

Borough Council of  
**King's Lynn &  
West Norfolk**



# **APPLICATION FORM FOR THE PERMIT TO PLACE OBJECTS (TABLES AND CHAIRS ETC) ON THE HIGHWAY – PAVEMENT LICENCE**

Version 1.8 September 2023

# Completing The Application Form

- a. Please read the guidance notes detailed in within the pavement licensing document carefully before completing this application form.
- b. Please complete this application form in full, in BLOCK CAPITALS using **black** ink.
- c. Once complete, please create an account and upload the application and all relevant enclosures to: <https://secure.mipermit.com/parkingoperations/Application/ModuleLander.aspx>

## 2) Accompanying documentation and enclosures:

**Before proceeding with this application, you must confirm that you are able to comply with section 3.1 of the Department for transport guidance on inclusive mobility<sup>(1)</sup>.**

In making an application to place objects (tables & chairs etc) on the highway, a copy of the completed application form must be submitted to the licensing authority, accompanied by the following:

- a. A copy of a map or plan showing the location of the premises (outlined in red) to which the proposals relate; together with its location relative to adjoining streets, relevant highway and other premises that may be affected by the proposals.
- b. A copy of a detailed site plan that shows:
  - i. The full boundary of the premises to which the proposals relate, including:-
    - The frontage(s) and/or building line(s) of the premises;
    - All main points of access to and egress from the premises;
    - The location of all fire exits and escape hatches (where different);
    - The area(s) and dimensions of any private forecourt to the premises;
    - The area where furniture / objects are intended to be stored; and
    - The area intended for storing refuse and associated facilities.
  - ii. Outline details of adjacent premises, including
    - the frontage(s) and/or building line(s) of adjacent and opposite premises;
    - the area(s) and dimensions of any private forecourt of adjacent premises (metres);
    - all points of access to and egress from adjacent premises (including fire exits and escape hatches) along each frontage to which the proposals relate;
  - iii. The exact location(s) and dimensions (in metres) of the area of highway proposed to be used (in accordance with sections C2 and C3 of this form), including: -
    - the relevant footway width(s), kerb line(s) and centre line(s) of adjoining carriageways or pedestrianised areas (if applicable);
    - the exact location(s), area and dimension(s) of the tables & chairs and/or other objects proposed to be placed on the highway (and the space between them);
  - iv. The location of any other street furniture or objects already on the highway./footway in the vicinity of the premises and proposals to which the application relates (e.g. statutory undertaker plant or utilities, drainage gullies, tree planters, benches, railings, post boxes, bollards sign posts, lamp posts, traffic lights, cellar hatches, inspection covers, manholes, fire hydrants etc); and

(1) <https://www.gov.uk/government/publications/inclusive-mobility/inclusive-mobility>  
Borough Council of King's Lynn & West Norfolk – Application Form Tables & Chairs

- v. The position of pedestrian and other road user access facilities in the vicinity of the premises and proposals to which the application relates (e.g. dropped / raised kerbs, pelican crossings, cycle lanes, parking bays, market stall pitches, taxi ranks, bus stops, tactile paving areas etc).
- c. A copy of a valid certificate of liability insurance that indemnifies the license holder, The Borough Council of Kings Lynn & West Norfolk and Norfolk County Council of not less than £5 Million against each and every claim in respect of injury, damage or loss arising out of any grant of permission to place objects (including tables and chairs) on the highway.
- d. Full details of all objects / furniture proposed to be placed on the highway (including tables, chairs, planters, umbrellas, barriers, lighting columns, signs, menu boards etc). **NB:** a copy of the manufacturer's brochure(s) and other documentation / literature may be submitted for these purposes (see section D of this form).
- e. A colour photograph of each type of object proposed to be placed on the highway as it would appear in the street, together with precise measurements (Metric) of the height, width and depth of each object. **NB:** a copy of the manufacturers brochure(s) and other such documentation / literature which shows the proposed object(s) in colour as they would appear in the street may be submitted for these purposes (see also section D of this form).
- f. Where available, a copy of all relevant permissions(s) authorising the use of the highway for provision of tables and chairs etc for the purpose intended. This may include planning permission and, in some cases written permission of the landowner / occupiers(s)
- g. Where applicable to the application and subject to local byelaws, designations and other orders or restrictions, where alcohol is to be consumed within any proposed area, a full copy of the relevant license (see Licensing Act 2003) authorising the sale / supply of alcohol and the consumption of such alcohol off the premises.
- h. Payment to be made via the online Mi Permit application portal at the time of application. If your application is successful a fee of £75 will be taken from the payment method provided. If declined no monies will be taken. Payment will show as Parking Operations on your statement

**NB:** Failure to supply, provide or otherwise submit prescribed enclosures or any other such information requested may render the application invalid. Such applications may be regarded as void and may be returned to the applicant.

## Other Notes For Applicants

- 1) Permits may only be granted to individual(s) (aged 18 or over) or a relevant business. A permit is not transferable.
- 2) There must be a public consultation period for all applications for the period of 5 working days beginning with the day after which the application has been made. On the day the application is made a notice of application must be fixed to premises, so that it is easily readable and must remain in place until the end of the consultation period.
- 3) If a permit ceases to be used for any period, no refund will be made by the Council for that period or any outstanding period remaining on the term of the permission.
- 4) Permits will be issued for a fixed period and will cover from receipt of successful application through to 30<sup>th</sup> September 2024 (subject to parliament approval) for the one fee of £75.

- 5) Should you require any further information in completing this application form , please contact the Operations Manager Town Centre & Events on 01553 616649 or email [towncentremanager@west-norfolk.gov.uk](mailto:towncentremanager@west-norfolk.gov.uk) with your query.

## SECTION A

### Application History

(To be completed by all applicants)

- 1) Are you applying for renewal of a permit for tables and chairs etc in West Norfolk? YES  NO  If 'YES' please answer **Q2 to Q4** below  
If 'NO' please go to **section B1**
- 2) Previous permit number \_\_\_\_\_
- 3) Expiry date \_\_\_\_\_
- 4) Are you seeking to vary the above numbered permit in any way ? YES  NO  If 'YES' please continue at section B1 below.  
If 'NO' please go to **section G**

## SECTION B1

### Applicant Details i.e. details of the individual to be the permit holder

(To be completed only by new applicants and those varying an existing permit)

Please state whether you are applying for a permit as:-

- a) An individual  If applying as an individual please complete **section B2**
- b) A limited company
- c) A limited liability partnership  If applying in any capacity other than a private individual please also complete **section B3**
- d) Other

Please specify:

## SECTION B2

### Individual Applicant Details

(Complete this section only if applying as a private individual)

- 6) Title Mr  Mrs  Ms  Miss  Other
- 7) Full Name Forename(s): \_\_\_\_\_  
Surname: \_\_\_\_\_

## Individual Applicant Details (cont)

*(Complete this section only if applying as a private individual)*

8) Home address

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9) Postcode

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10) Home telephone No.

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11) Mobile telephone No.

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12) Email

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## SECTION B3

### Other Applicant Details

*(Complete this section only if applying in any capacity other than a private individual)*

13) Company Name

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14) Address

*If different from above*

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15) Postcode

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16) Telephone Number

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17) Email

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## SECTION C1

### Details of Proposed Site(s) & Associated Business

(To be complete only by new applicants and by those varying an existing permit )

**NB:** It is the practice of the Council that tables and chairs etc on the highway will normally only be considered where used solely for the consumption of food and/or drink provided from a business operating from fronting and permanent premises

18) Are the tables and chairs etc being provided solely for the consumption of food/drink?

YES  NO

If 'YES' go to **Q20** below  
If 'NO' please answer **Q19**

19) Please state the purpose for which object(s) are proposed to be placed on the highway.

20) Name of relevant business premises from which tables & chairs are to be served.

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21) Address of relevant business premises.

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22) Postcode

---

23) Telephone Number

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24) Email

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**NB:** It is the practice of the Council that tables and chairs etc should normally be placed adjacent to the business premises to which they relate i.e. at the back of the footway along the building line. However, alternative arrangements may be accommodated where there is suitable footway space dependant of the type of street / area on which the tables and chairs are proposed to be located. It is also the practice of the Council to specify the exact location where objects may be sited.

25) Are you seeking to place tables & chairs etc along the relevant building line? (i.e. adjacent to your premises)

YES  NO

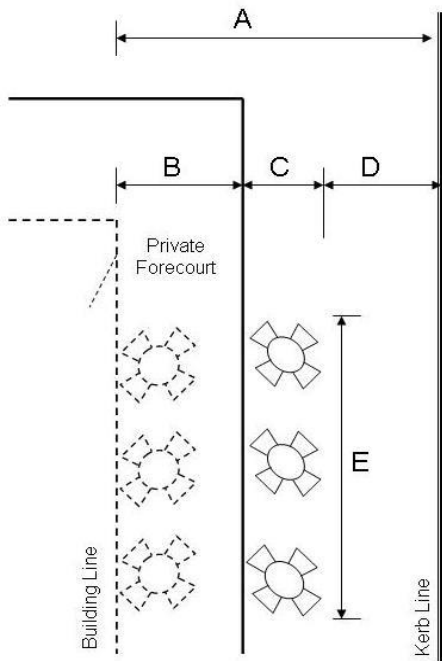
If 'YES' to Q25 please complete **section C2'**

26) Are you seeking to place tables & chairs etc to the centre of the highway?

YES  NO

If 'YES' to Q26 please complete **section C3'**

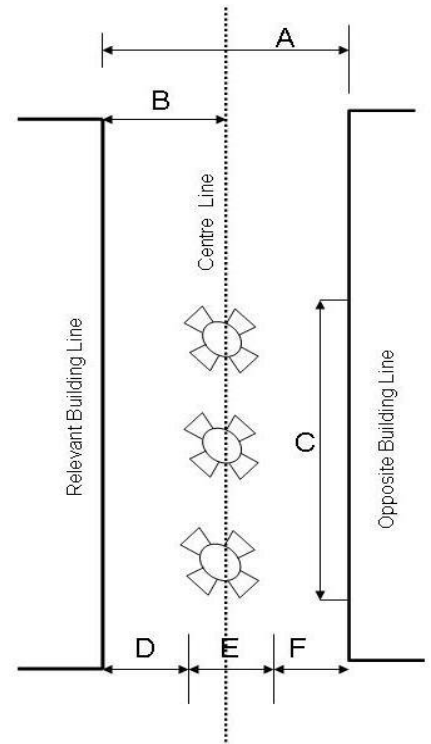
**Diagram A**



**NB:** These diagrams are given by way of example only. Other configurations may apply

**NB:** The detail of the dimensions shown here must be marked and shown on the detailed plan as appropriate

**Diagram B**



## SECTION C2

### Location of Proposed Tables & Chairs etc (see diagram A for reference)

(Complete this section only if you have answered 'YES' to Q25 and are seeking to place tables & chairs along the building line i.e. adjacent to your premises))

- 27)** For each frontage of your premises that you want to use, Please specify the available space and dimensions (in metres) of the area(s) proposed to be used for tables and chairs etc.

#### FRONTAGE A

- |   |                 |  |
|---|-----------------|--|
| <b>a.</b> Distance to kerb (or street Centre line*) from building                               | _____ metres    | <i>* Provide distance to kerb edge from building line or, in the case of pedestrianised area(s) to street centre line as may be appropriate.</i> |
| <b>b.</b> Dimensions of any private Forecourt along building line                               | _____ Width (m) | _____ Depth (m)  |
| <b>c.</b> Area proposed to be used for Tables & chairs etc                                      | _____ Width (m) | _____ Depth (m)  |
| <b>d.</b> Remaining distance to kerb Edge (or street centre line*) Accounting for proposed area | _____ metres    |  |

## SECTION C3

### Location of Proposed Tables & Chairs etc (see diagram B for reference)

(Complete this section only if you have answered 'YES' to Q26 and are seeking to place tables & chairs along the building line i.e. adjacent to your premises))

- 28)** (a) Please give the address for each site proposed to be used for tables & chairs etc, or, if none, please provide ordnance survey map reference(s) and / or description.

*To help ensure your application is processed quickly and efficiently, please detail the exact location of the tables and chairs etc. Please be as specific, precise and accurate as possible.*

- (b) Please also provide the dimensions and available space of each area proposed to be used (meters)

**NB:** The detail and dimensions requested here must be marked and shown on the detailed plan

**Address / description**

**Map Reference(s)**

From Eastings \_\_\_\_\_

To Eastings \_\_\_\_\_

From Northings \_\_\_\_\_

To Northings \_\_\_\_\_

See example **Diagram B** for reference

- a) Distance from building line to  
Opposite building line \_\_\_\_\_ metres
- b) Distance to centre line from  
Building line \_\_\_\_\_ metres
- c) Area proposed to be used for  
Objects (tables & chairs etc) \_\_\_\_\_ Width (m) \_\_\_\_\_ Depth (m)
- d) Distance to building line from  
First line of proposed area \_\_\_\_\_ metres
- e) Remaining distance from line  
Of area opposite building line \_\_\_\_\_ metres

Complete as may be appropriate and, where necessary, continue on a separate sheet for any additional area(s) proposed to be used.



## SECTION D

### Proposal Details i.e. details of the nature and extent of the permit sought (to be completed only by new applicants and those varying an existing permit )

**NB:** Pavement licences will be issued with a fixed end date of 30<sup>th</sup> September 2024 (subject to parliament approval) for the set fee. If you wish for your permit to be shorter than the above fixed date please specify your preferred end date below.

29) Do you want the permit to last a full term (i.e. end date 30/9/2024) YES  NO  *If YES please got to Q31  
If NO Please answer Q30*

30) If you wish the permit to be valid for a limited period  
Please specify dates. ( DD/MM/YY)

FROM:     /     /     TO:     /     /

**NB:** You will need to apply separately for more than one defined period in any 12 months

**NB:** It is the practice of the Council that the hours during which tables and chairs may be placed on the highway be limited between 09:00 and 22:00. However, the Council may reduce these hours further where appropriate and will only approve hours beyond those stated in exceptional circumstances. In all cases, any permitted hours will be limited in accordance with any planning permission requirements and/or other lawful restriction(s)

31) Using the 24:00 hour clock, please state the hours during which tables and chairs etc are proposed to be placed on the highway.

**NB:** You are advised to check any planning restrictions before completing Q31

<b>Monday</b>	From: _____ : _____	To: _____ : _____
<b>Tuesday</b>	From: _____ : _____	To: _____ : _____
<b>Wednesday</b>	From: _____ : _____	To: _____ : _____
<b>Thursday</b>	From: _____ : _____	To: _____ : _____
<b>Friday</b>	From: _____ : _____	To: _____ : _____
<b>Saturday</b>	From: _____ : _____	To: _____ : _____
<b>Sunday</b>	From: _____ : _____	To: _____ : _____

**NB:** It is the practice of the Council that all objects proposed to be placed on the highway conform to the minimum standards set out in our current design specification. See our website for details. It is also the practice of the Council that only those objects specified in a permit (where granted) may be placed on the highway and that the type and number of such objects shall not exceed those prescribed

**NB:** It is the practice of the Council that chairs and tables etc be removed from the highway outside the permitted hours and dates granted and/or when it not intended to operate, and that all such objects be stored in a place reserved for that purpose which must not be on the highway

32) Will the tables and chairs etc be stored in the business premises? YES  NO  *If 'NO' please answer Q33*

33) Please specify the place of storage of the tables & chairs etc when not on the highway.

Dimensions of storage area

## Proposal Details

On the following page(s) , please list the quantity specification and manufacture / supplier details of each type of object proposed to be placed on the highway (e.g. tables, chairs, planters, umbrellas, barriers, lighting columns, signs , menu boards etc).

**NB:** Colour photographs of each type of object proposed to be placed on the highway as it would appear in the street, together with precise measurements of the height, width, and depth of each object must be supplied.

**Manufacturer's brochures and other such documentation / literature may be submitted for the purpose of this section.**

Quantity	Object / Furniture (type / description)	Manufacturer name and address	Manufacturer's specification and colour(s)
		Name:  Address:	   (H) (W) (D)
		Name:  Address:	   (H) (W) (D)
		Name:  Address:	   (H) (W) (D)
		Name:  Address:	   (H) (W) (D)

Quantity	Object / Furniture (type / description)	Manufacturer name and address	Manufacturer's specification and colour(s)
		Name:  Address:	   (H) (W) (D)
		Name:  Address:	   (H) (W) (D)
		Name:  Address:	   (H) (W) (D)
		Name:  Address:	   (H) (W) (D)

**NB:** Subject to local byelaws and orders, alcohol may be sold / supplied on the highway when specifically authorised by a license under the Licensing Act 2003 and a valid street trading consent under the local Government (Miscellaneous Provisions) Act 1982. Subject to local byelaws and orders, alcohol may be sold / supplied from the relevant business premises for consumption at tables and chairs etc when specifically authorised by a licence permitting the sale /supply of alcohol for consumption off the premises.

34) Do you intend to sell / supply alcohol in or from any permitted area?

YES  NO

If 'YES' please answer Q35 below  
If 'NO' please go to Q37

35) Do you hold a relevant License For this purpose under the Licensing Act 2003

YES  NO

If 'YES' please answer Q36 below  
If 'NO' please go to Q37. **NB:** You may need to apply for grant / variation of a relevant license under the Licensing Act 2003

36) Licence Number

37) Do you intend to sell / supply alcohol in or from the relevant business premises?

YES  NO

If 'YES' please answer Q38 below  
If 'NO' please go to Q40

38) Do you hold a relevant license For this purpose under the License Act 2003

YES  NO

If 'YES' please answer Q39 below  
If 'NO' please go to Q40. **NB:** You may need to apply for grant / variation of a relevant license under the Licensing Act 2003

39) License Number

**NB:** Subject to planning permission, food and drink may be sold / supplied from the relevant business premises. However: the direct sale of food and drink on the highway is not permitted otherwise than in accordance with a valid street trading consent under the Local Government (Miscellaneous Provisions) Act 1982 and, where appropriate, a valid authorisation under the Licensing Act 2003 (see above) (subject to local byelaws and orders).

40) Do you intend to sell food / drink directly from any permitted area?

YES  NO

If 'YES' please answer Q41 below  
If 'NO' please go to Section E

41) Do you hold a relevant Street Trading consent?

YES  NO

If 'YES' please answer Q42 below  
If 'NO' you may need to apply for grant / variation of a street trading consent.

42) Trading Consent Number?

## SECTION E

### Applicant Conditions & Continuation Sheet

(To be completed only by new applicants and those varying an existing permit)

- 43) (a) Please list any step(s) that you intend to take to help promote our licensing objectives.

*Please note any steps detailed here may be transposed into conditions of the permit (if granted)*

#### Our licensing objectives include:

- (a) Preventing public nuisance
- (b) Ensuring public and highway safety
- (c) Preventing crime and disorder
- (d) Ensuring public and visual amenity
- (e) Ensuring hygiene and public health

- (b) Please also use this space to provide further information about your application where necessary.

*Continue on separate sheet if necessary*

#### 44) Public Liability Insurance Details

Name of Insurer: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cover (£5M minimum): \_\_\_\_\_

## SECTION F

### Data Protection

The Borough Council of King's Lynn & West Norfolk will use this information given on this application form for the purpose of its statutory function(s) in its capacity as the relevant licensing authority in accordance with the provisions of the Highway Act 1980

However we may disclose your information to our agents or service providers. We may share your information with other Council Services (departments). You have the right to ask for a copy of the information we hold about you (for which we charge a fee) and to correct any inaccuracies in your information. By returning this form to us you consent to our processing sensitive personal data about you where this is necessary

## SECTION G

### Applicant Checklist & Declaration (to be completed by all applicants)

[I] [We] the undersigned hereby request the Borough Council of King's Lynn & West Norfolk to [grant] [review] permission to place objects (tables and chairs etc) on the public highway.

For this purpose:-

- |  | YES                      | N/A                      |
|--|--------------------------|--------------------------|
| (a) [I] [We] submit a copy of this completed application form  | <input type="checkbox"/> |                          |
| (b) [I] [We] submit a copy of a location plan  | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) [I] [We] submit a copy of a detailed site plan as per guidance in section 2 of this application and a Photograph of site notice as per section 3.4 of Objects on the Highway (Tables & Chairs) Pavement Licensing guidance document  | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) [I] [We] submit colour photographs and details of each type of object proposed to be placed on the highway as it would appear on the street  | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) [I] [We] submit a copy of a valid and appropriate certificate of liability insurance   |                          |                          |
| Insurance Policy Number <input style="width: 400px; height: 20px;" type="text"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) [I] [We] submit a copy of a (planning) permission (if applicable)  |                          |                          |
| (g) [I] [We] submit a full copy of a relevant premises license (via Licensing Act 2003) (if appropriate)   | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) [I] [We] submit a copy of a relevant street trading consent (if appropriate)   | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) [I] [We] read & understood section 3.1 DfT guidance on inclusive mobility, and this application complies With that guidance. <a href="https://www.gov.uk/government/publications/inclusive-mobility/inclusive-mobility">https://www.gov.uk/government/publications/inclusive-mobility/inclusive-mobility</a> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

[I] [We] agree to be bound to the conditions applied to any such permit that may be granted

[I] [We] declare that the information contained on this application form and on any submitted plans are true and correct to the best of [my] [our] knowledge and [I] [we] make it knowing that if it is tendered inaccurately, any permit determined and issued in connection with it may be modified, withdrawn / revoked.

[I] [We] also consent to, and understand that, the information given on this application form and any other documents submitted herewith, may be issued to, verified with, and subject to assessment by other agencies for the purpose of determination of [my] [our] application and/or the prevention and detection of crime. In particular, such agencies may include Norfolk County Council, Norfolk Constabulary, Norfolk Fire & Rescue Service, the Planning Authority, the relevant enforcing authority for Health & Safety, Environmental Health and any other bodies detailed in the data protection notice given above.

<b>Signature of applicant or authorised representative</b>	<b>Name of company (or company stamp /seal)</b>
<b>Print Name</b>	<b>Position</b>
<b>DATE:</b>	

**NB:** Fees and charges are subject to regular review and may be increased during the financial year. While a current list of fees and charges is available for perusal at the Council Offices, applications received after any specific date of increase will require payment of any new charge levied.

## Methods of Payment

*(for information only)*

1. Payment is made by creation of an account through the Council's Mi Permit portal:  
<https://secure.mipermit.com/parkingoperations/Application/ModuleLander.aspx>

Applicants will need ensure they have all relevant paperwork associated with the application to upload at the time. Failure to upload all documentation may result in rejection of the application.

**Operations Manager Town Centres & Events  
Borough Council of King's Lynn & West Norfolk  
King's Court  
Chapel Street  
King's Lynn  
Norfolk PE30 1EX**

**Telephone: 01553 616649  
email: [towncentremanager@west-norfolk.gov.uk](mailto:towncentremanager@west-norfolk.gov.uk)**