

Pavement Licence - applicant guidance notes

This guidance note is designed to assist you in completing your application for a pavement licence online. This is the only method by which the City Corporation can accept an application. Please read these notes before commencing your online application and have all necessary documents ready to upload with your application.

Please ensure that all sections of the application form are complete. If any sections do not relate to your business, please state n/a. An application will only be deemed valid when all sections of the form are completed, the plan has been submitted, photos or brochure of the furniture has been submitted and if applicable, the fee has been paid.

1. Applicant details

a. Individual applicant

If you are applying as an individual, you must provide your full name, contact telephone number, address, email address and postal address.

b. Company applicant

If you are applying as a company, you must provide the full company name, company registration number, company registered address, and contact details of an individual from the company. This could be a director, company secretary or other person appointed by the company.

2. Agent details

If an agent, such as a solicitor or licensing consultant is completing the application on your behalf, they must provide their full name, telephone number and email address.

3. Business premises details

You must provide the full trading name and address of the business which the pavement licence will relate to.

4. Proposed use of premises

The proposed use of the premises must be:

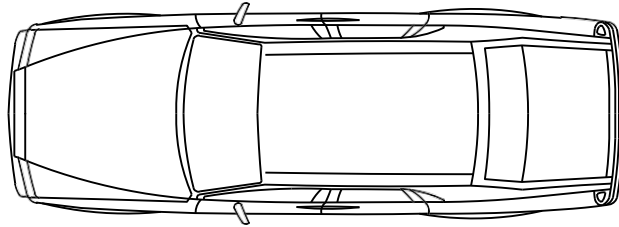
- a. as a public house, wine bar or other drinking establishment and/or;
- b. other use for the sale of food or drink for consumption on or off the premises

You must select one or both options dependent on your business operation.

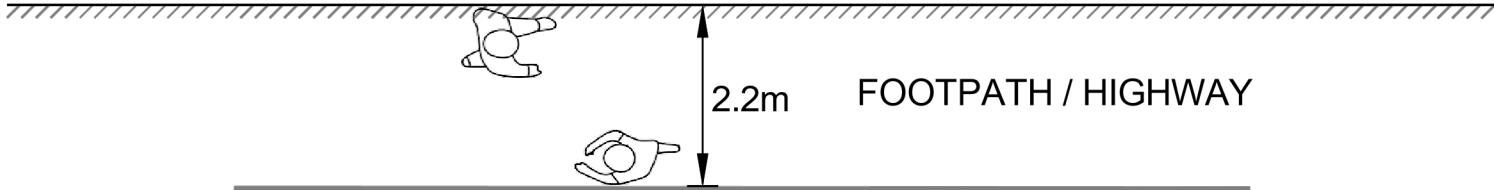
5. Area of highway proposed to be used

- a. You must provide a description of the area of the highway you propose to use, including street name and the exact part of the highway to which the application relates
- b. You must upload a plan of the highway area to be used. The plan does not have to be to scale but it must include clear measurements of furniture, pathway width/length, building width and any other fixed item in the proposed area.. **Please note there must be a minimum clear width of 2.2 metres between the edge of your proposed pavement licence area and the edge of the kerb.** The plan must be upload as one of the following file types: .jpeg, .jpg, .jpe, .pdf The plan must include:
 - i. A clear definition of the application site. This can be shown by a red line or other bold marking
 - ii. The positions and number of the proposed tables and chairs, together with any other furniture to be placed on the highway
 - iii. Fire exits of premises as well as those of neighbouring properties if affected by the area of highway to be used

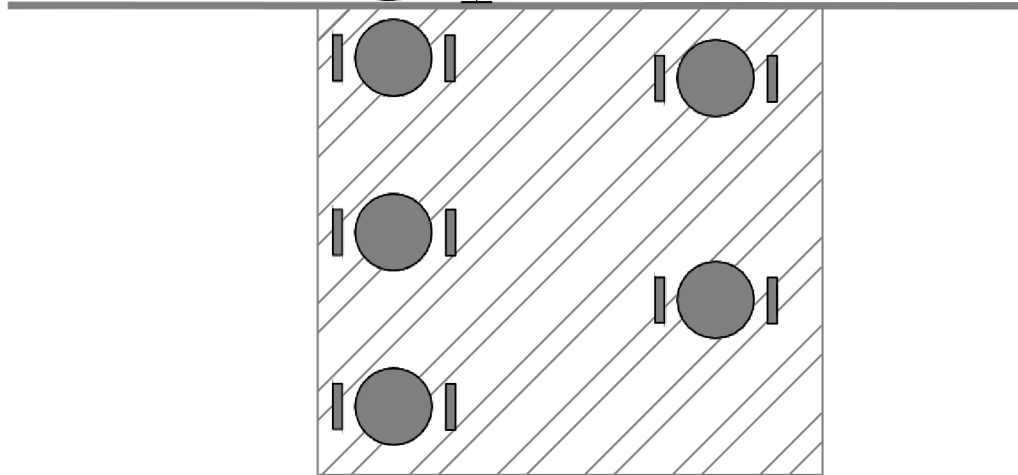
This illustrates the City Corporation's requirements:



CARRIAGEWAY



FOOTPATH / HIGHWAY



6. Furniture to be placed on highway

You must provide details of the furniture to be placed on the highway and upload photographs or brochure images of it. The images must be upload as one of the following file types: .jpeg, .jpg, .jpe, .png

7. Days and times of proposed use

You must state the days and times you propose to place furniture on the highway. Under this fast track process, the City Corporation will only consider applications for pavement licences between the hours of 07:00 and 23:00 except in exceptional circumstances. This is to minimise the potential for crime and disorder and public nuisance.

8. Licence duration

The City Corporation may grant a licence for a minimum of 3 months or a maximum of 12 months.

9. Additional information

You may include any additional information you would like the City Corporation to consider as part of you application, for example, any exceptional circumstances to hours of operation or pavement widths.

10. Declarations by applicant

You must declare the following before submitting your application:

- a) That you will display a notice of your application on your site for a period of 14 days starting the day after you submit your application. You must take photographic evidence that the notice has been displayed and email this to licensing@cityoflondon.gov.uk
- b) That the information you have given in your application is correct.
- c) That you understand the information you provide in your application will be published on the City Corporation's website and used for wider consultations with other City Corporation departments and external agencies such as the fire brigade.
- d) That you have a current certificate of **public liability insurance** against the insured's legal liability for death of or bodily injury to or disease contracted by a third party and/or loss of or damage to a third party properly arising out

of or in the course of or in connection with the carrying out of the insured's business at the application premises and pavement licence site: ○ Inclusion of an indemnity to Principals Clause operative at the request of the insured.

○ A minimum limited of indemnity for any one occurrence of £5,000,000.00

You must provide details of your insurance including name of insurer and insurance policy number.