



South Derbyshire District Council

Licensing - Pavement Licence

Case Reference Number - FS-Case-640381401

Pavement Licences allow the licence holder to place removable furniture over certain highways adjacent to their premises. A pavement licence is not required to place tables and chairs on your own premises e.g. in car parks, garden areas etc.

Premises which are used for either of the following may apply for a pavement licence:

a public house, wine bar or other drinking establishment; or

for the sale of food or drink for consumption on or off the premises.

To apply for a pavement licence, please complete this form.

Application forms can only be accepted via the online application form. Your application is not valid until all documents and the fee have been received by the Licensing Authority.

A fee of £100 is payable. This can be paid on submission of this form.

Once you have submitted your application, you must complete the [attached notice](#) (doc, 32kb) and place on your premises on the day of submission for a period of 7 days. The notice should be displayed so it can be viewed by members of the public not on your premises. Checks will be carried out by Officers to ensure the notice is displayed. Failure to display the notice will result in your application being withdrawn.

All pavement licences must comply with these [standard conditions](#) (docx, 80kb). If you don't comply with these conditions, the Licensing Authority can take action to remove furniture from the highway and/or revoke your pavement licence including recovering any costs incurred by the Licensing Authority in ensuring compliance with the licence conditions.

Before you apply, you should read the guidance which can be found on the [Government website](#).

You will need to ensure you have the following in place before applying for a licence:

A copy of your public liability insurance documents showing how you are covered for this activity on the pavement for up to £5 million.

A plan or set of plans fully showing the dimensions of the pavement and the location of the furniture you intend to place on the pavement including the designated smoking and non-smoking areas.

Images or brochure images of furniture and any barriers you intend to place on the pavement.

All licences will normally be valid until 30th September 2023, unless the legislation is amended or revoked within that period, or where there are future restrictions on the use of the highway by the Highways Authority.

It will be your responsibility to ensure that all the information required is provided, and any documents to supply are clearly readable. If there is any missing information or the information is illegible, your application will be rejected. Your application is not deemed valid until all supporting documents have been submitted and the application fee paid.

Applications will be available for public consultation and shared with:

Highways Authority;

Derbyshire County Council;

Derbyshire Police;

Planning Department;

Community Safety Department;

Economic Development Department; and

Environmental Health Department.

Applicants should be aware that all details on their application and documents submitted will be shared with the above agencies to enable full consultation with statutory partners, and in the interests of ensuring effective administration of the licensing scheme. Redacted versions will be published for public consultation.

Only one application can be made for each premises within the determination period.

If you do not hear from the Council after 14 days starting with the day after you submitted a valid application with all supporting documents and fee of £100 then your licence will have been automatically granted.

You will be required to ensure that your activity on the pavement is safe, protects public safety and that you and your customers do not cause a nuisance to neighbouring residents. Enforcement action under other legal powers is still possible even if you have a valid pavement licence and your premises licence may be at risk if you breach any conditions. Anything placed on the highway must be removed overnight and when the business is not operating.

INTRODUCTION

Pavement licence application

Please complete this form to apply for a pavement licence.

A pavement licence will allow you to place removable furniture over certain highways adjacent to your business premises (for example outside a café), particularly to support trading during the COVID-19 recovery period.

Key information:

- Pavement licences can generally operate between 9am and 11pm (further restrictions may apply at some locations, and we will let you know as part of your application if these apply to you).
- Your business must have public liability insurance for a minimum of £5 million in place that covers use of the pavement for such purposes.
- If granted, the licence will expire on 30 September 2023.
- The council has 14 days from the day after the receipt of a valid application to consult on and determine the application.
- To find out how your application will be considered visit:

www.southderbyshire.gov.uk/our-services/licensing/pavement-licences

Your privacy is important to us and any personal information you provide through our online forms will be collected and used to process your service request or enquiry in accordance with the Data Protection Act 2018. Details on how we use your personal information are available in our Council-wide and service specific [Privacy Notices](#).

DETAILS

Name – *Karly Darby*

Contact Phone Number 

Email Address 

Address Where the Pavement Licence is Required - *HALLMARK, 45, HIGH STREET, SWADLINCOTE, DERBYSHIRE, DE11 8JE*

Is the business owner's name different from above? – No

Name of Business Owner –

Is the business address/head office different to your address? – No

Business Address/Head Office –

ABOUT YOUR LICENCE

What area of the pavement/highway do you want the pavement licence to cover? – High Street Swadlincote - 1.5mtr by 3mtr area directly in front of our window in a pedestrian zone

Please describe the type and number of chairs you intend to use, including approximate sizes – bistro small metal chairs - Qty 6 - Approx 30cm x 1mtr

Please describe the type and number of tables you intend to use, including approximate sizes – Bistro small table - Qty 2 - Approx 45cm round

Please detail where the table and chairs will be stored when not in use? Please provide details of how the equipment will be removed at the end of the permitted hours ensuring the safety of staff,

customers and members of the public. – {txtProvideDetails2

Please describe the type and number of other furniture (for example umbrellas, awnings, barriers etc) you intend to use, including approximate sizes – Barriers - 1.5mtrx3mtr (L Shape)

I confirm I will secure the space with sturdy barriers – Yes

What activities do you intend to carry out in the licensable space? For example, consumption of food and/or drink – Consumption of food and drink

Please provide details of the hours you would like your licence to cover (when you will use the street furniture)? – till [Monday - Saturday 09:00 - 16:00](#)

Please state the day and times during the event period that you propose to carry on licensable activities (please give times in a 24 hour format) – [Monday - Saturday 09:00 - 16:00](#)

Please upload a sketch, diagram/plan of the area showing proposed layout of tables chairs and any barriers including the dimensions of the area. The plan must show the smoking and smoke-free areas. - [sandbox-files://66c5f60b7069d571946962](#)

Please upload any further documents i.e. Any pictures or documents relevant to this application –

CONDITIONS, DECLARATIONS AND INDEMNITY

I have read, understood and give my undertaking to observe and abide by the conditions of the licence and any other additional conditions, which may be listed as part of this licence supplied. – Yes

I understand that I can only carry out activities within the licensable space that I have other licences in place to support. – Yes

I undertake to carry out the necessary public consultation in accordance with the requirements of the Act and note that if found to have failed to comply with these requirements the licence will be void and no compensation will be payable. – Yes

I understand I will be expected to download, complete and display a notice outside my building for 7 days from the date of submission of my complete application. – Yes

I/my business has public liability insurance in place for no less than £5,000,000 – Yes

Would you like to upload your public liability insurance now? – Yes

Please upload your public liability insurance – [sandbox-files://66c5f66a05fc2692807216](#)

I understand that the Local Authority has the right to revoke or suspend the licence and that no compensation will be payable – Yes

Please enter your name below 

PAYMENTS

The total amount to pay 

Are these details correct – Yes

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