

**APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE**

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

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 to fulfil its official functions. The data may 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:

<https://burnley.gov.uk/council-democracy/data-protection/privacy-notice-fair-processing-notice/>

**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 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><b>Which of the following relevant purposes do you wish to put furniture on the highway for?</b> (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><b>If your business is not already registered as a food business establishment a form is available here:</b>  <a href="https://register.food.gov.uk/new/burnley">https://register.food.gov.uk/new/burnley</a></p> <p><b>A licence is required under the Licensing Act 2003 if you intend to sell alcohol on the pavement.</b>  <a href="https://www.burnley.gov.uk/business/licensing/alcohol-entertainment-and-food">https://www.burnley.gov.uk/business/licensing/alcohol-entertainment-and-food</a></p>	

DAYS AND TIMES			
<p><b>During what times do you propose to place furniture on the highway on each of the following days?</b> 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><b>Please provide a description of the furniture you propose to place on the highway.</b>  <b>The term “furniture” includes appropriate barriers as per condition 16.</b>            Note that you are required to provide photographs or brochures of the proposed furniture with your application.</p>

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<b>DATE OF APPLICATION</b>	
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<p><b>Please state the date that this application for a Pavement Licence is submitted.</b></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>	
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## DECLARATIONS BY APPLICANT

- 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 (as amended) 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 £100.00 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 have read and understood the Council's Guidance and Conditions and confirm that this application meets those except in any aspects I have detailed below.

**Detail here any aspects of your application that are not consistent with the Council's Guidance and Conditions.**

Signature:

Print Name:

Date:

Applications must be made to the following email address:

[pavementlicence@burnley.gov.uk](mailto: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, including barriers, will be placed.
3. Literature/details/photographs of the furniture/equipment to be used, including barriers.
4. Proof of payment of the £100.00 fee
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: [Site Notice.pdf](#)

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

**Payment Options:**

Please note that payment must be made before the licence application is submitted, so that proof of payment can be included.

- 1) Arrangements to pay by card over the phone may be made by emailing [pavementlicence@burnley.gov.uk](mailto:pavementlicence@burnley.gov.uk) requesting this and providing the name and telephone number of the card holder. These details will be forwarded to the Council's Customer Services Team who will call to take payment and subsequently send a receipt to include as part of the application.
- 2) 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.