

**FOR OFFICE USE**

**Application No...**

**Date...**

**Fee Paid...**

**Receipt No...**

**Application for a Licence to use the Highway for a Street Café.  
The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2023.**

Please read the notes and answer all the following questions

**Question 1**

Your Name and Address

Postcode

Tel. No.

**Question 2**

Name and address of any person acting for you

**Question 3**

Describe the proposed location for the street café and address if different from the address in Q1 above.

**Question 4**

Please state the main proposed materials (for example: furniture, umbrellas, boundary markers, colour, type, styles) and show them on your detailed layout plan.

**Question 5**

Do you intend to alter any of the building and/or building frontage to accommodate the proposal? If YES, please show details of the alterations on your plan.

**YES/NO**

**Question 6**

Are there any lighting columns, litter bins, road signs, public seating, trees, etc. on the site within the boundary of the area proposed for the street café?

If YES, please show them on your plan.

**YES/NO**

**Question 7**

Is proper sanitary accommodation available within the building to be used to service the Street café?

**YES/NO**

**Question 8**

Is it intended to seek a licence to serve alcohol within the street café area?

If YES, please answer Q9 below.

**YES/NO**

**Question 9**

What range of drinks (alcoholic and non-alcoholic) is it intended will be served within the street café area?

Give details below.

The applicant should be aware that the granting of a licence does not permit the sale of alcohol within the outdoor café area. Separate licensing arrangements apply for the sale of alcohol and the applicant should check the conditions on the Premises Licence or consult the Licensing Authority.

**Question 10**

Please read and sign the following statement.

I wish to apply for a licence to use the highway fronting the above-named property for the purpose of a street café as described in this application and the accompanying plans and enclose the required fee.

Signed.....

Date.....

**Notes**

Applications should be made to the , Licensing Section, South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH, [licensing@southribble.gov.uk](mailto:licensing@southribble.gov.uk)

1. A location plans to Ordnance Survey quality to show the proposed area for the street café at 1:1250 scale.
2. A detailed plan (to show the proposed street café) at a scale of 1:50 or 1:100
3. Full manufacturers literature/details of the furniture/equipment to be used.
4. Details of the management arrangements for the street café.
5. The standard fee.
6. Proof of indemnification against all claims, injuries or accidents, with cover up to £5 million.

**You will need two types of plans:**

**Location plan** – to show where your proposal is situated in relationship to the surrounding area. You must clearly edge the site boundary in red. The plan should be of 1:1250, to Ordnance Survey quality.

**Detailed plan (with elevations)** – to show the proposed street café and its relationship to existing buildings and features. The plan should be a metric scale of 1:50 or 1:100 and the main dimensions should be clearly stated. It should include all the information required by the questions above.

**Additional Notes:**

**Once an application has been submitted there will be a 7day consultation period. You must place a notice on your premise setting out what has been applied for and the date by which a representation should be submitted to the licensing authority.**