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| **SECTION 1 : APPLICANT DETAILS** |
| Name |  |
| Status | Individual 🞎 Limited Company 🞎 Partnership 🞎 Other 🞎  |
| Address |  |
| Phone Number |  | Email  |  |
| Registered No. (company)  |  |

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| **SECTION 2 : PREMISES DETAILS** |
| Premises Name |  |
| Premises Address |  |
| Type of premises: | Pub/Bar/Club 🞎 Restaurant 🞎 Cafe 🞎 Other 🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 3: AREA OF HIGHWAY PROPOSED TO BE USED** |
| Please provide detail of the area of relevant highway on which you propose to place furniture (you will also need to submit a scale plan of this area with your application and photographs): |

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| **SECTION 4: USE OF THE FURNITURE** |
| What will the pavement licence area be used for? |
| Consumption of food and drink sold or supplied from the premises: 🞎To sell or serve food or drink supplied from the premises: 🞎Both 🞎 #  |

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| **SECTION 5 : DAYS AND TIMES WHEN FURNITURE WILL BE IN USE** |
| During what times do you propose to place furniture on the highway on each of the following days: (Please use the 24hr clock, e.g. 10:00 to 20:00) |
|  | Mon | Tues | Weds | Thur | Fri | Sat | Sun |
| From |  |  |  |  |  |  |  |
| To |  |  |  |  |  |  |  |
| Please confirm if there are any seasonal or alternative arrangements proposed to these timings.  |

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| **SECTION 6 : FURNITURE TO BE PLACED ON THE HIGHWAY** |
| Please provide photographs or brochures of the proposed furniture with your application. |
| Type of Furniture | Number | Detail (i.e. make, material, colour) |
| Tables |  |  |
| Chairs |  |  |
| Stalls |  |  |
| Heaters |  |  |
| Planters |  |  |
| Barriers |  |  |
| Other (please detail) |  |  |

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| **SECTION 7: PREMISES LICENCE** |
| Is the premises licensed under the Licensing Act 2003?  | Yes 🞎 No 🞎 |
| Premises Licence Number |  |
| Are any conditions on your premises licence that will affect the use of your proposed area: Yes 🞎 No 🞎 |
| If yes, please explain:  |

**Statements of compliance**

**In order to grant a licence to you the Council needs to be satisfied that you will comply with the requirements of our policy and the conditions that will be imposed. It is recommended that your read both our policy and the conditions before applying. Please continue on a separate covering sheet if there is not enough room to answer all questions on this form.**

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| **SECTION 8: NO OBSTRUCTION CONDITION**  |
| The Council will not grant a licence over any pavement unless sufficient width between your licensed area and the edge of the public footpath (kerb) is left unobstructed. The Council expects this to be at least 2 metres but a lesser measurement of 1.5 metres may be accepted if there are other mitigating factors proposed.  |
| Please state how much width of public space you will leave for the public to use: |  |
| If the amount of space is less than 2 metres please explain what mitigating factors should be considered by the Council in deciding whether or not to approve this? |
| How will you ensure that sufficient space is left unobstructed for members of the public to use, including those with disabilities?: |

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| **SECTION 9: SMOKE FREE CONDITION**  |
| A condition will be placed on your licence requiring you to ensure that a reasonable amount of the area used by your pavement licence will be “smoke free”. The Councils expectation is that this will be 50%. Please explain how you will achieve and manage this: |

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| **SECTION 10: PREVENTING NUISANCES** |
| What steps will you take to ensure that activities provided in the proposed licensed area or customers using that area do not cause a nuisance to members of the public, residents or other businesses (nuisances include noise, litter and odour).  |

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| **SECTION 11: HEALTH & SAFETY IMPLICATIONS** |
| What steps do you consider necessary to be taken by you to ensure that: a) the placement of furniture on the highway; b) the use of area by your business; c) the use of the area by your customers or other members of the public ;Will not cause any injury, damage or harm to any person (including those with a disability, children and vulnerable)? |

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| **SECTION 12: COMPLIANCE WITH CONDITIONS** |
| Have your read the Council’s conditions that will be imposed on any licence granted? |
| Please explain what steps you will take to ensure that you comply with these conditions. |

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| **SECTION 13: DOCUMENTS TO SUBMIT** |
| Your application will not be valid and the consultation period will not begin until all required documents have been submitted with your application. |
| Plan of the area to be used | 🞎 |
| Photographs of furniture or brochure. | 🞎 |
| Public liability insurance up to a value of £5million. | 🞎 |
| Risk assessment outlining use of the area and risks to customers, staff and public. | 🞎 |
| Statement of compliance with conditions | 🞎 |

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| **SECTION 14: FEE - £300** |  |
| To pay the fee of £300 visit the Councils website: <https://www.civicaepay.co.uk/HertsmereEstore/estore/default/Catalog/Index?catalogueItemReference=E0000215&showSingleProduct=True&recurringOnly=False> Please enter date of payment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please enter receipt number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 15: CONSULTATION AND VERIFICATION**  |
| A 14 day consultation period begins the day after we receive a valid application. If you are satisfied that the application you are submitting is valid you may choose to display the notice immediately with the correct consultation date. However, if the application is invalid or the notice you display incorrect, the consultation period will need to restart and a new notice displayed. This could cause significant delays to your application. The Council provides a free verification check and will provide you with clear dates for the consultation period and a copy of the notice to display. The Council expects to verify applications within 2 working days but in busy periods this could be 5 working days. This might take slightly longer than it would if you submit a valid application and advertise yourself, but it would avoid significant delays if your application is not valid. **Please indicate which option you prefer:** |
| I would like the Council to verify my application and provide me with the notice to display?  | 🞎  |
| I do not wish to wait for the Council to verify my application and will advertise the application for the dates stated below and I will display the public notice on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_­­­­\_\_\_ | 🞎  |

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| **SECTION 16: DECLARATION** |
| I declare that the information provided on this application form is true and correct to the best of my knowledge and I understand that I may be liable to prosecution if I intentionally or recklessly provide any information that is false.  |
| Signature | Date |  |
| Name: |
| Capacity: |