

Business and Planning Act 2020 (as amended)

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:

Unit 3, Woodgrange Road, Forest Gate, E7 8BA

Business Name of premises:

Costa Coffee

The application is for:

(*enter quantity*) 8 Tables and 16 Chairs, for the purposes of serving food and drink.

Details of Any other equipment being considered

No

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

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

3 What is the:

- The width of the land that you wish to use: 9.9 metres
- The depth of the land that you wish to use: 1.26 metres
- Total area of the land that you wish to use : 12.5 square metres

2. Applicant Details

First name: [REDACTED]

Family/ Surname [REDACTED]

Address: [REDACTED]

Business Address *(if different from above)*:

Date of Birth: [REDACTED]

Main contact Telephone number: [REDACTED]

Mobile Number: [REDACTED]

Email address: [REDACTED]

Company name: *(if applicable)*: Architecture Design Ltd on behalf of Scoffs Group Ltd t/a Costa Coffee

Registered Office: *(if applicable)*

Principle Trading address: *(if applicable)*:

Unit 3, Woodgrange Road, Forest Gate, E7 8BA

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)

The Store Manager

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	6.30	18.00
Tues	6.30	18.00
Weds	6.30	18.00
Thurs	6.30	18.00
Fri	6.30	18.00
Sat	07.30	17.30
Sun	8.00	17.30

Please note the answers to the questions below are given on separate sheet/appendix due the lack of space.

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:

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We feel it's important our customers have the choice of sitting out early with fresh air to enjoy a coffee, snack or beverage before the restrictions of work and commuting.

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 6 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. **Please see Plan**
- 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. **Please see attached Appendix**
- 3.6 What provision you have made for smoking and non-smoking areas for seating **Please See attached Appendix**
- 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). **Please see attached Appendix**
- 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.? **Please see attached Appendix**
- 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?

N/A

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 [REDACTED])	Yes
Plans in accordance with number 3.2(a) and (b) of the Rules Governing Applications	Yes
Proof of any Public Liability insurance	Yes
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.	Yes

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 [REDACTED]

Dated 16 October 2024