

APPLICATION FOR PAVEMENT LICENCE

Business and Planning Act 2020
Levelling Up and Regeneration Act 2023

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



Please refer to the guidance notes available on the Council website www.west-norfolk.gov.uk before completing the application form

SECTION 1: APPLICANT DETAILS (INDIVIDUAL APPLICANTS)

Title:	First Name(s):	Surname:
Postal address:		
Post code:		
Phone Number:	Email address:	

SECTION 2: APPLICANT DETAILS – OTHER APPLICANTS (e.g. companies)

Name:	
Registered address:	
Post code:	
Phone Number:	Email address:
Registered number (where applicable):	

SECTION 3: BUSINESS PREMISES DETAILS

Trading name:
Postal Address:
Post code:

SECTION 4: AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates:
(please note you are also required to submit a detailed plan of this area with your application)

Is any of the proposed licence area in front of any other premises? (If YES you will need to attach to this application evidence of consent from neighbouring frontage(s) to use footway space outside their property)	YES/NO

SECTION 5: RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for?
(Please tick one or both options if applicable)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises

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For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises

☐**SECTION 6: FURNITURE TO BE PLACED ON THE HIGHWAY**

Please provide a description of the furniture and the number of each item you propose to place on the highway. Please note you are required to provide photographs or brochures of the proposed furniture with your application. You must also show on the plan attached to this application where the furniture is to be sited.

Type of furniture	Numbers	Description of furniture	Size (width, depth, height)
Counters or stalls			
Tables			
Chairs/benches			
Umbrellas			
Barriers			
Other (please specify)			

Where will the above furniture be stored when not in use?

What will be the arrangements for clearing and cleaning the space at the end of the day?

Will any other demarcation be used to define the area?

SECTION 7: DURATION OF LICENCE AND DAYS AND TIMES OF OPERATION

Please state the dates you wish the licence to operate from and to

(Please note a pavement licence can only be issued for a maximum of 2 years)

From:

To:

During what times do you propose to place furniture on the highway on each of the following days: Please use the 24hr clock, e.g. 10:00 to 20:00

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
From	:	:	:	:	:	:	:
To	:	:	:	:	:	:	:

SECTION 8: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE AND THE PUBLIC CONSULTATION PERIOD OF 14 DAYS (EXCLUDING PUBLIC HOLIDAYS) WILL NOT BEGIN UNLESS ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN SUBMITTED WITH YOUR APPLICATION.

The £150 application fee. Payment can be made by calling 01553 616200 with either credit or debit card, or by cheque made payable to BCKLWN.	☐
A plan must be submitted with your application and is required to: - Show the location of the premises outlined in red, so that the site can be clearly identified. - Clearly show the proposed area covered by the pavement licence in relation to the highway, if not to scale, with measurements clearly shown. - Must show the positions and number of the proposed tables and chairs, together with any other items you wish to place on the highway. - Must include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area. - Details on the plan how the smoke-free seating condition will be met. - Details on the plan how the no-obstruction condition will be met. E.g. minimum width of 1500mm for pedestrian movement.	☐ ☐ ☐ ☐ ☐ ☐
In making this application there is a requirement for the applicant to affix a notice to the premises for 14 days. Please provide a photograph of the wording of the public notice and another showing the notice in situ.	☐
Copy of current public liability insurance certificate (minimum £5 million).	☐
Photos or brochure showing the proposed type of furniture.	☐

Please confirm you have the right to occupy the premises.	☐
If applicable, please provide evidence that neighbouring businesses have permitted tables and chairs outside their properties, including which days and times.	☐

SECTION 9: DECLARATIONS BY APPLICANT

- I understand that I am required to display a notice advertising my application at the premises referred to in this application. Failure to do so will lead to my application being rejected or to the revocation of my licence.
- I understand I must hold and maintain public liability insurance up to a value of £5 million for the duration of the licence.
- I understand my application will not be considered complete, until all the required documents and information have been provided and the application fee has 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 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.

Signature:

Print Name:

Date of application:

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Business and Planning Act 2020 and Levelling Up and Regeneration Act 2023.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the privacy notice page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our Data Protection page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>.

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner](https://ico.org.uk/), website: <https://ico.org.uk/>

PLEASE RETURN APPLICATION TO:

Licensing Team, BCKLWN, Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX