

ROSSENDALE BOROUGH COUNCIL
 PERMISSION TO PLACE TABLES AND CHAIRS **ON THE PUBLIC HIGHWAY**
COVID-19 TEMPORARY PROVISION APPLICATION FORM
 (Business and Planning Act 2020)

GRANTS OF PAVEMENT LICENCES ARE DISCRETIONARY AND THE COUNCILS DECISION IS FINAL

Applicant/s Name:		Applicants contact Details	Tel No	
			Email	
PREMISES DETAILS				
Trading Name:				
Address; (incl Postcode)				
Tel No:				
PREMISES DESCRIPTION:				
Do you sell food/drink?		Are you licensed to sell alcohol? If yes please provide licence reference		
Requested hours Hours cannot exceed past 23.00 hours each day		Does your premises have any private outside areas (i.e. car parks/ courtyards/ gardens)		
Monday				
Tuesday				
Wednesday				
Thursday		Please specify any variation to the normal requested hours. I.e. bank holidays		
Friday				
Saturday				
Sunday				
REQUESTED SPACE ON THE HIGHWAY				
Number of Tables		Number of Chairs		Number of parasols (if applicable)
Number of barriers (if applicable)		Other Furniture (i.e Stall/Counter/heaters or any other furniture associated with operation)		
Part of the highway requested: please provide details of the area you wish to utilise I understand I must include a plan showing the boundary of the area requested, with dimensions of the area specified and the distance from the seating area to the highway. <input type="checkbox"/>				

Advertising of the application

- ✓ I understand on the day the Planning Department inform me that the application is valid, I must place a public notice, prominently displayed on my premises **for 5 working days**.
- ✓ I understand I must send an image of this notice in situ to the Planning Department on the day that I display the notice – photographs must include: one showing the details written on the notice and one showing its location on the premises.
- ✓ I understand that a 5 working day public consultation process will be undertaken regarding my application and the Planning Department must consider any representations received during this period when determining my application.
- ✓ I understand if I am found not to have complied with the advertising process, my application will be rejected / or any granted consent revoked.

SUPPORTING DOCUMENTATION REQUIRED

- A plan showing the location and size of the outside area being requested, shown by a red line, on an up-to-date map
- A plan showing the proposed table positions within the outside area (this can be incorporated on the plan requested above)
- Photograph of the proposed furniture
- Evidence of public liability insurance – minimum of 5 million cover

Please return the application form and supporting documents to the Corporate Support Team, Rossendale BC, Futures Park, Bacup

Email to: planning@rossendalebc.gov.uk

Upon receipt of a valid application a member of the Corporate Support Team will call you on the number provided above to take payment for the application by credit/debit card.

An application will not be deemed valid unless the application fee is paid

Fees (please tick against your requested duration of consent)

6 Month Consent	£40
12 Month Consent*	£50

*Please note the streamlined process for granting temporary pavement licenses ends on 30 September 2022.

DECLARATIONS

- ✓ I understand any furniture I am permitted to place on the highway must be robust, easily cleaned and in good operational condition at all times.
- ✓ I understand that permission to place furniture on the Highway will be granted for an initial period of up to 12 months, to assist with the Covid-19 restrictions on business operations, and that should I be granted such permission it does not set any precedent for any future use of the highway after the expiry any this licence.
- ✓ I understand use of any licensed area, will be subject to 3 monthly safety and impact reviews.
- ✓ I understand that all applications for a licence to use the highway, will be considered on their own merit on a case by case basis and that the Councils decision is final, *There is no right of appeal.*
- ✓ I confirm that public liability insurance (minimum of 5 million) is in place covering the use of the proposed area, and I will enclose a copy with this application.
- ✓ I understand that this fee is non-refundable should my application be refused or should I have my licence revoked in the future.
- ✓ I agree that I will comply with all licence conditions attached to the pavement licence.
- ✓ I understand that a consent can be revoked at any time for the following reasons
 - A breach of licence condition has occurred
 - A public health or safety risk has been identified
 - The highway is being obstructed other than the permitted area
 - Anti-social behaviour or public nuisance is being caused
 - The applicant is found to have made a false or misleading statement on application or found not to have fully complied with the advertising process.
 - The designated area or any part of the area is deemed as no longer suitable for use.
- ✓ I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for

auditing or administering public funds for these purposes

- ✓ I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent
- ✓ 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.

I confirm that all the above information is true to the best of my knowledge and understand a consent will be revoked if it is found I have made a false or misleading statement.

Name (please print):

Signed:..... Date: