APPLICATION FOR A PAVEMENT LICENCE ON DIFFERENT TERMS

Business and Planning Act 2020 (as amended)

Use this form only if you already hold a Pavement Licence for the same premises and want different terms. This is a new Pavement Licence application, not a variation procedure. Your existing licence remains in force on its current terms while this application is considered. Do not implement the proposed changes unless and until a replacement licence takes effect. The replacement licence will have the effective date and duration specified by the Council, up to two years, and will not automatically retain the existing licence expiry date.

Before you apply

Application fee: £350. This applies where the applicant already holds a Pavement Licence for the same premises. 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. You must 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 £350 fee.

☐ A copy of the current Pavement Licence and its approved plan.

☐ A clear statement of every term you want changed, comparing the existing and proposed arrangements.

☐ A scale plan of the proposed licensed area and furniture layout, with dimensions. If the area or layout is unchanged, provide an up-to-date plan and mark it “unchanged”.

☐ 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 12 of this form.

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

1. Existing Pavement Licence

Existing Pavement Licence number	
Name shown as licence holder	
Premises/trading name	
Premises address and postcode	
Existing licence expiry date	

1A. Replacement licence period

This application is for a new Pavement Licence on different terms. The replacement licence will not automatically keep the expiry date of the existing licence. If granted, it will take effect on the date specified by the Council and will run for the period specified in the replacement licence, up to the statutory maximum of two years. It will supersede the existing licence from its effective date.

Applicant's preferred start date, if any	
Applicant understands the Council will determine the effective date and duration	☐ Yes
Applicant understands the replacement licence may have a different expiry date from the existing licence	☐ Yes

Note: A preferred start date is not binding on the Council. The Council will determine the effective date and duration of any replacement licence. If the application is deemed granted, the licence period and commencement date will be those prescribed by the Business and Planning Act 2020.

2. Applicant details

Complete either the individual or company details, as applicable. The applicant must be the holder of the existing Pavement Licence.

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	

3. Other Premises details

Premises Licence / Club Premises Certificate number, if applicable	

4. Summary of changes requested

Tick every category that will change:

☐ Licensed area

☐ Position or layout of furniture

☐ Type or amount of furniture

☐ Days or hours

☐ Purpose for which furniture is used

☐ Barriers, parasols, umbrellas or heaters

☐ Other licence term or operating arrangement

Brief summary of changes requested: _____

_____

_____

_____

_____

5. Detailed comparison of existing and proposed terms

Term / arrangement	Existing licence	Proposed new term	Reason for change
Licensed area			
Furniture layout			
Furniture type/amount			
Days and hours			
Purpose/use			
Barriers/parasols/heaters			
Other conditions/arrangements			

6. 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 and capable of being moved easily and stored away.

7. Proposed licensed area

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

☐ The proposed licensed area is unchanged.

☐ The proposed licensed area will change, as shown on the attached scale plan.

8. Plan and accessibility

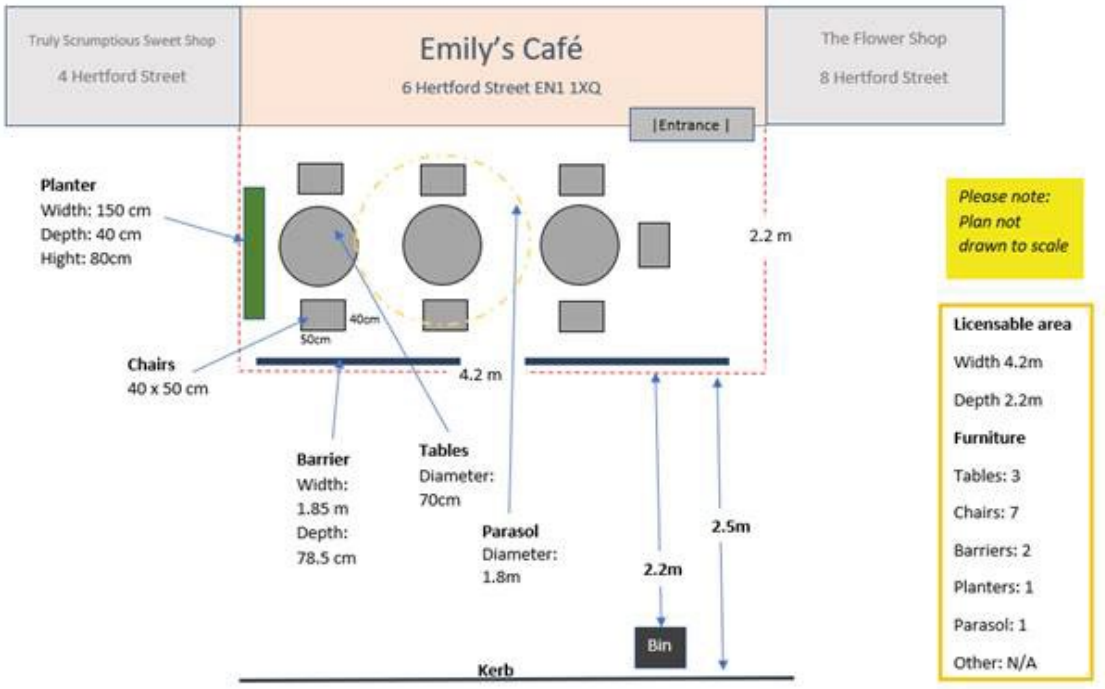
The proposed plan must clearly show:

- the premises outlined in red and the proposed licensed area;
- neighbouring premises and the kerb line;
- the width and depth of the proposed licensed area;
- the 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 entrance to the premises and any 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:



9. 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.

10. 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 will consider the individual application, consultation responses, site circumstances and applicable conditions, and may grant shorter or different hours.

Day	Existing hours	Proposed hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

11. 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 period of the licence.

☐ I have the right to occupy the premises and can provide evidence if requested.

12. 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. You must 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 that, once the Licensing Team confirms the consultation dates and provides or approves the site notice, I must display the notice and proposed plan on that same day, keep them displayed for the full consultation period, and promptly provide a dated photograph showing that they are clearly displayed and readable from outside the premises.

13. Applicant declarations

☐ I am the holder of the existing Pavement Licence identified in this form and this application relates to the same premises.

☐ I understand that this is an application for a Pavement Licence on different terms and will be processed as a new application.

☐ I understand that I must not implement any proposed change unless and until a replacement Pavement Licence authorising it has been granted or deemed granted and has taken effect.

☐ I understand that the existing licence continues on its existing terms while this application is considered, unless it expires, is surrendered, revoked or otherwise ceases to have effect.

☐ I understand that I must display the site notice and proposed plan on the same day the Licensing Team confirms the consultation dates, keep them displayed throughout the consultation period, and promptly provide photographic evidence of display.

☐ 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 following consideration of the application.

☐ I understand that the £350 application fee is non-refundable if the application is refused, withdrawn after submission, or a licence is later surrendered or revoked.

☐ I understand that, if granted, the replacement Pavement Licence will commence on the effective date specified by the Council, may have a different expiry date from my existing licence, and will supersede my existing licence from that effective date.

☐ 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 PAVEMENT LICENCE ON DIFFERENT TERMS

Display this notice and the proposed plan on the date confirmed by the Licensing Team. They must be readily visible and easily readable by members of the public outside the premises and must remain displayed until the end of the consultation period. Send a dated photograph to the Licensing Team promptly after display.

Name of premises	
Premises address and postcode	
Name of applicant / existing licence holder	
Existing Pavement Licence number	
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 on different terms under the Business and Planning Act 2020, to place removable furniture on the highway outside the premises.

Summary of proposed changes

Change category	Existing arrangement	Proposed arrangement
Licensed area		
Furniture layout		
Furniture type/amount		
Days/hours		
Purpose/use		
Barriers/parasols/heaters		
Other		

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 about this application before the end of the consultation period. Representations must be sent in writing to licensing@enfield.gov.uk.

To request a copy of the application, email licensing@enfield.gov.uk 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 application and all supporting documents to licensing@enfield.gov.uk and pay the £350 fee.

2. Site notice: The Licensing Team will confirm the consultation dates and provide or approve the site 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 them clearly displayed and readable from outside the premises.

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

4. Consultation by the Council: The Council will publish/publicise the application and consult the Highway Authority and other relevant persons or responsible authorities as appropriate.

Hours requested: Applications may request hours only between 08:00 and 23:00. The maximum range is not an automatic entitlement. The Council may grant reduced or different hours having regard to the site, representations, relevant conditions and the circumstances of the application.

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

6. Existing licence: Continue to operate only under the existing licence and its current terms while the application is being considered.

7. Outcome: If granted, the replacement licence takes effect on the date specified by the Council and runs for the period specified in that licence, up to the statutory maximum of two years. It does not automatically retain the existing licence's expiry date and supersedes the existing licence from its effective date. If refused, the existing licence remains in force on its existing terms until it expires or otherwise ceases to have effect.

8. Deemed grant: If the Council does not determine the application within the statutory determination period, the replacement licence may be deemed granted. Under section 4(3) of the Business and Planning Act 2020, a deemed licence is granted for two years starting with the first day after the determination period.

Important plan standards

- A clear pedestrian route of 2 metres should normally be maintained. A minimum of 1.5 metres may be acceptable only where justified by physical constraints and the Council is satisfied that access remains suitable.
- The route must be entirely clear and must take account of disabled people, including wheelchair users and visually impaired people.
- Advertising boards are not furniture authorised by a Pavement Licence.
- No proposed change may be implemented until the replacement licence has taken effect.

Legal basis

This form reflects sections 1 to 5 of the Business and Planning Act 2020, as amended by the Levelling-up and Regeneration Act 2023, and the statutory pavement licence guidance published on GOV.UK. In particular, section 2(1A)(a) sets a maximum fee of £350 where the applicant already holds a Pavement Licence for the same premises, whether or not the application is a renewal. Section 2(5) requires the applicant to display a site notice for the consultation period. Section 4 permits the Council to specify the duration of a granted licence, up to two years, and provides that a deemed licence runs for two years from the first day after the determination period.

Council policy and published fees should be checked at the date of application. If legislation, regulations, statutory guidance or the Council's policy changes, the current requirements will apply.