

## Business and Planning Act 2020

# Pavement Licence Application Form

### Applicant details

Name of applicant

Address of applicant

Alternative address for correspondence

Telephone number

Mobile number

Email address

### Details of premises to be licensed

Name of premises

Address of premises

Nature of business,  
eg café, restaurant

Do you have day-to-day management of the business ?

☐ Yes ☐ No

Are you the freeholder of the business?

☐ Yes ☐ No

Are you the leaseholder of the business?

☐ Yes ☐ No

Are you the owner of the business?

☐ Yes ☐ No

Please describe the type of  
street furniture to be used  
e.g. tables & chairs, street  
shelving.

Please give the size of the area to be used in square metres.

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 M<sup>2</sup>

Please give the days and times the street furniture will be used.

Day	✓	Start time	End time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please give the required duration of the licence (please tick):

1 year licence? **£150** ☐ 2 year licence? **£225** ☐

If you have an existing licence please give the reference number and expiry date.

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Date

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**This application must be accompanied by** (please tick)

- |   |  |
|---|--|
| <input type="checkbox"/> The application fee as above. Land hire fees must be paid in full prior to the licence being issued.   | <input type="checkbox"/> A site specific risk assessment.  |
| <input type="checkbox"/> Plan/map. Preferably to the scale 1:100 or 1:50, showing the area requiring permission, the proposed location of the tables and chairs and/or any other objects. | <input type="checkbox"/> Proof of public liability insurance, the minimum value insured shall be £10 million.                        |
| <input type="checkbox"/> A photograph of the proposed street furniture.   | <input type="checkbox"/> Confirmation whether or not permission is required from the land owner - if not Isle of Wight Council land. |

You are required to affix a prescribed notice (a template is available from the Licensing Section) to the premises, so it is easily visible and legible to the public on the day you submit your application to the authority. You must ensure that the notice remains in place for the duration of the public consultation (14 days after the date the application is submitted to the authority (excluding public holidays)). You are encouraged to keep evidence of this. The council will not grant the licence until it has taken into consideration all representations made in connection with the application.

This authority is under a duty to protect the public funds it administers, and may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.iow.gov.uk](http://www.iow.gov.uk) to view the Level 2 notice.

I wish to apply for a pavement licence. I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct. I understand that a false or misleading statement, or that withholding relevant information, may result in the refusal or revocation of the permit and/or may render me liable to prosecution.

Signed

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Date

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**Licensing Section, County Hall, High Street, Newport, Isle of Wight, PO30 1UD**  
**Tel. 01983 823159 Email: [licensing@iow.gov.uk](mailto:licensing@iow.gov.uk)**

The Isle of Wight Council is the data controller for the personal information you provide on this form. The council's data protection officer can be contacted at [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk). You can contact the council by phone on 01983 821000, or by writing to us at County Hall, High Street, Newport, IW PO30 1UD.

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For office use only	Receipt number	Reference number
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