|  |  |
| --- | --- |
|  | **BUSINESS AND PLANNING ACT 2020**  **APPLICATION FOR A PAVEMENT CAFÉ LICENCE** |

|  |
| --- |
| Before completing this form please refer to the Council’s Guide to Licensing Pavement Cafés and the checklist on the last page of the form. This form, together with the specified supporting documents should be submitted to:  **Licensing**  **Darlington Borough Council**  **Town Hall**  **Darlington DL1 5QT**  **01325 405888** |

|  |  |  |
| --- | --- | --- |
| Grant |  |  |
| Variation |  |  |

|  |  |
| --- | --- |
| Reference number of current Pavement Café Licence: |  |

|  |  |
| --- | --- |
| Expiry date of current Pavement Café Licence: |  |

## SECTION 1 APPLICANT DETAILS

|  |  |
| --- | --- |
| Surname |  |

|  |  |
| --- | --- |
| Forenames |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Postal Address |  |  | |
|  |  | |
|  | Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone Number |  | Mobile Telephone |  |

|  |  |
| --- | --- |
| Email Address |  |

**SECTION 2 LOCATION OF PAVEMENT CAFÉ BUSINESS**

|  |  |
| --- | --- |
| Trading Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Postal Address |  |  | |
|  |  | |
|  | Postcode: |  |

**SECTION 3 DETAILS**

|  |
| --- |
| Please give details of how you propose to operate the Café or details of proposed variation. (please refer to the Guide and continue on a separate sheet if necessary). |

If you propose to open the pavement café beyond dusk what arrangements are in place for lighting?

**SECTION 4 – ARTICLES FOR SALE**

Please state which articles of food and drink you intend to supply for consumption in the pavement café

|  |
| --- |
|  |

|  |
| --- |
| What facilities do you have for the hygienic storage of food |

|  |
| --- |
| What food preparation facilities do you have at the premises |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are the premises registered as a food business with Darlington Borough Council | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes what was the date of the last inspection |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 5 – HOURS OF OPERATION**

Within the permitted hours of operation (refer to the Guide) please state the hours you intend operating / or are operating the Café on normal/market days eg 8.30 am – 9.00 pm.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Days** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| May-August |  |  |  |  |  |  |  |
| Sept- April |  |  |  |  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 6 SEATING ARRANGEMENTS – please provide photographs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please state the numbers of tables and chairs to be placed within your Pavement Café | **TABLES** |  | **CHAIRS** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Construction of furniture to be used | **Wood** |  | **Metal** |  | **Other** |  |

|  |  |
| --- | --- |
| Colour of furniture to be used |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Colour of Parasols to be used |  | Type of Material |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 7 – CONSENT**

Provide the express consent of your business neighbours to this application.

Please provide details of neighbouring businesses either side of your proposed Pavement Café:

|  |  |
| --- | --- |
| a) |  |

|  |  |
| --- | --- |
| b) |  |

(NB letters of express consent from neighbouring businesses will speed up the application process)

*This application* ***must*** *be accompanied by the following documentation: Please✓*

|  |  |
| --- | --- |
| A completed application form |  |
| A location plan at 1:100 scale |  |
| A Site plan at 1:100 scale which includes no of table and chairs and parasols |  |
| Risk Assessments covering Health and Safety and Food Provision |  |
| A copy of the Public Liability Insurance Certificate (£5 million) in respect of the operation of a Pavement Café |  |
| Photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied |  |

**SECTION 7 - DECLARATION**

I declare that the information provided within this application form is true and correct.

I hereby apply for permission to operate/continue to operate a Pavement Café in accordance with the above details

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**NB Please read carefully the following statement before signing this application form:**

***How we collect and use information : The information and supporting evidence collected on this form by Darlington Borough Council, will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue, as permitted by law.***

***We may check information provided by you, or information about you provided by a third party with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and Local Authorities. We will not disclose information about you to anyone outside Darlington Borough Council nor use information about you for other purposes unless the law permits us to do so. Darlington Borough Council is the Data Controller for the purposes of the Data Protection Act 1988. If you want to know more about what information we have about you, or the way we use your information, you can ask the: Corporate Information Governance Team, Corporate Services, Town Hall, Darlington DL1 5QT (01325 388076 or email*** [***dataprotection@darlington.gov.uk***](mailto:dataprotection@darlington.gov.uk)***).***