

## PAVEMENT LICENCE RENEWAL 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 renewed**

**Licence Number:**

**Licence Holder Name:**

(the person/company making the application)

**Premises Address:**

(the premises currently licensed)

**Section 3: Business premises details and use of furniture**

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

Please confirm if one of both purposes for use of the licence furniture still applies

(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: 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, and any other conditions on the current licence?

Yes  No

## Section 5: Additional Requirements and Applicant Declaration

A renewal application can only be made by the existing licence holder, and no changes to the licence can be requested. If a renewed licence is granted, it will be issued with a new licence period beginning from the previous expiry date.

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>
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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 6: Contact Details

Please provide contact details for the application

Name		Role	
Organisation			
Address			
Email		Phone Number	