

# Application Form for Temporary Pavement Licence

Before you begin, download this form to your computer and complete using Acrobat Reader. When this form is complete, use the button 'Attach to email' or send to [community.protection@eastherts.gov.uk](mailto:community.protection@eastherts.gov.uk). **Please do not complete this form within your web browser (i.e. Explorer, Chrome, Firefox) as the information you write on and sign the form cannot be saved.**

Please refer to Policy for Pavement Licensing on the Council website prior to completing the application form. [www.eastherts.gov.uk](http://www.eastherts.gov.uk)

Applicant's name:

Address and  
postcode:

Telephone:

Email:

Agent details  
(if applicable):

Address and  
postcode:

Telephone:

Email:

Name and Address of the premises where tables and chairs are being placed:

Telephone:

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

Do you occupy these premises as

Freeholder

Leaseholder

Tenant

Other (please specify)



**Purpose of application** (please tick one or both)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises.

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 of the premises** (please tick one)

Use as a public house, wine bar or other drinking establishment

Use for the sale of food or drink for consumption on or off the premises

**What is the nature of the business at these premises?** (please be specific)

**Location** (include photographs if possible):

**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 and barriers e.g. type, colour, material, size** (include photographs/images/brochures where possible):

Please indicate below the proposed days and times of operation for the tables and chairs (please use 24 hour clock):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
End							

**Checklist:**

- Completed application form.
- Make the payment by calling 01279 655261.
- A valid Public Liability Insurance Certificate to the sum of at least £5 million.
- A scale plan of the area (showing the location of all items to be placed in the licensed area).
- A location plan (showing both the area to be licensed and the premises relating to the application outlined in RED).
- A copy of your completed public notice (must be on the premises for 14 days)

**Your signature**

**Date**

Please return the completed application form to: [Community.protection@eastherts.gov.uk](mailto:Community.protection@eastherts.gov.uk) or post to: Licensing Team, East Herts Council, Wallfields, Pegs Lane, Hertford, Hertfordshire, SG13 8EQ