

## PAVEMENT LICENCE APPLICATION

### **Business and Planning Act 2020 Levelling Up and Regeneration Act 2023, Schedule 22.**

Application for a 2-year pavement licence on the highway, in relation to a relevant business. If the business does not provide food and drink as part of its usual work, then you cannot use this form and you must apply to the Highways Department at Norfolk County Council.

<b>Section A – applicant details</b>			
First name	Bernita	Surname	Lorentson
Telephone	01634 791166	Mobile no	
Applicant address			
Architecture Design Ltd Fitted Rigging House Chatham Historic Dockyard Chatham, Kent. ME4 4TZ			
Email		bernita@adesign.ltd	
Trading name of premises		Costa Coffee	
Address of premises to be licensed			
<b>Aimes Ltd t/a Costa Coffee (Scoffs Group)</b> <b>35-36 Market Place</b> <b>North Walsham</b> <b>NR28 9BT</b>			
Premises telephone number		01692406672	
Premises email		northwalshamcosta@scoffs-group.co.uk	

Section B – licence details	
<b>Please specify the purpose for which the furniture will be used (tick all that apply)</b>	
<input checked="" type="checkbox"/>	a) To sell or serve non-alcoholic food and drink supplied from, or in connection with use of the premises
<input checked="" type="checkbox"/>	b) For customers to consume food and drink supplied from the premises
<input type="checkbox"/>	c) To sell or serve alcoholic drinks (premises licence holders only)
If you ticked e) above, you must provide the <b>premises licence</b> number in the box below:	
Name of <b>premises licence</b> holder	Aimes Ltd t/a Costa Coffee

What is the size of the proposed licensed area?			
Width (cm)	11.8	Depth (cm)	0.9m
Proposed number of tables	4		
Proposed number of chairs	8		
How many parasols do you intend to use	n/a		
How many space heaters do you intend to use*	n/a		
*If you intend to use space heaters you will need to submit a fire risk assessment with your application.			

Please give brief description of proposed **furniture**. Include technical details and supplier information.

### 1. Reef Chair

**Finishes:**

Taupe

Marine - RAL3004

Berry - RAL4007

Tangerine - RAL3016

Height: 870mm

Seat Height: 460mm

Footprint Width/Depth: 495 x 520mm

Usage: Where there are 24 external covers or less

65% Taupe

35% Atlas Palette Colour

Supplier: UHS Group



RAL 3016



Taupe

### 4. Mill Table

Colour / Finish: Limed Oak top with metal base

Height: 720mm

Width/Depth: 550 x 550mm

Usage: Used externally with 4 accompanying external chairs where possible (2 chairs may be used where external covers are restricted)

Supplier: UHS Group



Provide brief description of proposed **enclosures**. Include technical details and supplier information.

N/A

**Pavement licences will not be granted before 7am or after 11pm.** During what times do you propose to place furniture on the highway? Please use 24-hour clock

Monday	7.00 to 18.00
Tuesday	7.00 to 18.00
Wednesday	7.00 to 18.00
Thursday	7.00 to 18.00
Friday	7.00 to 18.00
Saturday	7.00 to 18.00
Sunday	8.30 to 17.00

## Section C - compulsory requirements

### All pavement licences are issued subject to the following conditions:

√	The licence holder shall ensure that use of the authorised area does not cause a noise nuisance to nearby properties.
√	The licence holder shall ensure that empty containers and crockery are removed from the licensed area on a regular basis.
√	The licence holder shall ensure that any litter is cleared from the licensed area on a regular basis, disposed of in the premises' own waste bins, not those on the highway. The area must be kept in a clean and orderly manner.
√	Use of the licensed area must not obstruct the highway for disabled people and unless otherwise specified, a minimum 1500cm space between the perimeter of the licensed area and the kerb is required to be maintained (measured perpendicular from the licensed area).
√	A-boards, advertising signs, beer kegs, bottle crates or any other unsightly or unapproved items must not be placed on or adjacent to the licensed area.
√	Furniture, means of enclosure and, if appropriate, parasols or space heaters must not be stored on the highway when not in use or when the premises is closed.
√	The tables, chairs and any other furniture provided, must conform to the details of the pavement licence application, unless the licensing authority gives written approval of any change.
√	The licence holder shall be responsible for making good any damage caused to the site in the exercise of this licence.
√	Tables, chairs and parasols shall be removed from the licensed area if: <ul style="list-style-type: none"> <li>• works to the area are to be undertaken by the Council, the highway authority, or a utility provider</li> <li>• requested by a police officer or enforcement officer, to ensure public safety.</li> </ul>
√	The licence must be prominently displayed to be visible from the highway and it must be available for inspection at reasonable times.
√	When drinks are served on the licensed area in glasses, they must be made of toughened or tempered safety glass.
√	The licence holder shall ensure activity taking place under the pavement licence does not lead to obstruction of the highway or any means of escape in the vicinity of the authorised area.

√	The licence holder shall ensure activity taking place under the pavement licence does not cause nuisance as a result of any gathering of people.
	The licence holder shall make reasonable provision for seating where smoking is not permitted within at least 2 metres of the non-smoking area.

The applicant is required to affix a notice to the premises, so it is easily visible and legible to the public on the day they submit the application to the local authority. They must ensure the notice remains in place for 14 days beginning with the day after the day the application is submitted to the authority. Public holidays are not included. Applicants are encouraged to keep evidence.

Applicants are encouraged to 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.

Please read our policy for further information. You can find a copy of the pavement licensing policy on our website or request a copy from Customer Services.

<b>SECTION D - declaration</b> I declare that I am over 18 years of age and I certify that, to the best of my knowledge and belief, the information I have provided in this application form and on the submitted plans is both accurate and correct.	
<b>Signed</b>	<b>Bernita Lorentson</b>
<b>Name of company</b> (if applicable)	<b>Architecture Design Ltd</b>
<b>Position in company</b> (if applicable)	<b>Office Manager</b>
<b>Date</b>	<b>2 June 2026</b>

North Norfolk District Council takes your privacy seriously. A copy of our data protection policy is available online on our website under Data Protection Policy or on request.

We prefer online applications, where possible. Please send your application and proof of payment, by email to:

[licensing@north-norfolk.gov.uk](mailto:licensing@north-norfolk.gov.uk)

You can choose to post your application to:

North Norfolk District Council, Holt Road, Cromer, Norfolk, NR27 9EN

<b>SECTION E - documentation required</b>	
√	A plan clearly outlining the premises and proposed area to be licensed – suggested scale 1:100 or 1:150
<input type="checkbox"/>	<p>A 1:100 or 1:150 scale site plan (where possible) showing</p> <ul style="list-style-type: none"> <li>a) the building line of the application premises and adjacent buildings</li> <li>b) location of the kerb line</li> <li>c) perpendicular distance between the building line and the kerb line</li> <li>d) the precise boundary of the proposed licensed area giving measurements of the width and depth of the area</li> <li>e) location of all accesses on your frontage including fire exits</li> <li>f) location of existing obstructions within or near to the pavement area (such as: lampposts, bollards, trees and similar)</li> <li>g) the size and location of the proposed tables, chairs and other furniture</li> <li>h) the size and location of enclosures and barriers</li> </ul>
<input type="checkbox"/>	Photographs, brochures, or scaled drawings showing design, dimensions, colour, and materials of the tables and chairs you propose to use.
<input type="checkbox"/>	Photographs, brochures, or scaled drawings showing design, dimensions, colour, and materials of proposed means of enclosure.
<input type="checkbox"/>	Design and access statement showing the provision made for people with sensory and physical disabilities.
<input type="checkbox"/>	Third party public liability insurance certification up to the value of £5 million.
<input type="checkbox"/>	Payment of the appropriate application fee.
<input type="checkbox"/>	If you propose to use space heaters you must also provide a fire risk assessment
<input type="checkbox"/>	Photos of the site notice to demonstrate it has been properly displayed