

Permanent Pavement Licence Application Form

A pavement licence is granted by the local authority, which allows the licence-holder to place removable furniture or similar items, over certain highways adjacent to the premises, in relation to which the application is made. More information can be accessed at [Pavement licences: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Derbyshire Dales District Council Council (“the Council”) will consider your application for a Pavement Licence in accordance with the standard conditions attached to this application form.

Please note the following important information before completing the form:

- The licence may only operate between the hours specified by the Council. Further restrictions on operating hours may be applicable at some locations and you will be advised if these restrictions apply at your location.
- The applicant **MUST** have public liability insurance in the sum of at least **£5 million**.
- The licence shall run for a maximum of 2 years, or the **period specified** (minimum 3 months).
- The Council has **14 days** from the day after the receipt of a valid application to consult with other authorities/agencies and a further **14 days** (after the consultation period) in which to determine the application.

1. Type of Application (tick which is relevant)

GRANT

RENEWAL

Applicants Details

Full Name of Applicant *	
Contact address of applicant (Please include your postcode)	
Telephone Number	
Mobile Number	
Email Address	

3. Organisation/Business Details

Name of Business / Organisation *	
Address of Business/Organisation (Head Office if applicable)	
Registered Company Number (if applicable)	
Name and Address of Business (for the Pavement Licence) *	

*These details will be included in a public notice at the premises and on the District Council website.

N.B. Any changes to the above information should be notified to Licensing Section at the Council in writing as soon as possible.

Do you hold a licence to sell alcohol or late-night refreshment under the Licensing Act 2003? (If yes, give your premises licence number)

Have you registered your business with the Councils Food Safety Team? (if yes, what date did you register?)

Have you obtained public liability insurance covering your business, including the proposed pavement area, for up to £5,000,000. (Please note that this is often in the schedule of insurance). If yes, Provide the policy number below:

4. Trading Days and Hours

Details of the days of the week and hours when you would like the Pavement Licence Area to be open:

Day	Open – (not before 9.00am)	Closed – (no later than 11.00pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

5. Furniture

You must provide as much detail as possible for all the street furniture items you are proposing to use, e.g., numbers and types of items to be used.

Please detail the number of tables you wish to provide at the Pavement Licence Area (PAL).	
Please detail the number of chairs you wish to provide at the Pavement Licence Area (PAL).	
Please provide details of any barriers you are proposing to use.	
You must provide details of all furniture to be used as part of the Pavement Licence Area, including pictures and dimensions along with any other supporting documentation with your application.	
Do you intend to provide umbrellas and/or parasols. If yes, please provide details.	
Do you intend to provide any outdoor heating appliances? If yes, please provide details.	

6. Provision of Documents – Checklist (tick if provided)

Please provide the following documents with your application	Tick if provided
1. Proof of your Public Liability Insurance	
2. Picture of the notice displayed on the premises	
3. Site plan or set of plans (showing layout of furniture within the proposed pavement area at premises – showing dimensions of the pavement and furniture)	
4. Location Plan – showing where the premises is in relation to the street or surrounding area.	
5. Diagrams of photos or proposed street furniture, non-street furniture and barriers to be used (you must provide details of all furniture to be used, including pictures and dimensions along with any other supporting documentation.	
6. Relevant other licences held (licensing act 2003)	

7. Management Plan

Please use the boxes below to detail how you propose to manage the Pavement Licence Area if a licence is granted.

Public Nuisance	
Public Safety (including consideration of No Obstruction Condition)	
Non Smoking Area Provision	
Crime and Disorder	

8. Public Notice

I confirm that I will display the required public notice on my premises so that the Public can see it/ This will be from the same day as submit my application form to Licensing.	Please tick to indicate YES.
I confirm that the notice will show a 14-day period for public consultation, starting from the date after the application is submitted to Licensing.	Please tick to indicate YES.
I confirm a copy of this notice and photo of it on site will be sent to Licensing along with the application and accompanying documents.	Please tick to indicate YES.

9. Declaration/ Indemnity and Conditions. (Please read)

1. I hereby apply to Derbyshire Dales District Council for and on behalf of the above-named Business/Organisation for a Pavement Area Licence (PAL). I declare to the best of my knowledge and belief the above particulars are correct.
2. In the event of the Local Authority granting permission herein, I agree to indemnify and hold harmless the relevant Council(s) from and against all actions in law or inequity, damages or statutory or common law losses, costs charges and expenses arising in manner whatsoever out of the placing of chairs and other items on the pavements.
3. I have read and understood and give my undertaking to observe and abide by the conditions of the pavement licence and any other additional conditions, which may be attached to the licence I have been granted.
4. I understand that the District Council has the right to revoke or amend the Pavement Area Licence (PAL) and that in the event, I will not receive any compensation.

Signed (Applicant)
Print Name
Date Application Made.

Please return your completed application form and ALL accompanying documents to licensing@derbyshiredales.gov.uk

Licensing Team, Regulatory Services, Derbyshire Dales District Council, Town Hall, Matlock, DE4 3NN Tel: 01629 761313 email: licensing@derbyshiredales.gov.uk

For details of data protection and how we use your data please see our privacy notice at [Privacy - Derbyshire Dales District Council](#)