



## **Application Form for Pavement Licence**

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 to ensure you are able to meet the criteria applicable before applying for a permit.

**Applicant's name:**

**Company name/address and postcode:**

**Telephone:**

**E-mail:**

**Agent's details** (if applicable)

**Company name/address and postcode:**

**Telephone:**

**E-mail:**

**Name and Address of premises where it is proposed to place tables and chairs:**

Telephone Number:

Please give the name of a **contact person** at these premises if different from Q1:

**Please tick as appropriate:**

Do you occupy these premises as

freeholder

leaseholder

tenant

other

**To be completed by the freeholder or their authorised representative if applying for the first time.**

I/We give our consent to this application being made:

Name:

Capacity:

Address:

Telephone Number:

Email address:

Signature or official stamp:

**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?**

Number of tables: \_\_\_\_\_ Number of chairs: \_\_\_\_\_

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:**

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b><i>Times of operation</i></b>							
<b>Start</b>							
<b>End</b>							

**What date would you like the licence to start?**

**Checklist:**

- Completed application form
- Cheque for the relevant fee
- Your current 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

**Confirmation**

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

- sent a copy of the attached public notice to the 15 properties residential or commercial that are nearest to your premises, with a copy of the letter sent to the properties attached.

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

### **Privacy Notice**

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.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice attached to this form.

**Please read the privacy notice for more details -**

**[http://www.stalbans.gov.uk/business/Business-in-St-Albans/StAlbans-Council-Services-for-Businesses/BusinessLicences/OnStreet/pavement\\_licensing/default.aspx](http://www.stalbans.gov.uk/business/Business-in-St-Albans/StAlbans-Council-Services-for-Businesses/BusinessLicences/OnStreet/pavement_licensing/default.aspx)**

**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