



Application Form for Pavement Licence

Section 115 of The Highways Act 1980

Please refer to Policy for Pavement Licensing on the Council website www.stalbans.gov.uk, prior to completing the application form.

| APPLICATION TYPE (please tick the relevant box) | |
|--|--|
| Grant of a Pavement Licence | |
| Renewal of a Pavement Licence | |
| Variation of a Pavement Licence | |
| Transfer of a Pavement Licence | |

| |
|------------------------------|
| Applicant's name: |
| Address and postcode: |
| Telephone: |
| E-mail: |

| |
|---------------------------------------|
| Agent details (if applicable): |
| Address and postcode: |
| Telephone: |
| E-mail: |

Name and Address of the premises where tables and chairs are being placed:

Telephone Number:

Please give the name of a **contact person** at these premises if different from applicant:

Please tick as appropriate:

Do you occupy these premises as

freeholder

leaseholder

tenant

other

Purpose of application (please tick one)

| | |
|--|--|
| To sell or serve food or drink supplied from, or in connection with relevant use of, the premises. | |
|--|--|

| | |
|--|--|
| Use of the furniture by other persons for the purpose of consuming food or drink not in connection with relevant use of a premises. (i.e. tables and chairs not used directly by a premises) | |
|--|--|

Relevant use of the premises (please tick applicable)

| | |
|---|--|
| Use as a public house, wine bar or other premises that supplies alcohol for consumption on the premises | |
|---|--|

| | |
|---|--|
| Use for the sale of food or drink for consumption on or off the premises. | |
|---|--|

What is the nature of the business at these premises? (please be specific)

Location:

size of area (m), length: _____, width: _____

How many tables and chairs do you propose to have at the site?

Total number of tables: _____ Total number of chairs: _____

Total number of umbrellas: _____

Details of furniture (e.g. type, colour, material, size):

Please indicate below the **proposed days and times of operation for the tables and chairs (please use 24 hour clock):**

| Day | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|-------|-----|------|-----|-------|-----|-----|-----|
| Start | | | | | | | |
| End | | | | | | | |

| | |
|----------------------------|--|
| Date of application | |
|----------------------------|--|

| I enclose the following: | |
|---|--|
| A completed and signed Application Form. (supplied with a grant, renewal, variation and transfer) | |
| The full application fee as appropriate. (supplied with a grant, renewal, variation and transfer) | |
| A plan in line with the policy, see section 4.3 (supplied with a grant, variation and first renewal under the new policy) | |
| Colour photographs of the proposed street furniture that will be used. (supplied with a grant, variation if furniture is changed and first renewal under the new policy) | |
| A certificate of Public Liability Insurance that covers the activity for third party and public liability risks. The minimum insurance cover shall be £5,000,000. (supplied with a grant and renewal) | |
| Evidence of registration of the food business or evidence of a food hygiene rating if you have one. (supplied with a grant and first renewal under the new policy) | |
| A copy of your completed public notice (supplied with grant only) | |
| Transfer consent (supplied with transfer only) | |
| Signed privacy notice (supplied with a grant, renewal, variation and transfer) | |

Fees

| Number of tables & chairs/seats | Grant | Renewal |
|--|--------------|----------------|
| 2 tables and up to 8 seats | £120 | £100 |
| 3-4 tables and up to 16 seats | £200 | £180 |
| 5-10 tables and up to 40 seats | £285 | £265 |
| 11 or more tables and over 40 seats | £345 | £325 |
| Variation | £37 | |
| Transfer | £37 | |

Consent of licence holder to transfer

I/we
[full name of current licence holder]

the licence holder of licence number
[insert premises licence number]

relating to

.....
[name and address of premises to which the application relates]

hereby give my consent for the transfer of premises licence to

.....
[full name of transferee].

signed

name
(please print)

dated

By signing the box below you are confirming that you have:

- read the Privacy Notice information that tells you how we will process your personal data with regard to the pavement licence application:

Privacy Notice for pavement licensing applications including temporary pavement licences

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation [Art. 6(1)(c) of the UK General Data Protection Regulation ("GDPR")]. This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can consider your application for a pavement licence.

How will we use the information about you?

We use the information to process your application for pavement licence and, if granted, to regulate your pavement licence. We may share the information with other departments at the Council to enable us to deal with your application but for no other purposes.

We will not share the personal information we hold with any external organisations except for consultees listed in the Pavement Licensing Policy or in respect to the Temporary Pavement Licence (Business and Planning Act 2020) applications. We will share the details of the application but not your personal details with the properties neighbouring your proposed site as set out in the Policy.

If the land on which you propose to operate the pavement licence is owned by the Council and is not highway, we will share your application with the Council's Estates Team to enable them to contact you about a sitting out licence.

We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about [your rights](#) on our website:

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit [the website](#).

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found [here](#).

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

Your signature:

Date:

Please return the **completed application form** to:

Licensing Team, Community Services, St Albans City and District Council, St Peters Street, St Albans AL1 3JE