

**PAVEMENT LICENCE – LONDON BOROUGH OF EALING**  
**BUSINESS AND PLANNING ACT 2020 – updated 2022**

Please complete all sections of this form in BLACK ink and return it (with all necessary enclosures) to: [Streettrading@ealing.gov.uk](mailto:Streettrading@ealing.gov.uk)

**Important Notes:**

- 1. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
- 2. You may wish to keep a copy of the completed form for your records
- 3. Incomplete applications will not be processed and returned to the applicant

**Section 1: Premises Details**

**1A Address / Location of Premises:**

Trading Name of Premises.....

Address .....

.....

.....Post Code.....

Contact Number of Premises .....

**1B Highway Area to be licensed:**

Description .....

.....

**Section 2: Applicant Details**

**2A Applicants Details (correspondence about the licence shall be sent to this person(s)):**

Title ..... First Name/s .....

Surname/s .....

Address .....

.....

..... Post Code .....

Contact Number ..... Email.....

Are you: The Owner of the Premises Yes / No

The Occupier of the Premises Yes / No

If you are the Occupier, please complete part 2B below, otherwise go to 2C

**2B Owner / Leaseholder Details:**

Title ..... First Name/s .....

Surname/s .....

Address .....

.....

..... Post Code.....

Contact Number ..... Email .....

**A COPY OF THE RELEVANT PART OF THE LEASE SHOWING THE ABOVE AND RIGHT TO OCCUPY THE PREMISE MUST BE SUBMITTED WITH THIS APPLICATION**

**2C Permission**

If the area where furniture is to be placed goes in front of any other premise, please confirm you have their permission and who they are

I can confirm that ..... Has given permission for the area outside their premise to be used as part of my application

**Section 3: Trading Details**

**3A Date and Hours of Trade:**

Please state the days and times during which the pavement licence will be operational

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Monday ..... to ..... Friday ..... to .....

Tuesday ..... to ..... Saturday ..... to .....

Wednesday ..... to ..... Sunday ..... to .....

Thursday ..... to .....

**3B Length of Licence being applied for:**

Please tick the relevant one.

3 months .....

6 months .....

1 year .....

**Note – no licence can go beyond 30 September 2023**

**Section 4: Furniture Type**

**4A Size and Location of Proposed Area to be covered by Pavement Licence**

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.....  
.....

**4B Type being applied for (give numbers)**

How many tables / counters / shelves are you applying for? .....

How many chairs / benches are you applying for? .....

How many picnic table style furniture are you applying for? .....

How many barriers are you applying for? .....

**Please provide photos / brochures / information about the proposed type of furniture.**

**Note – you must show on the plan attached to this application where this furniture is to be sited**

**4C Purpose of the Furniture Proposed**

Sell or serve food or drink .....

For use by other people for consumption of food or drink .....

**Note – the food and / or drink must be supplied from, or in connection with, the premise stated in Section 1A. Any other use will not be covered by the pavement licence and be subject to enforcement.**

**Section 5: Enclosures and Disclosure**

**For all licence types:**

- A** A completed and signed application form
- B** Proof of right to occupy the premise, such as a lease, where relevant
- C** Information / photographs / Brochures of furniture being proposed.
- D** Where the proposed activity will take place at a fixed position a map to show all streets in the proximity of the proposed site within at least a radius of 500m of the proposed site should be submitted clearly identifying the proposed location by marking the site boundary with a red line with measurements.
- E** A copy of a valid certificate of insurance covering third party and public liability risks (no less £5 million)

**F** Proof of payment of application fee of £100 (please use the green 'Pay' button on our web page)

**G** A valid copy of current On Licence for alcohol sales

**H** Proof of registration as a food business

**I** A plan showing:

i. The extent of the perimeter of the premises to which the proposed trading area will be sited. This should include the location of any entry / exit points to/from the premises

ii. The extent of the trading area, clearly defined and showing the measurements in centimetres

iii. The location of the proposed furniture and distance / location of any street furniture and edge of pedestrian area

iv. Plans do not need to be to scale, but must include measurements of entire display and distance to kerb and any street furniture

**General**

Have you ever been refused a licence in the past? Yes / No

Is yes, please provide details:

.....  
.....  
.....

Have you ever had a licence revoked? Yes / No

Is yes, please provide details:

.....  
.....  
.....

Have you ever applied for a tables and chairs licence previously / currently? Yes / No

Is yes, please provide details:

.....  
.....  
**You must complete and display a public notice (see the website) for a period of 5 days 24 hours after submitting the application to the Council. Failure to display will result in an additional 5 day display before the application will be approved or rejected. Please state end date of consultation stated on your Notice.**

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Declaration

I duly declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct, and giving false information is an offence. I declare that I have read, understood and agree to all of the terms and conditions outlined in the Pavement Licence and relevant guidance.

Signed:.....

Date:.....

Print Name:.....

Applications cannot be accepted unless the correct fee has been paid. Licence application fees are not subject to VAT. Fees and must be paid for online at [www.ealing.gov.uk](http://www.ealing.gov.uk) You **MUST** enter the address of the premise the licence is being applied for as the reference. Failure to do this can result in delays. By signing the application form you are declaring you have all necessary permissions to allow a licence to be issued to you, and accept that if this is later found not to be the case then the licence will be invalid and no fee / refund given.

**Fees are not refundable and the Council cannot be held liable for any costs incurred and lost as a result of a revoking a licence. Rejection of a licence application will still incur the £100 cost as this solely covers the administration fee.**

The information given may be held in manual or electronic form and will be subject to the provisions of the Data Protection Act 1998. The authority is under a duty to protect the public funds it administers, 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.