



HIGHWAYS ACT 1980 SECTION 115E

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

For Office Use Only:

Grant ☐ Renewal ☐ Variation ☐

Ref:

Fee Paid:

Receipt Number:

Date Received:

Grant ☒ Please complete form fully

*Reference number of current Pavement Café Licence: **NOT APPLICABLE**

*Expiry date of current Pavement Café Licence: **NOT APPLICABLE**

SECTION 1 APPLICANT DETAILS

Surname

Forenames

Full Postal Address
Postcode: DL3 7RG

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 – ON THE SAME BASIS AS THE RESTAURANT – A SIT-DOWN MEAL SERVICE WITH SERVING STAFF

If you propose to open the pavement café beyond dusk what arrangements are in place for lighting? THE PRESENT STREET LIGHTS AND THE LIGHTS FROM OUR RESTAURANT ARE ADEQUATE LIGHTING

SECTION 4 – ARTICLES FOR SALE

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

rice, curries, salads, soups, noodles, starters, deserts
tea, coffee, water, soft drinks, beers, wines, spirits

What facilities do you have for the hygienic storage of food Fridges, freezers, plastic & glass containers

What food preparation facilities do you have at the premises gas cooker, kettle, rice cooker, microwave, oil frying machine, can openers, chopping boards, knives, cooking utensils, bins, cleaning materials and wash basins

Are the premises registered as a food business with Darlington Borough Council	Yes			
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If yes what was the date of the last inspection	SUMMER 2024
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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 e.g. 8.30 am – 9.00 pm.

Days	Monday to Sunday								
ALL YEAR	9 a.m. to 10:30 p.m.								

SECTION 6 SEATING ARRANGEMENTS – photographs may be useful

Please state the numbers of tables and chairs to be placed within your Pavement Café	TABLES	4	CHAIRS	16
Construction of furniture to be used		Metal		
		YES		
Colour of furniture to be used	STAINLESS STEEL			
Colour of Parasols to be used	NOT APPLICABLE	Type of Material	NOT APPLICABLE	

SECTION 7 – CONSENT

Have you the express consent of your business neighbours to this application? **YES**

a)	No. 22 is a public house called NUMBER 22 – on the left when facing the restaurant
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b)	No. 16 is a bar and restaurant called Hash - on the right when facing the restaurant
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<i>This application must be accompanied by the following documentation:</i>	<i>Please ✓</i>
• A completed application form	<input checked="" type="checkbox"/>
• The Application Fee	<input type="checkbox"/>
• Two copies of a location plan at 1:100 scale	<input checked="" type="checkbox"/>
• Two copies of a site plan at 1:100 scale which includes no of table chairs and parasols	<input checked="" type="checkbox"/>
• Risk Assessments covering Health and Safety and Food Provision	<input checked="" type="checkbox"/>
• A copy of the Public Liability Insurance Certificate (£5 million) in respect of the operation of a Pavement Café	<input checked="" type="checkbox"/>

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:	<div>Annop Kongma</div>	Date:	<div>16 MAY 2025</div>
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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).