

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

Before completing this application please read any associated guidance that can be found on our website at [www.braintree.gov.uk/pavementlicence](http://www.braintree.gov.uk/pavementlicence)

If you need to provide additional information please do so on a separate appendix to this application and submit with all required documentation as requested

APPLICANT DETAILS		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:		Post Code:
Contact number 1:		Contact number 2:
e-mail address:		

BUSINESS PREMISES DETAILS	
Trading Name:	
Postal Address:	
Purpose for which the business premises are used? (please 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 of the above uses	

**AREA OF HIGHWAY PROPOSED TO BE USED**

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

**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 of the following options)

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

**DAYS AND TIMES**

During what times do you propose to place furniture on the highway and on which of the following days:  
Please use the 24hr clock.

Mondays

to

Fridays

to

Tuesdays

to

Saturdays

to

Wednesdays

to

Sundays

to

Thursdays

to

**FURNITURE TO BE PLACED ON THE HIGHWAY**

Please provide a description of the furniture you propose to place on the highway  
(Please note you are required to provide photographs or brochures of the proposed furniture with your application. Continue on a separate schedule if necessary)

**Checklist:**

		Rec. Ref	
•	I have paid the fee of £100.00		
•	I have attached photographic evidence of the public notice	<input type="checkbox"/>	
•	I have enclosed a plan showing the extent of the area and layout of furniture	<input type="checkbox"/>	
•	Copy of public liability insurance.	<input type="checkbox"/>	
•	I understand that if I do not provide information requested that my application will be rejected.	<input type="checkbox"/>	
•	I understand that there is no assumed right of permission unless not determined within the required period. Where council refuse permission I understand that fees will not be refunded.	<input type="checkbox"/>	

DECLARATIONS BY APPLICANT	
<p>I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted.</p> <p>I understand I must hold and maintain public liability insurance up to a value of £5million.</p> <p>I understand my application will not be considered to be complete until all the required documents and information have been provided and the application fee of £100 has been paid.</p> <p>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.</p> <p>I understand that the Authority 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.</p> <p>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.</p> <p>I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose. This application will be sent to the consultees listed at <a href="https://www.braintree.gov.uk/licensing/pavement-permit-licence/3">https://www.braintree.gov.uk/licensing/pavement-permit-licence/3</a> for comments. This application will not be sent to any other body, except as allowed by law, without my consent.</p>	
<b>Date Submitted:</b> <b>(Date of application)</b>	<b>Signed:</b>
	<b>Print Name:</b>

Please return this form with all relevant documents and proof that the application fee has been paid to:  
[licensing@braintree.gov.uk](mailto:licensing@braintree.gov.uk)

## DATA PROTECTION STATEMENT

The Council will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems. The application form and any supporting documents will be sent to the consultees listed at <https://www.braintree.gov.uk/licensing/pavement-permit-licence/3> for comments. Summary details of the application which include applicant name, Premises address, days and times furniture will be placed on the highway and details of proposed furniture including any photographs or plans will be advertised on the Council's website for the duration of the consultation period.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. The Council may check information you have provided, or information about you that another person has provided, with other information we hold. The Council may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

Braintree District Council is the data controller. Further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how the Council will use your information, how we maintain the security of your information, your rights to access the information we hold on you, including correcting or removing your information, how to contact the Data Protection Officer, how long your information is held or how we process your personal information can be found at: [www.braintree.gov.uk/ Privacy](http://www.braintree.gov.uk/Privacy). The Data Protection Officer can be contacted at [dpo@braintree.gov.uk](mailto:dpo@braintree.gov.uk) or on 01376 552525.