

Pavement Licence Application Form

Prior to completing this application, please ensure that you have read and clearly understood the [Pavement Licence Guidance](#)

Once your application has been received it will be reviewed by the Licencing Team. If it is accepted a public notice of display will be provided by the Licensing Team and the 14-day consultation period will commence prior to a decision being determined.

Application type (please tick as appropriate)

New		Re-licence	
Licence number (if a re-licence)			

Section 1. Applicant details

Please select the type of applicant	
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Company or charity applicant details

Company or charity name	
Company or charity registration number	
Registered address	
Contact name	██████████
Telephone number	██████████
Email address	████████████████████

Individual applicant details

Name	
Telephone number	
Email address	
Address	
Postcode	

Is this application being completed by an agent or solicitor?	Yes		No	
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If you answered yes to the above, please provide the following information:

Contact name	
Capacity	
Email address	
Telephone number	

Section 2. Premises details

Trading name	
Trading address	
Trading postcode	

Section 3. Site manager (who is the contact at the premises)

Name	██████████
Telephone number	██████████
Email address	████████████████████

Section 4. Correspondence

Which address should be used for main correspondence address	Applicant	
	Agent or solicitor	
	Premises	

Section 5. Site details and schedule

Proposed location of furniture (please include street name or names if your premises has a dual aspect)	
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Please use the section below to indicate your intended schedule for use of this pavement licence. You will need to complete parts one and two if your premises has a dual aspect and crosses over two different roads, for example, on a corner.

Part one

Day	Start time	End time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Number of tables	
Number of chairs	
Details of other furniture (for example, barriers, benches, counters, heaters, planters, shelves, stalls, umbrellas)	
Goods to be sold	
Any further information	

Part two

Day	Start time	End time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Number of tables	
Number of chairs	
Details of other furniture (for example, barriers, benches, counters, heaters, planters, shelves, stalls, umbrellas)	
Goods to be sold	
Any further information	

Section 6. Supporting documents

Please tick to indicate agreement

I enclose public liability insurance certificate (minimum £5,000,000) to cover requested activities or location	
I enclose a plan showing the area to be covered by the licence which conforms to the Pavement licence guidance	
I enclose a photograph of the area intended to be licenced	
I enclosed photograph(s) or brochure(s) showing examples of all intended furniture	

Section 7. Statement of application

Fraud Act 2006


I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true:

I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation within this application, or fails to disclose information in order for me to obtain a Pavement Licence.

I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above act which may result in the refusal of this licence application and any subsequent licence applications.

I am also aware that any licence granted as a result of breaching the above act will be immediately revoked.

I have read the Pavement Licence Policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents and Pavement Licence Conditions.

Signature	
Capacity	

Section 8. Payment

I confirm I have paid the following fee (please tick as appropriate) by selecting Pavement Licence via [West Suffolk - Adelante Smart pay](#)

New £500		Re-licence £350	
Payment reference number	[REDACTED]		

Section 9. Next steps

Please submit your completed form and supporting documents to licensing@westsuffolk.gov.uk

Once your application has been received it will be reviewed by the Licencing Team. If it is accepted a public notice of display will be provided and the 14-day consultation period will commence prior to a decision being determined.

West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website [How we use your information](#)