



## Application Form for Temporary Pavement Licence

### Business and Planning Act 2020

Please refer to Policy for Pavement Licensing on the Council website [www.stalbans.gov.uk](http://www.stalbans.gov.uk), prior to completing the application form.

**Applicant's name:**

**Address and postcode:**

**Telephone:**

**E-mail:**

**Agent details (if applicable):**

**Address and postcode:**

**Telephone:**

**E-mail:**

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**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 or both)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises.	<input type="checkbox"/>
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Use of the furniture by other persons for the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises.	<input type="checkbox"/>
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**Relevant use of the premises** (please tick one)

Use as a public house, wine bar or other drinking establishment	<input type="checkbox"/>
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Use for the sale of food or drink for consumption on or off the premises.	<input type="checkbox"/>
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**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: \_\_\_\_\_

**How many of those tables and chairs do you propose to have designated as smoke at the site?**

Number of smoke free tables: \_\_\_\_\_ Number of smoke free chairs: \_\_\_\_\_

Number of smoke free 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							

<b>Date of application</b>	
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**Checklist:**

- Completed application form
- Payment of £100 via card by calling 01727 819221 or payment via Bacs:  
Bank details:-  
Sort code 40-40-01  
A/c No 01403818
- A valid Public Liability Insurance Certificate to the sum of at least £5 million.
- A scale plan of the area
- A location plan
- A copy of your completed public notice (must be on the premises for 7 days)
- Signed privacy notice

If the application is granted this will last 12 months starting the day the application is granted.

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 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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