

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.

Section A – applicant details			
First name	ARROW	Surname	SMITH
Telephone	[REDACTED]	Mobile no	←
Applicant address			
31 Market Place, North Walsham, Norfolk. NR28 9BS			
Email	coffeesmiths@outlook.com		
Trading name of premises	Coffeesmiths		
Address of premises to be licensed			
31 Market Place, North Walsham, Norfolk NR28 9BS			
Premises telephone number	[REDACTED]		
Premises email	coffeesmiths@outlook.com		

Section B – licence details	
Please specify the purpose for which the furniture will be used (tick all that apply)	
<input 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 c) above, you must provide the premises licence number in the box below:	
Name of premises licence holder	

What is the size of the proposed licensed area?			
Width (cm)	400	Depth (cm)	600
Proposed number of tables	8		
Proposed number of chairs	16		
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.

Tables - Round wooden topped, metal frame external style.
 Chairs - Dark grey (fitting with branding + town) heavy plastic External chairs.

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	08:00 to 17:00
Tuesday	08:00 to 17:00
Wednesday	08:00 to 17:00
Thursday	08:00 to 17:00
Friday	08:00 to 17:00
Saturday	08:00 to 17:00
Sunday	08:00 to 17:00

Section C - compulsory requirements

All pavement licences are issued subject to the following conditions:

<input checked="" type="checkbox"/>	The licence holder shall ensure that use of the authorised area does not cause a noise nuisance to nearby properties.
<input checked="" type="checkbox"/>	The licence holder shall ensure that empty containers and crockery are removed from the licensed area on a regular basis.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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).
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	The licence holder shall be responsible for making good any damage caused to the site in the exercise of this licence.
<input checked="" type="checkbox"/>	Tables, chairs and parasols shall be removed from the licensed area if: <ul style="list-style-type: none"> • works to the area are to be undertaken by the Council, the highway authority, or a utility provider • requested by a police officer or enforcement officer, to ensure public safety.
<input checked="" type="checkbox"/>	The licence must be prominently displayed to be visible from the highway and it must be available for inspection at reasonable times.
<input checked="" type="checkbox"/>	When drinks are served on the licensed area in glasses, they must be made of toughened or tempered safety glass.
<input checked="" type="checkbox"/>	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.

<input checked="" type="checkbox"/>	The licence holder shall ensure activity taking place under the pavement licence does not cause nuisance as a result of any gathering of people.
<input checked="" type="checkbox"/>	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.

SECTION D - declaration 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.	
Signed	[Redacted Signature]
Name of company (if applicable)	Cofeesmiths
Position in company (if applicable)	Director
Date	28/5/26

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

You can choose to post your application to:

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

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