

Runnymede Borough Council

Pavement Licensing Policy

Effective: 24th September 2024

Classification: Official

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1. Introduction

The Business and Planning Act 2020 (the Act) makes it easier for premises serving food and drink such as bars, cafes, restaurants and pubs to seat and serve customers outdoors.

The Act introduced a process for these food and drink led businesses to obtain permission, in the form of a “pavement licence”, from Runnymede Borough Council for the placement of furniture such as tables and chairs on the pavement outside their premises which enabled them to maximise their capacity for the sale or service of food and/or drink.

Previously, tables and chairs permissions were granted as pavement licences by Surrey County Council, the Highways Authority, under Part 7A of the Highways Act 1980.

The new measures place a cap on the application fee for businesses, and introduces a 14 day consultation period, followed by a 14-day determination period, ensuring that businesses can obtain licences in a timely and cost-effective manner.

This Policy is aligned to the provisions in the statutory “Guidance to accompany pavement licensing” (dated 2 April 2024).

2. Scope

2.1 Definition of pavement licence

A pavement licence is a licence granted by the local authority, or deemed to have been granted, which allows the licence-holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made, for certain purposes.

2.2 Eligible Businesses

A business which uses (or proposes to use) a premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours.

A pavement licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.

2.3 Eligible Locations

Pavement licences can only be granted in respect of highways listed in section 115A(1) of the Highways Act 1980.

Generally, these are footpaths restricted to pedestrians or are roads and places to which vehicle access is restricted or prohibited. Highways maintained by Network Rail or over the Crown land are exempt (so a licence cannot be granted).

2.4 Type of furniture permitted

The furniture which may be used is:

- counters or stalls for selling or serving food or drink;
- tables, counters or shelves on which food or drink can be placed;
- chairs, benches or other forms of seating; and
- umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.

This furniture is required to be removable, which in principle this means it is not a permanent fixed structure, and is able to be moved easily, and stored away at night.

2.5 Planning Permission

Once a licence is granted, or deemed to be granted, the applicant will also benefit from deemed planning permission to use the land for anything done pursuant to the licence while the licence is valid.

3. **Application and Determination of Pavement Licences**

3.1 Submission of a first time (new) Application

An application for a new Pavement Licence must be made to the Council, and the following will be required to be submitted with the application:

- a completed Application Form;
- the required fee, paid by credit or debit card;
- a plan showing the location of the premises shown by a red line, so the application site can be clearly identified;
- a plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items that are requested to be placed on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area;
- the location of any other street furniture or objects already on the highway / footway in the vicinity of the premises and proposals to which the application relates (e.g. statutory undertaker plant or utilities, drainage gullies, trees, planters, benches, railings, post boxes, bollards, sign posts, lamp posts, traffic lights, cellar hatches, inspection covers, manholes, fire hydrants etc);
- the position of pedestrian and other road user access facilities in the vicinity of the premises and proposals to which the application relates (e.g. dropped / raised kerbs, pelican crossings, cycle lanes, parking bays, market stall pitches, taxi ranks, bus stops, tactile paving areas etc); the purpose(s) for which the furniture will be used; the proposed days of the week on which, and the times of day between which, it is proposed to put furniture on the highway;
- evidence of the right to occupy the premises (e.g. the lease);
- photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied;
- evidence that the applicant has met the requirement to give notice of the application (for example photographs of the notice outside the premises and of the notice itself);

- a copy of a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million, and
- any other evidence needed to demonstrate how the Council's local conditions, and any national conditions will be satisfied.

3.2 Submission of a renewal Application

An application for a renewal Pavement Licence must be made to the Council.

An application is a renewal application if —

- (a) it is made by a person/company who already holds the pavement licence, and;
- (b) it is in respect of the premises to which the existing licence relates, and;
- (c) it is for a licence to begin on the expiry of the existing licence and on the same terms.

The Council will not require the same level of documentation as in a first time (new) application but may require such information or material as is necessary to enable them to determine the application. The applicant will be informed of this prior to, or when the application is made.

Any refusal to supply the requested information may jeopardise the application and lead to it being rejected or refused.

3.3 Fees

All applications must be accompanied by the fee. The fee shall not exceed the relevant amount as defined in the Levelling Up and Regeneration Act 2023. The relevant amounts are £350 for renewals and £500 for new applications.

The Council has determined that the fee for applications will be £350 for renewals and £500 for new applications.

3.4 Consultation

Applications are consulted upon- the public consultation period is 14 days (excluding public holidays), starting with the day after a valid application is made to the Council.

The Council will publish details of the application on its website.

The Council is required by law to consult with the Highways Authority.

In addition, to ensure that there are no detrimental effects arising from the application, the Council will consult with:

- Runnymede Borough Council Economic Development
- Runnymede Borough Council Environmental Health Service
- Runnymede Borough Council Planning
- Surrey Fire & Rescue Service
- Surrey Police Licensing Authority
- The appropriate Local Ward Councillor(s)

To ensure security implications are adequately considered, the Police Licensing Authority will also consult colleagues in Counter Terrorism, should they consider the application warrants further scrutiny in order to protect the public. This will be done on a case by case basis.

Members of the public and others listed above can contact the Council to make representations.

The Council must take into account representations received during the public consultation period and consider these when determining the application.

3.5 Site Notice

An applicant for a pavement licence must on the day the application is made, fix a notice of the application to the premises so that the notice is readily visible to, and can be read easily by, members of the public who are not on the premises. The notice must be constructed and secured so that it remains in place until the end of the public consultation period. Evidence of the site notice requirement must be supplied to the Council.

The Site Notice must:

- state that the application has been made and the date on which it was made;
- state the statutory provisions under which the application is made;
- state the address of the premises and name of the business;
- describe the proposed use of the furniture;
- indicate that representations relating to the application may be made to the Council during the public consultation period and when that period comes to an end;
- state the Council's website where the application and any accompanying material can be viewed during the consultation period;
- state the address to which representations should be sent during the consultation period; and
- the end date of the consultation (14 days starting the day after the application is submitted to the authority, not including public holidays).

A template Site Notice is shown at **Appendix A**

3.6 Site Assessment

The following matters will be used by the Council and consultees in considering the suitability of the proposed application:

- public health and safety including security – for example any reasonable crowd management measures needed as a result of a licence being granted;
- public amenity – will the proposed use create nuisance to neighbouring occupiers by generating anti-social behaviour and litter; and
- accessibility – taking a proportionate approach to considering the nature of the site in relation to which the application for a licence is made, its surroundings and its users, taking account of:
 - any other temporary measures in place that may be relevant to the proposal, for example, the reallocation of road space. This could include pedestrianised streets and any subsequent reallocation of this space to vehicles;
 - whether there are other permanent street furniture or fixed structures in place on the footway that already reduce access;
 - the impact on any neighbouring premises;
 - [considerations under the no-obstruction condition](#), and

- other users of the space, for example if there are high levels of pedestrian or cycle movements.

Applicants are strongly encouraged to talk to neighbouring businesses and occupiers prior to applying to the local authority, and take any issues around noise and nuisance into consideration as part of the proposal. Applicants should also engage with any services operated in the vicinity for vulnerable customers, for example, care home or disability organisations nearby where individuals may be at particular risk.

3.7 Determination

Once the application is submitted, the Council has 28 days from the day after the application is made (excluding public holidays) to consult on and determine the application. This consists of 14 days for public consultation, and then 14 days to consider and determine the application after the consultation.

If the local authority determines the application before the end of the determination period, the local authority can:

- grant the licence in respect of any or all of the purposes specified in the application;
- grant the licence for some or all of the part of the highway specified in the application, and impose conditions, or;
- refuse the application.

If the local authority does not determine the application within the 14 day period, the application will be deemed to have been granted.

3.8 Approval of Applications

The Council may approve applications meeting the criteria contained within these guidelines.

On approving the application, the Council will issue a Pavement Licence to which conditions will be attached.

The licence will also contain specific terms such as the days and hours when tables and chairs are permitted, and appearance and location of the furniture corresponding to the application.

A copy of the Council's standard conditions, which will be attached to all pavement licences are shown at **Appendix B**. Additional conditions may be attached if the Council considers it appropriate and proportionate in the circumstances of any particular case.

The Council will generally only permit pavement licences between the hours of 08:00 and 22:00.

Applications outside these hours will be assessed in terms of the criteria detailed above. The Council however retains the right to specify permitted hours that are less than those specified above, in appropriate circumstances.

3.9 Licence Duration

If the Council determines an application before the end of the determination period (which is 14 days, beginning with the first day after the public consultation period, excluding public holidays) the Council can specify the duration of the licence.

The statutory Guidance recommends that local authorities grant licences for the maximum period of 2 years, unless there are good reasons for granting a licence for a shorter period, such as plans for future changes in use of road space. As such, the Council will normally grant applications for a 2 year period.

If a licence is 'deemed' granted because the authority does not make a decision on an application before the end of the determination period, then the licence will be valid for 2 years. However, if, when implemented, a licence that has been deemed granted does not meet the conditions attached, it can be revoked at any time on the grounds that it has breached the conditions.

3.10 Refusal of Applications

If the site is deemed unsuitable for a pavement licence, if relevant representations are made which cannot be mitigated by conditions, or the applicant doesn't provide information requested to assist in determining the application, then the application may be refused.

There is no statutory appeal process against a decision to refuse an application.

4. **Conditions**

The Council's standard conditions are set out at **Appendix B**. In some cases, additional conditions may be required. This will be determined when assessing an application on a case by case basis and clearly justified.

The Business and Planning Act 2020 sets out two National Conditions which apply to pavement licences – a no-obstruction condition and a smoke-free seating condition. The National Conditions are shown in **Appendix C**.

When determining whether furniture constitutes an unacceptable obstruction in light of the no-obstruction condition, the provisions require local authorities to consider the needs of disabled people. The following matters set out in Guidance will be considered when setting conditions, determining applications and when considering whether enforcement action is required, such as;

- Minimum pavement widths (as per section 3.2 of "Inclusive Mobility" best practice guidance);
- Any need for a barrier to separate furniture from the rest of the footway;
- Any conflict of street furniture with the principal lines of pedestrian movement;
- The cumulative impact of multiple pavement licences;
- Where possible, furniture shall be non-reflective and of reasonable substance (such that it cannot easily be pushed or blown over by the wind).

In relation to the smoke-free seating condition, a licence holder must make reasonable provision for seating where smoking is not permitted.

Where a local authority sets a local condition that covers the same matter as set out in national conditions, then the locally set condition takes precedence over the national condition where there is reasonable justification to do so.

5. Enforcement

If a condition imposed on a licence (either by the local authority or nationally) is breached, the local authority will be able to issue a notice requiring the breach to be remedied. If the licence-holder fails to do so, the local authority may amend the licence, with the consent of the licence-holder, revoke the licence or itself take steps to remedy the breach and can take action to recover any costs of so doing.

The authority may revoke a licence, or amend it with the consent of the licence holder, in the following circumstances:

- (a) If it considers that the highway is no longer suitable for the use as granted by or deemed to be granted by the licence. For example, the licenced area (or road adjacent) is no longer to be pedestrianised;
- (b) Or if there is evidence that:
 - there are risks to public health or safety – for example where it comes to light that there are significant security risks which have not been sufficiently considered, or addressed in a proportionate fashion (this will be reassessed as necessary, particularly in the event of changes to the terrorism threat level);
 - this use of the highway is causing an unacceptable obstruction, breaching the no-obstruction condition – for example, the arrangement of street furniture prevents disabled people, older people or wheelchair users to pass along the highway or have normal access to the premises alongside the highway; or
 - the use is causing, or risks causing, anti-social behaviour or public nuisance – for example, the use is increasing the amount of noise generated late at night and litter is not being cleaned up.

The local authority may revoke a licence in the following circumstances:

- For a breach of condition (whether a remediation notice has been issued or not); or
- It comes to light that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food and had applied for tables and chairs on which drinks could be consumed; or
- The applicant did not comply with the requirement to affix the notice to notify the public of the application or secure that the notice remains in place until the end of the public consultation period.

The Council will give reasons where these powers are used.

In cases where furniture, which would normally be permitted by a pavement or other licence, has been placed on a relevant highway without the required licence, local authorities can give notice requiring the business to remove the furniture before a date specified and to refrain from putting furniture on the highway unless they gain a licence.

If furniture continues to be placed on the highway, in violation of the notice, the authority may remove and store the furniture, recover the costs from the business for the removal and storage of the furniture and refuse to return the furniture until those costs have been paid. If within 3 months of the notice, the costs are not paid, the authority can dispose of the furniture by sale or other means and retain the proceeds.

6. Review Procedures

This Policy will be reviewed from time to time should changes occur in relevant legislation and/or guidance, or as a result of local considerations within the Runnymede Borough.

Appendix A

**Site Notice for display by an applicant
for a Pavement Licence**

Business and Planning Act 2020 part 1 (section 2)

I/we (name)

do hereby give notice that on (date)

I/we applied to Runnymede Borough Council for a 'Pavement Licence' at: (address)

.....

known as: (trading name)

.....

The application is for: (brief description e.g. outdoor seating to front of premises for food and drink)

.....

.....

Any person wishing to make representations to this application may do so by writing, preferably by email, to:

Runnymede Borough Council

Environmental Health Licensing Section

Runnymede Civic Centre

Station Road, Addlestone

KT15 2AH

licensing@runnymede.gov.uk

by: (date being 14 days after the application is submitted, excluding public holidays)

.....

The application and information submitted with it can be viewed on the Council's website at:

<https://www.runnymede.gov.uk/applications-registers/current-licensing-applications>

Signed:

Dated:

Appendix B

Runnymede Borough Council Standard Pavement Licence Conditions

1. Permission to operate a pavement licence does not imply an exclusive right to the area of public highway. The licence holder must be aware that Runnymede Borough Council and others (e.g. police, highways authority, statutory undertakers) will need access at various times (including emergencies) for maintenance, installation, special events, improvements etc, or any other reasonable cause. This may mean that the pavement licence will need to cease operating and/or be removed for a period of time. On these occasions there would be no compensation for loss of business.
2. Runnymede Borough Council requires evidence that the licence holder has Public Liability Insurance for the operation of the Pavement Licence. This must indemnify Runnymede Borough Council and Surrey County Council against all claims for injury, damage or loss to users of the public highway, arising from the use of the highway for the permitted purpose. The minimum level of indemnity must be £5 million in respect of any one incident.
3. Tables and chairs must not be placed in position outside of permitted times. When the licence is not in use, all tables and chairs and other furniture must be stored securely inside a premises away from the highway.
4. Runnymede Borough Council and/or Surrey County Council are empowered to remove and store or dispose of furniture from the highway, at the cost of the licensee, if it is left there outside the permitted hours, or should any conditions of the licence be ignored. The Council will not be responsible for its safekeeping.
5. The licence holder is not to make or cause to be made any claim against Runnymede Borough Council in the event of any property of the licence holder becoming lost or damaged in any way from whatever cause.
6. An unimpeded pedestrian route must be maintained at all times for people wishing to use the footway as per the National Licence Conditions.
7. Emergency routes to the premises and adjacent buildings must not be obstructed by the furniture permitted by the Pavement Licence, which should not, in normal circumstances, extend beyond the width of the premise's frontage.
8. Tables and chairs provided should be of the type and specification submitted with the application - any subsequent variation in furniture requires written prior approval of the Council. All furniture should be kept in a good state of repair. Furniture should be placed so as not to obstruct driver sightlines, or road traffic signs. Placement of tables and chairs must allow pedestrians to use the footway parallel to the frontage of the premises. Care should be taken in the use of hanging baskets, awnings, protruding umbrellas etc. Alternative items may not be used without first seeking the written authority of the Council. Patio heaters must not be used.

9. The licensee should ensure that the area operates in a safe and orderly manner, thereby ensuring that any safety risk or nuisance to customers, other users of the public highway or any adjacent land or premises, is minimised.
10. The operation of the area must not interfere with highway drainage arrangements.
11. During the hours of darkness suitable and sufficient lighting must be provided to ensure safe use of the area. Any proposals to provide additional lighting to the licensed areas must be agreed with the Highway Authority.
12. All detritus (food and drink remnants, spillages, bottles, cans, wrappers etc) shall be regularly removed from the footway surface to reduce hazards to pedestrians. The licence holder must make arrangements to regularly check for and to remove litter and rubbish on pedestrian walkways, caused by persons using the facility, for a distance of up to 10 metres from the boundary of the facility. The licence holder must ensure that any tables are cleared in an efficient manner during the hours of operation. The licence holder must ensure the licensed area and surrounding highway is to be washed down at the completion of each day's usage using a method sufficient to remove food debris, grease and other spillages that may occur.
13. The licence holder is not permitted to make any fixtures, or excavations of any kind, to the surface of the highway without prior written approval. Any costs incurred as a result of damage to the highway, due to the positioning of tables and chairs etc, will be recovered, in full, from the licence holder by Runnymede Borough Council or the Highway Authority.
14. The Licensee of a premises which is not licensed under the Licensing Act 2003 or any modification or re-enactment thereof, must not allow the consumption of alcoholic liquor within the licensed area.
15. The Licensee of a premises licensed under the Licensing Act 2003 or any modification or re-enactment thereof, must not allow the consumption of alcoholic liquor within the facility outside the hours in force for the premises itself.
16. The licence must be displayed on the premises with a plan of the agreed layout of the pavement licence.
17. The licensee is responsible for ensuring that the conditions of the licence and any other necessary permissions and regulations are adhered to. The Licence holder is to use the highway solely for the purpose of the licence in line with the provisions of this licence and for no other purpose whatsoever.
18. The licence holder must remove any tables, chairs and other furniture immediately at the end of the licence period or on revocation of the licence.
19. Runnymede Borough Council reserves the right to revoke this licence at any time if any of the above conditions are not fulfilled and maintained.

Appendix C

National Conditions

The Secretary of State publishes these conditions in exercise of their powers under Section 5(5) and Section 5(6) of the Business and Planning Act 2020. Applications granted or deemed to be granted thereafter are deemed to be subject to those published conditions, save where inconsistent with any other condition attached.

- 1. The Licensee must ensure that clear routes of access along the highway are maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired persons are provided at all times the licence is in operation.**

The no-obstruction condition is a condition that the licence must not have the effects set out in section 3(6) of the Business and Planning Act 2020. When determining whether furniture constitutes an unacceptable obstruction in light of the no-obstruction condition, the provisions require that local authorities consider the needs of disabled people. In order to do this, authorities should consider the matters set out in Statutory Guidance (section 4.1) when setting conditions, determining applications (in the absence of local conditions), and when considering whether enforcement action is required.

- 2. Where the furniture on the relevant highways consists of seating for use by persons, for the purpose of consuming food or drink, the licence holder must make reasonable provision for seating where smoking is not permitted.**

The Business and Planning Act 2020 imposes a smoke-free seating condition in relation to licences where seating used for the purpose of consuming food or drink has been, (or is to be) placed on the relevant highway. The condition requires a licence-holder to make reasonable provision for seating where smoking is not permitted. This means that where businesses provide for smokers, customers will also have the option of sitting in a non-smoking area. Ways of meeting this condition set out in Statutory Guidance (section 4.2)

New Pavement Licence Application

BUSINESS AND PLANNING ACT 2020	APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE
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(Please read the guidance notes at the end of this form when completing it)

SECTION 1: APPLICANT DETAILS (INDIVIDUAL APPLICANTS)		
Title:	First name(s):	Surname:
Postal Address:		
Town:	Post Code:	
Phone (Home):	Phone (Mobile):	
e-mail address:		
Date of Birth:	NI number:	

SECTION 2: APPLICANT DETAILS – OTHER APPLICANTS (e.g. limited companies)	
Name:	
Registered Address:	
Post Code:	
Phone (daytime):	Phone (Mobile):
e-mail address:	
Registered number (where applicable):	

SECTION 3 – BUSINESS PREMISES DETAILS

Trading Name:

Postal Address:

Post Code:

SECTION 4 – USE OF THE BUSINESS PREMISES

Which of the following is the above business premises used for? (please select **ONE** of the following options)

Use as a public house, wine bar or other drinking establishment

Other use for the sale of food or drink for consumption on or off the premises

Both of the above uses

SECTION 5 – AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates:
(Please note you are also required to submit a **scale plan** of this area with your application)

SECTION 6 – RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises

For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises

Both of the above purposes

SECTION 7: DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days: Please use the 24hr clock, e.g. 10:00 to 20:00. Please note that the Councils standard conditions do not allow the grant of a pavement licence before 08:00hrs or beyond 22:00hrs on any day.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
From	:	:	:	:	:	:	:
To	:	:	:	:	:	:	:

SECTION 8 – FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway (Please note you are required to provide photographs or brochures of the proposed furniture with your application)

SECTION 9 – DATE OF APPLICATION

Please state the date that this application for a pavement license is being submitted

SECTION 10 – CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

Please note that your application will not be considered complete and the public consultation period of 14 days will not begin unless all of the following documents have been submitted with your application.

A plan showing the location of the premises shown by a red line, so the application site can be clearly identified

A plan showing the proposed area to be covered by the pavement licence in relation to the highway.

The plan must show the number and position of the tables and chairs and any other items requested (e.g. barriers, planters).

The plan shall include clear measurements of the pathway width, building width and any fixed item of existing street furniture in the proposed area (e.g. lamp posts, bollards).

Measurements should demonstrate compliance with the 'no obstruction' national condition.

Copy of current public liability insurance certificate

Photos or brochures showing the proposed type of furniture

Evidence of consent from neighbouring frontage(s) to use footway space outside their property (if applicable)

SECTION 11 – DECLARATIONS BY APPLICANT

- **I understand that I am required to give notice of my application in accordance with the requirements of the **Business and Planning Act 2020** and that failing to do so will lead to the revocation of any licence granted.**
- I understand I must hold and maintain public liability insurance up to a value of £5million.
- I understand my application will not be considered to be complete until all the required documents and information have been provided and the application fee has been paid.
- I understand that the 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 to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- I declare that the information given above is true to the best of my knowledge and that I have not willfully omitted any necessary material. I understand that if there are any willful 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.
- **I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.**

Signature:

Print Name:

Date:

Guidance notes

Completing the form

- Section 1** Complete this section if you are applying for the licence as an individual.
- Section 2** Complete this section if you applying in another capacity, for example as a limited company.
- Section 3** Provide details of the business premises that the pavement licence will be used in conjunction with.
- Section 4** Tick **one** of the options to indicate what purpose the business premises is used for.
- Section 5** Describe the area of highway that you want to place the removable furniture on. The description should indicate the proximity of the area of highway to the business premises and give details of the dimensions of the area.
- Section 6** A pavement licence can only be used to authorise the placing of removable furniture on the highway for certain “relevant purposes.” Please tick **one** option to indicate what purpose(s) the removable furniture placed on the highway will be used for if a licence is granted.
- Section 7** Please indicate the times you would like to place removable furniture on the highway for on each day of the week. Use the 24hr clock (for example you should put 19:00 rather than 7.00pm). Please note the Council’s standard conditions for pavement licenses prevent furniture being place on the highway under the authority of a pavement licence before 08:00 or after 22:00 on any day.
- Section 8** Use this section to describe the removable furniture you wish to place on the highway. You should provide full details including the nature of the furniture, the size of the furniture and the number of items of furniture you wish to place on the highway.
- Section 9** Please specify the date on which the application is being made.
- Section 10** Use this checklist to make sure you have submitted all required documents with the application. Please note that the application will not be considered complete until all required documents and the application fee have been received.
- Section 11** The applicant must complete this section to confirm they have read and understood the declarations listed.

For all information contained within this document contact:
Runnymede Borough Council
The Civic Centre
Station Road
Addlestone
Surrey KT15 2AH

Tel 01932 838 383

email: licensing@runnymede.gov.uk

www.runnymede.gov.uk

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above contact details.



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