APPLICATION FOR A NEW PAVEMENT LICENCE

Business and Planning Act 2020 (as amended)

Use this form for a first Pavement Licence at the premises or where the applicant is not the existing licence holder. Pavement Licences cannot be transferred between people or companies. A licence may be granted for up to two years, but the Council may specify a shorter period. Requested hours and arrangements are not automatically granted.

Before you apply

Application fee: £500. The fee is non-refundable once the application has been submitted.

Site notice: required. After the Licensing Team has checked the application, it will confirm the consultation dates and provide or approve the site notice. Display the notice and proposed plan on the same day the dates are confirmed, keep them displayed throughout the consultation period, and promptly provide a dated photograph showing them clearly displayed and readable from outside the premises.

Submit electronically to: licensing@enfield.gov.uk

What you must submit

☐ Completed and signed application form.

☐ Proof of payment of the £500 fee.

☐ A scale plan of the proposed licensed area and furniture layout, with dimensions.

☐ Current photographs of the proposed licensed area and photographs or specifications of all proposed removable furniture.

☐ A copy of valid public liability insurance covering the proposed highway area and operation for the full licence period.

☐ Evidence of your right to occupy the premises, if requested.

☐ Confirmation that you understand the site-notice requirements in section 9.

☐ Any other material needed to show compliance with national conditions, local conditions, accessibility and public-safety requirements.

1. Applicant details

Complete either the individual or company details. The applicant will be the legal holder of any licence granted.

Title	
First name(s)	
Surname	
Date of birth	
Postal address and postcode	
Telephone number	
Email address	

Company applicant, if applicable

Company name	
Company number	
Registered/postal address and postcode	
Contact name	
Telephone number	
Email address	

2. Premises details

Business/trading name	
Premises address and postcode	
Telephone number at premises	
Premises Licence / Club Premises Certificate number, if applicable	
Preferred licence start date, if any	

Note: A preferred date is not binding. The Council will determine the effective date and duration of any licence granted, up to two years.

3. Furniture proposed on the highway

Removable furniture	Number	Length (m)	Width (m)	Height (m)	Notes / specification
Tables					
Chairs					
Barriers					
Parasols / umbrellas					
Heaters					
Planters					
Other (specify)					

All items, including barrier feet and parasol overhang, must remain inside the proposed licensed area. Furniture must be removable, readily movable and stored away when not authorised. Advertising boards are not authorised by a Pavement Licence.

4. Proposed licensed area

Measurement	Proposed licensed area
Width (m)	
Depth (m)	
Total area (m²)	
Clear pedestrian route to back of kerb / nearest obstacle (m)	

5. Plan and accessibility

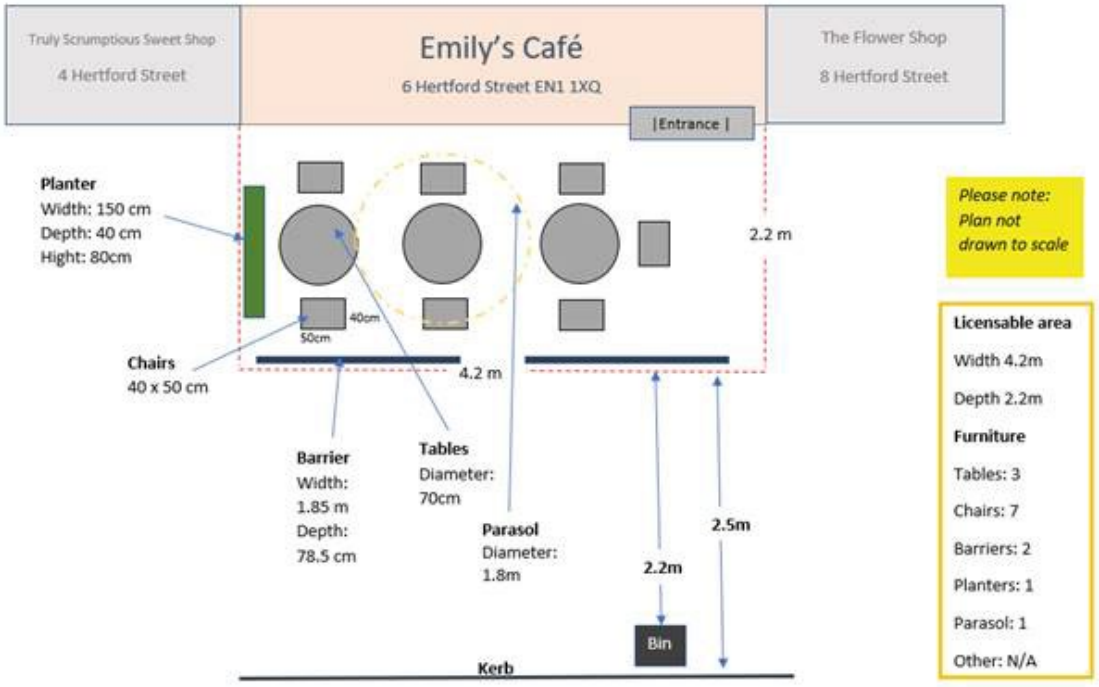
The scale plan must clearly show:

- the premises outlined in red and the proposed licensed area;
- neighbouring premises and the kerb line;
- the width and depth of the proposed area;
- a clear pedestrian route, normally 2 metres and not less than 1.5 metres where justified by site constraints;
- distances to street furniture, trees, posts, bins, crossings, entrances and other obstructions;
- the position, number and dimensions of every item of furniture, including barrier feet and parasol overhang;
- the premises entrance and emergency exits;
- suitable barriers, colour contrast and tapping-rail provision where needed for visually impaired pedestrians.

☐ I attach an up-to-date scale plan meeting these requirements.

☐ I attach current photographs of the site and proposed furniture.

Example:



6. Purpose of the furniture

☐ Use by the licence holder to sell or serve food or drink supplied from, or in connection with, the premises.

☐ Use by customers or other persons to consume food or drink supplied from, or in connection with, the premises.

☐ Both purposes above.

7. Proposed days and hours

Enter the times during which furniture will be placed on the highway. Use the 24-hour clock.

Applications may only request hours between 08:00 and 23:00. Hours within this range are not automatically granted. The Council may grant shorter or different hours after considering the application, consultation responses, site circumstances and applicable conditions.

Day	Proposed hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

8. Supporting information

Public liability insurer	
Policy number	
Limit of indemnity	
Policy expiry date	

☐ A copy of the public liability insurance policy has been provided. It covers the proposed highway area and operation and will remain valid for the licence period.

☐ I confirm that I have the legal right to occupy and operate from the premises and can provide evidence, such as a lease, tenancy agreement, licence to occupy, business-rates document or written confirmation from the landlord or managing agent, if requested.

9. Site notice and consultation

The site notice is mandatory. The Licensing Team will confirm the consultation dates and provide or approve the notice after checking the application. Display the notice and proposed plan on the same day the dates are confirmed, keep them displayed throughout the consultation period, and promptly send a dated photograph showing that they are clearly displayed and readable from outside the premises.

☐ I understand and will comply with the site-notice and photographic-evidence requirements above.

10. Applicant declarations

☐ I am the person or company applying to hold the Pavement Licence and have the legal right to occupy and operate from the premises.

☐ I understand that a Pavement Licence cannot be transferred to another person or company.

☐ I understand that I must not place furniture on the highway unless and until a Pavement Licence has been granted or deemed granted and has taken effect.

☐ I understand that I must display the site notice and proposed plan on the date confirmed by the Licensing Team, keep them displayed throughout the consultation period, and promptly provide photographic evidence.

☐ I understand that national conditions and any local or site-specific conditions imposed by the Council must be complied with. **I understand that, under the Council's local conditions, smoking is prohibited within the licensed area.**

☐ I understand that I may only apply for hours between 08:00 and 23:00, that the hours requested are not automatically granted, and that the Council may grant shorter or different hours.

☐ I understand that the Council may consult the Highway Authority, the Police, Counter Terrorism Policing and other relevant persons or bodies where appropriate, and may impose proportionate site-specific safety or security conditions.

☐ I understand that the £500 fee is non-refundable if the application is refused, withdrawn after submission, or a licence is later surrendered or revoked.

☐ I declare that the information provided is true and complete to the best of my knowledge.

Signature	
Print name	
Position / capacity	
Date	

BUSINESS AND PLANNING ACT 2020

SITE NOTICE: APPLICATION FOR A NEW PAVEMENT LICENCE

Display this notice and the proposed plan on the date confirmed by the Licensing Team. They must be readily visible and easily readable outside the premises and remain displayed until the end of the consultation period. Promptly send a dated photograph to the Licensing Team after display.	
Name of premises	
Premises address and postcode	
Name of applicant	
Date notice must be displayed, as confirmed by the Licensing Team	

NOTICE is given that the applicant named above has applied to the London Borough of Enfield for a Pavement Licence under the Business and Planning Act 2020 to place removable furniture on the highway outside the premises.

Proposed licensed area and furniture

Width (m)	Depth (m)	Total area (m²)	Clear pedestrian route (m)

Furniture type	Number	Furniture type	Number
Tables		Chairs	
Barriers		Parasols / umbrellas	
Heaters		Planters	
Other			

Proposed days and hours

Requested hours must be between 08:00 and 23:00 and are subject to the Council's determination. They are not automatically granted.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Representations

The public consultation period ends on: _____

Any person may make representations before the end of the consultation period by emailing licensing@enfield.gov.uk. To request a copy of the application, use the same email address during the consultation period.

Representations received may be made available for public inspection in accordance with applicable access-to-information and data-protection requirements.

A copy of the proposed plan must be displayed with this notice.

Dated: _____

Site Plan:

Applicant guidance: process after submission

1. Submit: Email the completed form and supporting documents to licensing@enfield.gov.uk and pay the £500 fee.

2. Completeness check: The Licensing Team will check the submission and confirm when the statutory process can begin.

3. Site notice: Display the approved notice and plan on the date confirmed by the Licensing Team and provide dated photographic evidence.

4. Consultation: The statutory consultation period is 14 days beginning with the day after the application is made. Public holidays are excluded.

5. Determination: After consultation, the Council has a 14-day determination period. Public holidays are excluded.

6. Outcome: If granted, the licence takes effect on the date specified by the Council and may run for up to two years. If not determined within the statutory period, it may be deemed granted in accordance with the Act.

Key conditions and operational requirements

- Clear routes of access along the highway must be maintained, taking account of disabled people and Inclusive Mobility guidance.
- Smoking is prohibited in the licensed area under the Council's local conditions.
- Valid public liability insurance covering the licensed highway area must remain in force throughout the licence.
- All furniture, including feet, supports and parasol overhang, must remain within the licensed area and be maintained in a safe condition.
- Furniture must be removed by the time required by the licence and immediately if reasonably required by an authorised Council officer or a police officer.
- The licence and approved plan must be prominently displayed and produced to an authorised Council officer or police officer on request.
- The licensed area and its surroundings must be kept clean and free from litter. No live or recorded music may be played within the licensed area unless separately authorised.
- The licence holder must allow reasonable access for highway, utility, emergency or public-safety works and must comply with proportionate safety or security directions, including any site-specific condition informed by the Police or Counter Terrorism Policing.
- Current protective-security guidance is available from ProtectUK and the National Protective Security Authority. Applicants should consider hostile-vehicle, crowd and queue risks where relevant.

Important: This summary does not replace the full national, local and site-specific conditions attached to any licence granted.

Legal basis

This form reflects sections 1 to 5 of the Business and Planning Act 2020, as amended. The maximum fee for a new application is £500. The Council may grant a licence for up to two years and may impose national, local and site-specific conditions. Current legislation, statutory guidance, Council policy and published conditions apply at the date of application.