

## 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

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#### 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):

<b>Day</b>	<b>Start</b>	<b>Finish</b>
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 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.
- 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.

#### **4 Counter Terrorism Model Security Considerations:**

4.1 The pavement license holder will need to ensure that the management team of the business to which the pavement license is attached; register and successfully complete the nationally recognised counter terrorism training product referred to as ACT E Learning within 10 days of the notification of the grant of the Pavement License OR can demonstrate that the ACT E Learning product has successfully been completed within the preceding 12 months and that all staff employed by OR at the premises complete the ACT E Learning within a reasonable period not exceeding 3 months from the notification of the grant of the Pavement license. (Act E Learning certificates are provided on successful on-line completion).

4.2 The Pavement License holder will need to ensure that existing CCTV systems are correctly working, are compliant with the Data Protection Act 1998, Information Commissioners requirements and any other local CCTV Code of Conduct produced by the Police or Local Authority. Imagery must be retained for at least 28 days and images produced to a Police Officer or Local Authority Enforcement Officer upon reasonable request. Faults which render the CCTV system or parts of it inoperable should normally be rectified within 24 hours.

#### **Documents etc. to be submitted with this application form:**

<b>I have enclosed the following documents etc. with this application form</b>	<b>State Yes or No</b>
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.(as amended)  
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](http://www.newham.gov.uk/pavementlicence)

Signed .....

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