

## PAVEMENT LICENCE VARIATION APPLICATION FORM

Business and Planning Act 2020

Please refer to the guidance notes before completing.

**Section 1: Local Authority** (Please specify which Local Authority you are applying to)

**Merton**

**Richmond**

**Section 2: Current Licence to be varied**

**Licence Number:**

**Licence Holder Name:**

(the person/company making the application)

**Premises Address:**

(the premises currently licensed)

**Details to be Varied:** Times                      Conditions                      Area

Please provide a summary of what you are seeking to change:

**Section 3: Licence Holder Details**

A variation application can only be made by the existing licence holder. If you are not the existing licence holder you must apply for a new licence.

Please use this section to specify changes to details of the Licence Holder, which can include changes to name or address (but must still be the same person or company)

Name Change

Licence Holder  
Address change

*For individual applicants this should be your home address, for other applicants this should be your registered address.*

Contact details for the Licence Holder

Email Address

Phone Number:

### Section 3: Business Premises Details

Please give details of your premises where you intend to use the Pavement Licence.

This must be the same premises currently licensed, but you may provide updated trading name and address details if these have changed.

Trading Name:

Premises  
Address

Post Code:

Phone Number:

Please confirm which of the following still applies to your premises?

*(Please note, if none apply you can not apply for a Pavement Licence. You may apply for a Street Trading Licence to sell other products, and further information is available on our website)*

Use as a public house, bar or other drinking establishment

Other use for the sale of food or drink for consumption on or off the premises

### Section 5: Relevant purpose to which the application relates

Which of the following relevant purposes do you wish to put furniture on the highway for?:

*(Please tick one or both options if applicable. If neither option applies to you, you may not apply for a Pavement Licence and your application will be rejected)*

To sell or serve food or drink supplied from the premises, or in connection with the premises

For customers to consume food or drink supplied from the premises, or in connection with the premises

### Section 4: Area of the Highway proposed to be used

Are changes to the licensed area Requested?

NO

The area applied for is the same as currently licensed.  
(A plan is not required with the application)

YES

Changes to the current licensed area are requested  
(A new plan showing the whole area to be licensed is required)

If yes, please provide a description of the area of the highway - including street name and the exact part of the highway to which this application relates. (You are also required to submit a plan of this area with your application – notes of what to include in your plan are included at the end of this form)

**Size of Area** – Please specify (in meters) how big the area covered by the Pavement Licence will be:

**Length**

*(measured along the highway in front of your premises)*

**Width** (or depth)

*(measured outwards from the front of your premises)*

How much room will be left for pedestrians to pass without having to step into the road?

## Section 6: Furniture to be placed on the Highway

**Are changes to the licensed furniture requested?**

**NO**

**YES**

If yes, please provide a description of the furniture you propose to place on the highway (you may also provide photographs or brochures of the proposed furniture with your application to provide further details on what you propose)

Type of furniture	Numbers	Finishes (materials)	Size (width, depth, height)
Counters or Stalls			
Tables			
Chairs			
Umbrellas			
Barriers			
Other (please specify)			

## Section 7: Days and Times Duration of the Licence

**Are changes to the licensed days and times requested?**

**NO**

**YES**

Please state the times you propose to place furniture on the highway on each of the following days:  
Please use the 24 hour clock.

Day	Start	Finish time for customer use	Latest time furniture will be removed:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

## Section 8: Conditions

All licences will be granted subject to the Standard Conditions by default, and any additional conditions the Council considers necessary.

Are you able to comply with all of the Councils Standard Conditions for Pavement Licences, including the condition for hours of use?

Yes  No

Please can you specify if there are any Standard Conditions you wish to remove or vary. You may also propose any other alternative or additional conditions for consideration with your application.

***Please note, any request to remove Standard Conditions is less likely to be granted if satisfactory alternative conditions are not proposed.***

**Conditions to Remove:**

**Conditions to Vary:**

**Proposed  
Alternative/Additional  
Conditions:**

## Section 9: Additional Requirements and Applicant Declaration

THIS SECTION IS TO BE COMPLETED IN ALL CASES

The following documents must be provided with your application. If these are not provided your application will be rejected:

	A copy of your Public Liability Insurance Certificate that covers your proposed use for the Pavement Licence. <i>If you do not have Public Liability Insurance, your application will be rejected</i>
	If changes to the area are requested - A clear plan of the area outside your premises which you propose to use. The plan should be drawn to scale or provided with clear dimensions showing the following: <ul style="list-style-type: none"> <li>a. The location and size of the area in relation to your premises</li> <li>b. An indicative location where furniture shall be placed</li> <li>c. The space left on the highway for pedestrians to pass</li> </ul>

Please can you read and tick the following requirements to confirm that you understand and will fulfil your obligations in order to make an application:

	I understand that I am required to display a notice advertising my application at the premises referred to in this application. Failure to do so will lead to my application being rejected or to the revocation of my licence if the application is granted.
	I will send a photograph to the Local Authority of the notice I have displayed at the premises to demonstrate I have complied with this requirement
	I understand that I must maintain my Public Liability Insurance for the duration of the Licence.
	I understand my application will not be considered to be complete until all the required documents and information have been provided and the required application fee has been paid.
	I understand that any application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.
	I understand that the authority is under a duty of the Data Protection Bill 2018 and General Data Protection Regulations and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <a href="http://www.merton.gov.uk/legal.htm">http://www.merton.gov.uk/legal.htm</a>
	I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

Date of Application	
Signed	Please accept my email attaching this application as my digital signature  Yes  Full Name

## Section 11: Contact Details

Please provide contact details for the application if different to the applicant (e.g. a solicitor or agent)

Name		Role	
Organisation			
Address			
Email		Phone Number	