

**Pavement Licence
Business and Planning Act 2020
Application Form**

Licensing Section
City Hall
Plater Way
Sunderland
SR1 3AA

**Important
Information:**

- Before completing this Application Form please read the document headed: Guidance Notes for Applying for a Pavement Licence;
- This Application Form must be completed in full in TYPE or BLOCK CAPITALS and submitted to the Council by e-mail, (together with the requested supporting documentation), to the following e-mail address: licensing@sunderland.gov.uk;
- Failure to complete your Application Form in full, or a failure to provide the requested supporting documentation will mean that your Application cannot be processed. The missing information, or documents will need to be provided before your Application can be processed;
- Your Application Form cannot be processed until the Council has received your Fee. The fee for a new licence is £500 and for a renewal licence £300. You can pay this Fee by telephoning (0191) 5205550 and
- If you have any queries about how to complete this Application Form then please e-mail licensing@sunderland.gov.uk.

Part A:

Details of Applicant(s) (Intended Licence-holder(s))

Title:

Full Name(s):

Address(es):

Postcode(s):

Telephone

Numbers:

E-mail:

Does the
Applicant(s)
have day to
day control of
business?

Yes

No

Part B: Identification of the Premises and the Highway

Please confirm the address of the Premises in respect of which a Pavement Licence is being sought and attach a 1:1250 scale location plan showing the premises and the relevant part of the highway for which a Pavement Licence is being sought, with these being shown by a red line.

58, Fawcett Street Sunderland City Centre
SR1 1SE

Please provide evidence of right to occupy the Premises, such as under a freehold, or leasehold interest:

Lease Hold

Please confirm the dimensions of the proposed Pavement Licence area:

5.90 metres x 4.79 metres.

Please tick one box only to confirm the duration for which a Pavement Licence is being sought:

- The statutory minimum period of three months; or
 The statutory maximum period of 2 years; or

Please confirm whether you currently have an existing street café licence granted under the Highways Act 1980 and its expiry date: 30th September 2024

Please confirm if there is an outstanding application with the Council for a "pavement licence", "street café licence", or "tables and chairs licence" under the Highways Act 1980 which is yet to be determined and, if so, please confirm the date of the submitted application:

N.A. Current Licence still in force until 30th Sept 2024

Part C: The Proposed Use of the Highway

Please tick the boxes which apply to confirm the purposes for which the Pavement Licence is to be used:

- To use furniture to sell, or serve food, or drink supplied from, or in connection with relevant use of the Premises; and / or

4 To use the furniture by other persons for the purpose of consuming food, or drink supplied from, or in connection with relevant use of the Premises.

Operating Period the proposed hours and days of the week that it is proposed to put removable furniture on the highway under the Pavement Licence. Please note that the maximum period must be 9am - 10pm.	Monday: 09:00 - 22:00	Friday: 09:00 - 22:00
	Tuesday: 09:00 - 22:00	Saturday: 09:00 - 22:00
	Wednesday: 09:00 - 22:00	Sunday: 09:00 - 22:00
	Thursday: 09:00 - 22:00	

How many tables and chairs do you propose to place on the highway under the sought Pavement Licence?

4 tables + 16 chairs

Please describe the type of furniture you propose to place on the highway. You may attach photographs, or provide extracts from a brochure.

Barriers green + black with silver posts
4 x SQUARE silver tables + 16 Black
Rattan chairs, menu Pavement Board + Ice
cream board green + black Parasols

Where will the Pavement Licence furniture and other items be stored outside the Operating Period?

Inside the Premises of Wendy's Place
58, Fawcett St, Sunderland
SR1 1SE

Please show how the furniture will be sited on the highway under the Pavement Licence area by using a 1:100 plan: * Enclosed +

5.90 metres x 4.79 metres

Please indicate on the plan where tables and chairs etc, come within the proximity of premises, adjacent building, lighting columns, or trees.

Behind the barriers
Please see attached Plan.

How will the boundary of the Pavement Licence area be defined?

By the use of Black + Green Barriers
with Wendy's Place on them
Defined by the barriers to state area allowed for use

Please provide details of the barriers, or other fencing to be used as a boundary:

Silver weighted Posts + Black + Green barriers with
Wendy's Place written on them around the
allowed area

Please describe how you intend to mitigate any noise, or disturbance from customers using the proposed Pavement Licence area to the occupiers of nearby commercial and domestic properties :

Ask them to be respectful of others whilst in or on my premises, otherwise they will be asked to leave

Please provide photographic evidence to show that a Notice of Application for a Pavement Licence has been fixed to the Premises :

Enclosed

Please confirm the date when your Application Fee was paid to the Council :

6th SEPTEMBER 2024

Part D : Details of Public Liability Insurance that will apply to the intended pavement licence

Name of Insurance Company

Policy Number

Start date of Policy

Expiry Date of Policy

Amount insured under the Policy (this must be no less than £5

million. A Pavement Licence will not be issued without valid public liability insurance cover being in place :

5 Million

Please provide a copy of the Policy :

Enclosed

Indemnity

In the event that a Pavement Licence is issued to the Applicant(s), the Applicant(s) will indemnify Sunderland City Council against all proceedings, actions, claims, demands, or costs whatsoever, (including, but not limited to personal injury), or for loss, or damage to property arising out of, or incidental to, or in connection with the right granted by the Pavement Licence which is not attributable to the negligence of the Council.

Please provide any further additional information in support of your Application for a Pavement Licence :

Read and complete the declaration on the next page and also refer to the checklist on the last page prior to submitting the application form.

Checklist for Applicants:

- Application Form completed in full?;
- Application Fee paid?;
- 1:1250 scale location plan provided : showing Premises and highway?;
- Evidence of right to occupy Premises?;
- Intended furniture : photographs, or extracts from a brochure?;
- 1:100 scale plan showing siting of furniture and proximity of the Premises, adjacent building, lighting columns, or trees?;
- Evidence provided to show Notice of Application for a Pavement Licence fixed to Premises?; and
- Copy of public liability insurance provided?.