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 £2million. • I understand that for my application to be considered complete, all the required documents and information must be provided, and unless exempt, the application fee of £25 must have 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 Council 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 Council 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. • I declare that a risk assessment has been undertaken in relation to the proposed business activity to which the application relates. • I declare that the business activity to which the application relates complies with the Government COVID-19 requirements applying at the time of application and that should these requirements change, business activity will be modified to reflect the changes accordingly. • I have read and understood the Council’s Policy and associated Conditions and confirm that this application meets those except in any aspects I have detailed below. 	
<p>Detail here any aspects of your application that are not consistent with the Council’s Guidance and Conditions.</p>	
<p>Signature:</p>	
<p>Print Name:</p>	<p>Date:</p>

Applications must be made to the following email address:

pavementlicence@burnley.gov.uk

Applications must include:

1. The application form.
2. A detailed plan to show the area for which the licence is sought and its relationship to adjacent buildings and features. The plan should be a metric scale of 1:50 or 1:100 and the main dimensions should be clearly stated. It should show the layout of the area is sought including details of where the furniture will be placed. Where the application relies on Lancashire County Council traffic regulation orders for prohibition of waiting/loading and/or driving, so that alternative safe provision for pedestrians can be made in the carriageway, the application should include a copy of the legal order, a dimensioned plan showing the layout of signs and barriers, and the specification of the signs and barriers proposed.
3. Literature/details/photographs of the furniture/equipment to be used.
4. Proof of payment of the £25 fee (unless exempt, see note below)
5. Proof of Public Liability Insurance against all claims, injuries or accidents, with cover up to £2 million.
6. Photograph of the site notice that is affixed to the premises.

ANY INCOMPLETE APPLICATIONS WILL BE RETURNED AS “NOT PROPERLY MADE”.

Site Notice:

Once an application has been made there will be a 7-day consultation period.

ON THE DAY OF APPLICATION AND DURING THE WHOLE OF THE CONSULTATION PERIOD, A SITE NOTICE MUST BE DISPLAYED ON THE BUSINESS PREMISES, SUCH THAT IT CAN BE READ BY THE PASSING PUBLIC. THE NOTICE MUST SET OUT WHAT HAS BEEN APPLIED FOR AND THE DATE BY WHICH A REPRESENTATION SHOULD BE SUBMITTED TO THE LICENSING AUTHORITY.

A template notice of the required form can be downloaded from:

<https://www.burnley.gov.uk/pavementlicence>

Failure to comply with the site notice requirements is likely to invalidate the application.

Payment:

Payment can be made either over the phone or by BACS:

- 1) Card payments can be made over the phone by calling 01282 425011 and asking for payments. Quote the ID number R5180/3331 and the reason for payment, i.e. Pavement Licence Application. You will be sent a receipt which will form part of your application.
- 2) If you wish to pay by BACS transfer please use the following details:
Bank: HSBC
Account: 91206850
Sort Code: 40 15 17
Use a reference that will allow the payment to be linked to your application, so include details of the address the application relates to and the words Pavement Licence.
You will need to evidence payment by this method as part of your application, for instance with a screen shot of the transaction.

Applicants who are in receipt of Business Rates Relief under one of the following schemes are exempt from the application charge:

Small Business Rates Relief
Discretionary Business Rates Relief
Mandatory (Charitable) Relief