

Business and Planning Act 2020

APPLICATION FOR PAVEMENT LICENCE

The completed application form together with the required documents and fee must be sent to;

The London Borough of Newham
Highways and Sustainable Transport
Network Management
Newham Dockside
1000 Dockside Road
London
E16 2QU

Skipsand.Scaffolding@newham.gov.uk

Part B **must** be displayed to the public at the premises upon application, for 14 days

1. Where do you want the pavement licence to apply:

Address of Licence:

Business Name of premises:

The application is for:

(*enter quantity*) Tables and Chairs, for the purposes of serving food
and drink.

Details of Any other equipment being considered

2. Is the land to be used owned or maintained by

- Newham Council as the Highway Authority:
- Network Rail
- Transport for London (TfL) or any of its subsidiaries

3 What is the:

- The width of the land that you wish to use: metres
- The depth of the land that you wish to use: metres
- Total area of the land that you wish to use : square metres

2. Applicant Details

First name:

Family/ Surname

Address:

Business Address *(if different from above):*

Date of Birth:

Main contact Telephone number:

Mobile Number:

Email address:

Company name: *(if applicable):*

Registered Office: *(if applicable)*

Principle Trading address: *(if applicable):*

Registration number: *(if applicable)*

3. Application Details:

3.1 Who will you appoint to be in charge of the area used for the tables and chairs
(e.g. manager of premises)

3.1. On what days and during what times do you want to put the tables and chairs on the land (use 24 hour clock):

Day	Start	Finish
Mon		
Tues		
Weds		
Thurs		
Fri		
Sat		
Sun		

Note: The Council has a standard condition that the hours of operation may only be between **09.00 to 22.00 hours** on Monday to Sunday. The Council will only be prepared to extend those hours in exceptional circumstances. If you wish to trade before 09.00 hours or after 22.00 hours, please give details of the hours and full reasons below:

.....
.....
.....
.....

The Network Management Team reserves the right to restrict times of operation in the interests of the public.

- 3.3 Permissions are normally granted for a 3 month period (renewable subject to payment)
- 3.4 Give a brief description of the types of chairs, tables and barriers that will be used on the Highway including the numbers and what they are made of and their colours.
- 3.5 Give details of the toilet and hygiene facilities that will be provide for persons using the area, including the location of the facilities and their numbers.
- 3.6 What provision you have made for smoking and non-smoking areas for seating
- 3.7 Give details of the steps that you will be taking to ensure that the use of the highway does not cause a public nuisance to either nearby residents/businesses or passers-by. This should include preventative measures to stop noise nuisance that may be caused by patrons using the premises or arriving at or leaving the premises in particular at night.
- 3.8 Give details of the steps that you will be taking to ensure that the use of the highway does not cause or attract anti-social behaviour, crime or disorder in the vicinity (e.g. groups of people attracted by the operation gathering immediately outside the land and causing problems).
- 3.9. What arrangements will be made for the regular collection of any litter or other rubbish in the vicinity of the area that have been caused by the business?
- 3.10 How often will the tables and the land be cleaned of plates, drinking vessels and other utensils, waste, rubbish etc.?
- 3.11 What arrangements will be made for the storage and collection of any litter, waste, rubbish etc.?
- 3.12 What, if any arrangements or measures have you considered/put in place to reduce the risk to customers from vehicle incursions and social distancing?

3.13 Please give any other information which you believe will be of assistance to the Council in its consideration of the application

3.14 Please supply a plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items that the applicant wishes to place on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.

3.15 a risk assessment demonstrating how the applicant will manage social distancing and the conflict between pedestrians using the footway, those using the tables and those queuing to access the premises,

Documents etc. to be submitted with this application form:

I have enclosed the following documents etc with this application form	State Yes or No
The fee (this can be paid by Credit/Debit card by calling 020 3373 1463)	
Plans in accordance with number 3.2(a) and (b)of the Rules Governing Applications	
Proof of any Public Liability insurance	
Photographic evidence of placement of notice in Part B. showing prominent location in premises window and overview of location in relation to premises as a whole showing Part B form displayed.	

Declaration of Applicant

1. I hereby declare that:

- a) I have read the Councils:
 - Rules Governing Applications
 - Standard Conditions
 - Guidelines For Determination of Applications

- b) I am aware that 'tacit approval' does not apply to this application

- c) The details contained in this application and any attached documents are correct to the best of my knowledge and belief.

2. I/we hereby further declare that I/we shall indemnify and save harmless the Council of the London Borough of Newham against any claim in respect of injury, damage or loss arising out of the grant of the permission that is not attributable to the negligence of the Council

Signed:

Print Name

Dated

Part B: Site Notice Template for display by an applicant for a Pavement Licence.

**Sec. 4(1) the Business and Planning Act 2020.
Application for a Pavement Licence**

I/We *(insert name)*,

do hereby give notice that on *(date)* have applied to Newham Borough Council
for a 'Pavement Licence' at:
(postal address of premises)

known as *(Premises Name)*;

The application is for:
(brief description of application (e.g outdoor seating to the front of the premises for serving of food and drink))

Any person wishing to make representations to this application may do so by writing,
preferably by email, to:

The London Borough of Newham
Highways and Sustainable Transport
Network Management
Newham Dockside
1000 Dockside Road
London
E16 2QU
Skipsand.Scaffolding@newham.gov.uk

by:

*(last date for representations being the date 7 days after the date the application is submitted to the local authority
(excluding public holidays))*

The application and information submitted with it can be viewed on the Council's
website at: www.newham.gov.uk/pavementlicence

Signed

Dated :
(date the notice was placed which must be the same date as the date of application)

Giovanna's Deli & Wine Application for Pavement Licence

Give a brief description of the types of chairs, tables and barriers that will be used on the Highway including the numbers and what they are made of and their colours.




To ensure that the seating arrangements are in line with the style of the venue and complement the local high street, the following style of tables and chairs have been selected.

Along the front of the premises, traditional, black metal bistro style tables will be used together with moveable black metal chairs. This will allow for groups to remove chairs should extra space be required for wheelchairs or pushchairs.

Along the side of the premises, a half bench will be placed. Again, made of black metal and wood with seating facing outwards from the premises. These seats will be not be able to be moved by clients. This is to ensure that no obstructions are made on this (narrower) stretch of road.

A small freezer unit will be placed by the entrance to the shop. This traditionally designed unit will be branded (in line with the Victorian style of the premises and will be used to store and serve gelato.

Indicative images of the intended furniture can be found below:

Front tables	
Front chairs	
Side bench	

Side table	
Barriers	

Give details of the toilet and hygiene facilities that will be provide for persons using the area, including the location of the facilities and their numbers.

Three toilets are available within Giovanna’s Deli & Wine, one of which is fully accessible and on the ground floor. The other two are on a lower level and accessible through the main floor. These toilets are kept regularly clean and are properly equipped.

A number of hand sanitation stations are available throughout Giovanna’s, including at the entrance and till point.

What provision you have made for smoking and non-smoking areas for seating?

Smoking will be restricted to the back garden area (only accessible through the premises). This enclosed area will allow for better waste management, proper separation of smokers and non-smokers and less disturbance to passers-by.

Give details of the steps that you will be taking to ensure that the use of the highway does not cause a public nuisance to either nearby residents/businesses or passers-by. This should include preventative measures to stop noise nuisance that may be caused by patrons using the premises or arriving at or leaving the premises in particular at night.

We recognise that this application falls within a cumulative impact zone. As such, the following measures will be put into place to ensure that we are promoting the public interest.

- Signage will be placed throughout the seating area reminding customers to respect neighbours and warning of the consequences of antisocial behaviour.
- The area will be monitored by CCTV and signage will advise customers of this.

- The area will be continually monitored by Giovanna's staff, who have received training in alcohol risk management.
- A personal licence holder will be present throughout operating hours.
- Appropriate space will be left on the public footpath to ensure that the thoroughfare is not blocked to those with mobility requirements.
- The area will be monitored by staff for noise levels and customers will be reminded to be respectful of the local residents.
- The area will be cordoned off to ensure that it can be properly monitored and managed. This will also reduce the risk of creating confusion for passers by.
- Amplified music will not be played outside the venue.

Give details of the steps that you will be taking to ensure that the use of the highway does not cause or attract anti-social behaviour, crime or disorder in the vicinity (e.g. groups of people attracted by the operation gathering immediately outside the land and causing problems).

The area will be cordoned off to increase the ease with which it can be managed by Giovanna's staff. The area will be regularly monitored by staff so that any potential risks can be managed before they develop into issues.

Appropriate relationships with local businesses will be managed and maintained to ensure that any concerns raised by other business premises can be brought to our attention as soon as possible.

The area will be monitored by CCTV, which will be available to police upon request. Signage to this effect will be displayed.

What arrangements will be made for the regular collection of any litter or other rubbish in the vicinity of the area that have been caused by the business?

The area will be monitored throughout operating, with hourly checks on the immediate surrounding area to check on litter.

Waste will be separated and stored within Giovanna's until it is collected in line with Giovanna's current waste management procedure. (Rubbish and recycling are collected once a day, every day).

How often will the tables and the land be cleaned of plates, drinking vessels and other utensils, waste, rubbish etc.?

Tables and land will be cleaned, sanitised and cleared of rubbish, empties and other waste between each customer. Extra measures will also be put in place to check the area on an hourly basis to ensure that anything that may have 'blown away' or fallen to the floor is retrieved.

What arrangements will be made for the storage and collection of any litter, waste, rubbish etc?

See above.

What, if any arrangements or measures have you considered/put in place to reduce the risk to customers from vehicle incursions and social distancing?

Appropriate distance has been left between the seating areas and the main road. This seating area will be cordoned off with coloured barriers as to alert the vehicles and passers-by to the area.

The seating area on Woodgrange Road is further protected from vehicle incursions by the presence of bike racks. These racks are shown on the drawings here below.

Measurements have been taken to ensure that the seating area does not result in restrictions for users of wheelchairs or pushchairs.

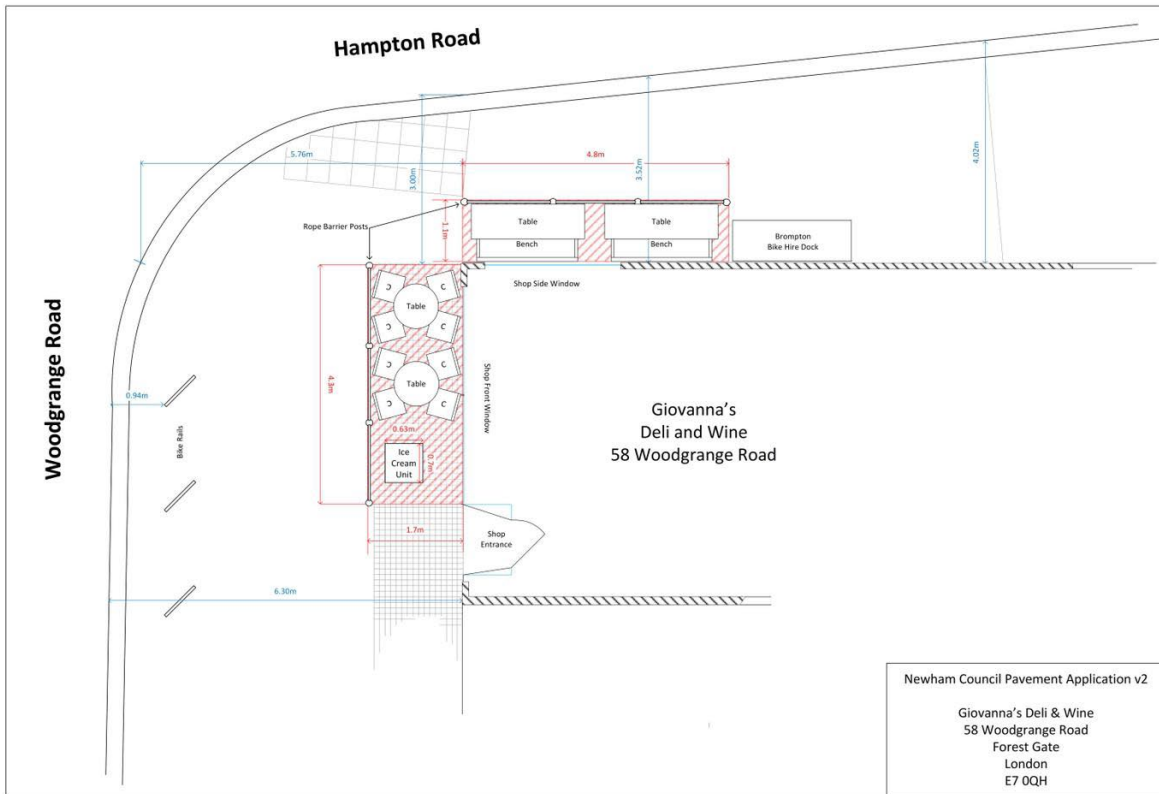
Please give any other information which you believe will be of assistance to the Council in its consideration of the application

Giovanna's continues to welcome the input and collaboration of the council/ licencing authorities throughout our work- including suggestions on how we could improve our seating area to support local developments.

We hope that the placement of furniture on the highway, together with pro-active management will improve the area for the local community and discourage antisocial behaviours- such as fly tipping.

Please supply a plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items that the applicant wishes to place on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.

See below



Please supply a risk assessment demonstrating how the applicant will manage social distancing and the conflict between pedestrians using the footway, those using the tables and those queuing to access the premises.

Risk	Rating before mitigation measures	Mitigation Measures (Plan)	Rating after mitigation measures	Additional measures
Social distancing: Blocking the foot path	Medium	Appropriate space will be left on the pavement for pedestrians and wheelchair users. The seating area will be clearly cordoned off to avoid 'creeping' beyond agreed boundaries. Queue management as described below.	Low	Buggy users will be offered highchairs so that prams can be folded and stored- thereby reducing space used by customers

Queue management	Medium	Operate booking system to reduce queues. Includes taking contact of 'walk ins' who will be contacted when tables are free. Queuing will be discouraged and staff will disperse crowds.	Low	Pre-booking options including online and over the phone will be offered and advertised.
Litter	Medium	Monitoring throughout day. Hourly standards checks. Between each customer group tables will be cleared, cleaned and sanitised. Floors will be checked and swept as required. Waste collected and stored on premises until daily collection. Records kept and checked by management daily.	Low	Hourly checks on immediate surrounding areas to ensure that no waste has been 'blown away'.
Smoking	Medium	Smoking will be restricted to back garden area- accessible through shop. Staff will inform customers of this upon booking	Low	Signage to advise
Noise	Medium	No amplified music will be played outside. Signage will be provided reminding customers to maintain low noise levels. Staff will monitor and remind customers of requirement to reduce noise.	Low	Disruptive customers will not be afforded access.

