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| **Image of CDC Logo** | | **FORM: P01**  **Case Reference Number:**  **(office use only)** |
| **LICENSING AUTHORITY**  Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY  **Application for Pavement Licence under the Business and Planning Act 2020**  **as amended by the Levelling-up and Regeneration Act 2023**  **PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**  If you are completing this form by hand please write legibly in **BLOCK CAPITALS and BLACK INK**. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.  **A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours including where such uses form an ancillary aspect of another use, for example supermarkets, or entertainment venues which sell food and drink.**   |  | | --- | | **Part 1 – APPLICATION TYPE** | | What type of application is being made:   1. New 🗆 ***(Complete ALL parts)***   (b) Renewal 🗆 ***(Complete parts 1, 2, 3, 6, 8, 9, 10 and 11)*** State the date on which the existing licence is due to expire*(insert date)* / / and the  existing licence number *(insert number)* 3815/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Part 2 – APPLICANT DETAILS** | |
| In what capacity is this application being made:   1. As an individual ***(complete Section A below)*** 🗆 2. As a limited company or partnership ***(complete Section B below)*** 🗆 | |

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| **Section A – Only complete if applying as an individual** | | | |
| Title *(Mr, Mrs, Miss, Ms or other (please state))* | |  | |
| Forename(s) | |  | |
| Surname | |  | |
| Address | |  | |
| Date of birth | |  | |
| Contact number(s) | |  | |
| Email address(es) | |  | |
| **Section B – Only complete if applying as a Company or Partnership** | | | |
| Registered company / partnership name *(not the trading name if different)* | |  | |
| Registered company address at Companies House or partnership address | |  | |
| Trading name if different to registered company/ partnership name | |  | |
| If a Registered Company, Companies House registration number | |  | |
| If a Partnership, the full names of all partners | |  | |
| Contact number(s)  *(continue on separate sheet if required)* | |  | |
| Email address(es)  *(continue on separate sheet if required)* | |  | |
| **Part 3 – BUSINESS PREMISES DETAILS** | | |
| Trading Name |  | |
| Trading Address |  | |
| I am/ We are seeking permission to put removable furniture on part of a relevant highway adjacent to the premises for **one or both** of the following purposes:  (a) Use of the furniture by the licence-holder to sell or serve food or  drink supplied from, or in connection with ‘relevant use’ of, the premises 🗆  (b) 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 🗆  ***(‘Relevant use’ in relation to premises means either or both of the following:***  ***(i) Use as a public house, wine bar, or other drinking establishment;***  ***(ii) Other use for the sale of food or drink for consumption on or off the premises)*** | | |

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| **Part 4 – AREA OF HIGHWAY TO BE USED** |
| **Note:** A licence may only be granted in respect of highways listed in Section 115A(1) of the Highways Act 1980 - see <https://www.legislation.gov.uk/ukpga/1980/66/section/115A>. You must check with Highways at West Sussex County Council if you are unsure whether the land which is the subject of this application constitutes part of the highway.  Provide a description of the area of the highway to which this application relates ***(you are separately required to submit a scale plan of this area with the application)****:* |

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| **Part 5 – HOURS OF USE** | | | |
| State below the times ***(using 24hr clock)*** on any day(s) during which you propose to place furniture on the highway: | | | |
| Monday | to | Friday | to |
| Tuesday | to | Saturday | to |
| Wednesday | to | Sunday | to |
| Thursday | to |
| **Part 6 – DURATION OF USE** | | | |
| State the duration for which you are seeking a licence to place furniture on the highway: (a) 1 Year 🗆  (b) 2 Year 🗆 | | | |

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| **Part 7 – FURNITURE TO BE SITED** |
| Provide a clear description of the furniture proposed to be placed within the area of the highway to which this application relates ***(you are required to provide photographs or brochures of the proposed furniture with the application)****:*   |  |  | | --- | --- | | **Type of Furniture** | **Number**  ***(please specify)*** | | Counters and/ or stalls for selling or serving food or drink | Counters:  Stalls: | | Tables and/ or shelves on which food or drink can be placed | Tables:  Shelves: | | Chairs, stools or benches | Chairs:  Stools:  Benches: | | Umbrellas |  | | Barriers *(including planters used specifically as barriers)* |  | | Any other furniture used in connection with this application for the outdoor consumption of food or drink |  | |

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| **Part 8 – DATE OF APPLICATION** | |
| State the date on which this application is made ***(this is the date the application is received by the Licensing Authority)*** | / / |

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| **Part 9 – STATUTORY NOTICE AT PREMISES** | |
| State the exact location at the business premises at which the Statutory Notice advertising the application is displayed, providing clear photograph(s) of it displayed and its content ***Note: The Statutory Notice must be displayed on the day the application is made and in such a location that it is readily visible to and easily read by passing members of the public not on the premises:*** | |
| State the dates the Statutory Notice will be on display: **Note that** ***you must ensure the Statutory Notice remains in place until the end of the Consultation Period, namely for 14 calendar days which begin with the day after that on which the application is made (i.e. the day after the date in Part 8 above), and in calculating the 14 days exclude Christmas Day, Good Friday, and any bank holiday in England under the Banking and Financial Dealings Act 1971***. | From: / /  To: / / |

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| **Part 10 – CHECKLIST** | |
| I/ We have enclosed/ attended to the following matters *(as appropriate)*: **Tick ✓** | |
| Provided a copy of the Statutory Notice which is on display at the business premises, together with clear photograph(s) of its location and legible content. |  |
| Made payment of the current Application Fee via the council’s online payment portal <https://www.chichester.gov.uk/licensingpayments>.  Please note that there are different fees payable for new and renewal applications and in addition premises with a non-domestic rateable value (NDRV) of less than £33,001 are currently given a 20% reduction in fee. You can check the NDRV of a particular premises via the HM Government’s website: <https://www.gov.uk/find-business-rates> |  |
| Provided a copy of the current Public Liability Insurance Certificate showing a minimum of £5million cover. |  |
| Provided a titled scale plan clearly stating the location of and delineating with a red line the boundary of the proposed licensed area **and** furniture layout. |  |
| Provided photographs, images, and/ or brochures of **all** proposed furniture/ equipment |  |

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| **Part 11 – DECLARATION & SIGNATURE** |
| **DECLARATION** – I/ We hereby make this application for a Pavement Licence and declare that to the best of my/ our knowledge and belief, the statements made on this form are true and that no material particular has been omitted.  I/ we understand that if I/ we do not comply fully with the requirements my/ our application will be rejected.  **SIGNATURE(S) -** Signature of person submitting the application or their solicitor or other duly authorised agent. If signing on behalf of the applicant then please state in what capacity.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Capacity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2nd SIGNATURE (Only complete if the application is being made by more than 1 individual or as a partnership) -** Signature of 2nd person submitting the application or 2nd applicant’s Solicitor or other authorised agent. If signing on behalf of the 2nd applicant then please state in what capacity.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Capacity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If there are any other individual(s) making this application then please ensure that they or their solicitor or other authorised agent sign this form. |

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| **PERSONAL DATA STATEMENT** |
| Personal data is information which relates directly or indirectly to an identified or identifiable individual.  Personal data may also include special categories of data, namely sensitive personal data or criminal conviction and offences data.  Chichester District Council (CDC) manages personal data in accordance with the principles and provisions contained within current data protection legislation, which includes the UK-GDPR (General Data Protection Regulation), the Data Protection Act 2018 and all associated and related legislation and guidance, as amended from time to time.  As appropriate and applicable in accordance with the data protection and other legislation, CDC may share information with other departments in the council, other enforcement agencies and consulting bodies namely the DVLA, Sussex Police and other partners.  Licensing data will also be provided to the Cabinet Office for data matching purposes in accordance with Part 6 of and Schedule 9 to the Local Audit and Accountability Act 2014 as part of the national fraud initiative.  This data will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.  For more information about the data protection principles and data matching, please visit the council’s website at: <https://www.chichester.gov.uk/dataprotectionandfreedomofinformation>  CDC’s Data Protection Officer is Mr Graham Thrussell, Lawyer – Barrister and Data Protection Officer [gthrussell@chichester.gov.uk](mailto:gthrussell@chichester.gov.uk) |