A green and white logo

Description automatically generated

**Rushcliffe Borough Council**

**Rushcliffe Arena**

**Rugby Road**

**West Bridgford**

**Nottingham**

**NG13 7YG**

**Tel: 01159 819911**

**Web: www.rushcliffe.gov.uk**

**Email: licensing@rushcliffe.gov.uk**

**Business and Planning Act 2020**

**Application for a New or Renewal of a Pavement Licence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Details** | | | |
| Applicant | First Name(s)  **Click or tap here to enter text.** | Surname  **Click or tap here to enter text.** | |
| Premises | Premises/Business Name:  **Click or tap here to enter text.** | | |
| Premises Type | Pub/Bar/Cafe/ Restaurant:  **Click or tap here to enter text.** | | |
| Address | Street/Road:  **Click or tap here to enter text.** | | |
|  | Town/City:  **Click or tap here to enter text.** | | Post Code:  **Click or tap here to enter text.** |
|  | Telephone:  **Click or tap here to enter text.** | Email:  **Click or tap here to enter text.** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supply of Alcohol** | | | | |
| Are the premises Licensed to supply alcohol? | **YES** |  | **NO** |  |
| Premises Licence Number | **PL** | **Click or tap here to enter text.** | | |

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| --- |
| **Location**  Where do you wish to place street furniture? |
| **Click or tap here to enter text.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Pavement Licence** | | | | |
| Do you have a current Pavement Café Licence with Nottinghamshire County Council? | **YES** |  | **NO** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Owner/Lease Holder of The Premises Permission** | | | | |
| Do you have the premises owner’s or lease holder’s permission to apply for a Pavement Licence? | **YES** |  | **NO** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Street Furniture Details** | | | | | | |
| Type | **Number** | | **Type** | | | **Number** |
| Tables | **Click or tap here to enter text.** | | Chairs | | | **Click or tap here to enter text.** |
| Benches | **Click or tap here to enter text.** | | Umbrellas | | | **Click or tap here to enter text.** |
| Counters | **Click or tap here to enter text.** | | Heaters | | | **Click or tap here to enter text.** |
| Barriers | **Click or tap here to enter text.** | | Plants | | | **Click or tap here to enter text.** |
| Other | **Click or tap here to enter text.** | | Other | | | **Click or tap here to enter text.** |
|  |  | |  | | |  |
| **Times for Use of The Pavement Licence**  **(24 Hour Clock)** | | | | | | |
| **Monday** | from | **Click or tap here to enter text.** | | to | **Click or tap here to enter text.** | |
| **Tuesday** | from | **Click or tap here to enter text.** | | to | **Click or tap here to enter text.** | |
| **Wednesday** | from | **Click or tap here to enter text.** | | to | **Click or tap here to enter text.** | |
| **Thursday** | from | **Click or tap here to enter text.** | | to | **Click or tap here to enter text.** | |
| **Friday** | from | **Click or tap here to enter text.** | | to | **Click or tap here to enter text.** | |
| **Saturday** | from | **Click or tap here to enter text.** | | to | **Click or tap here to enter text.** | |
| **Sunday** | from | **Click or tap here to enter text.** | | to | **Click or tap here to enter text.** | |

|  |  |
| --- | --- |
| **Check List**  **When Submitting Your Application Please Ensure** | **x** |
| **You have completed the Application Form correctly and in full.** |  |
| **Attached a plan of how you wish to place your street furniture.** |  |
| **Attached a plan of the Highway where you wish to place your street furniture, with the location delineated by a red line.** |  |
| **Attached photographs, catalogue images or website images of the furniture you intend to use.** |  |
| **Proof of Premises Owner’s Consent or Premises Lease Holder’s Consent. (Letter or email)** |  |
| **A copy of Public Liability Insurance or other form of Security.**  **(To a minimum value of £5,000,000.00)** |  |
| **A copy of the A4 Notice to be displayed at the premises for a period of 14 days beginning the day after this application has been submitted.** |  |
| **Telephone 01159 819911 to pay the fee.** |  |

**Declaration**

**I, the undersigned, hereby declare that to the best of my knowledge the information contained in this application is true and accurate. I understand that if I knowingly or recklessly make a false statement or omit any material information required as part of this application, I shall be committing an offence and may be liable to prosecution.**

Signature of Applicant: **Click or tap here to enter text.**

*This will be taken as an electronic signature.*

Full Name: **Click or tap here to enter text.**

Date: **Click or tap to enter a date.**

# Data Protection Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to: process your application, query or to provide a service that you are requesting **or** undertake a statutory function (also known as a ‘public task’) The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting. Your personal information will be included in a public register in accordance with our statutory responsibility. Your personal data will be kept in accordance with the Council’s retention policy and schedule. Details of which can be found on the Council’s website at http://www.rushcliffe.gov.uk/retention\_schedule/

In accordance with GDPR you have a right to:

* Have a copy of the personal information that we hold about you. Details of how to obtain this are available at http://www.rushcliffe.gov.uk/foi
* Request that your personal data be corrected or completed.
* Complain to the Information Commissioner if you feel that your information is not being handled appropriately (https://ico.org.uk/)
* You may also have a right to:
* Have your personal data transferred (data portability).
* Prevent automated processing and profiling.
  + Erasure (also known as the right to be forgotten).
  + Restrict processing.
  + Object to processing.
* Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see http://www.rushcliffe.gov.uk/privacy/
* For further details about how, your personal information may be used or about your rights under data protection legislation, please contact the Council’s Data Protection Officer at:

By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.

By email: customerservices@rushcliffe.gov.uk

By Telephone: 0115 981 9911