

## WHAT IS A PAVEMENT LICENCE?

The Government recently allowed local Councils to introduce a **Pavement Licence** scheme.

This enables venues like yours (pubs, bars, restaurants, cafes, etc.) to have the opportunity to put **street furniture** (tables, chairs, cordons, barriers, parasols, heaters, etc.) on the “highway” to enable your customers to eat and drink outdoors, and help improve their dining experience.

## WHY DO I NEED THIS PAVEMENT LICENCE?

The Covid-19 restrictions either prevented or limited your ability to let your customers eat and drink indoors.

Now that restrictions are lifted, the need to ensure that you promote social distancing will significantly reduce your indoor capacity.

This licence will help you cater for your customers, and enable additional outdoor seating areas for eating and drinking.

## HOW MUCH WILL IT COST ME FOR A PAVEMENT LICENCE?

**Licences will be granted for minimum periods of 1 year, and maximum periods of 2 years.**

We have set the following fees:

- **Pavement Licence New: 1 Year: £250.00**
- **Pavement Licence New: 2 Years: £300.00**
- **Pavement Licence Renewal: 1 Year: £220.00**
- **Pavement Licence Renewal: 2 Years: £270.00**

## HOW DO I APPLY FOR A PAVEMENT LICENCE?

Just go online to the Council website:

**[www.ashfield.gov.uk/pavementlicences](http://www.ashfield.gov.uk/pavementlicences)**

where you will find the necessary Application Form and Public Notice to download.

Alternatively, send an email to the Council Licensing Team or give them a call, and they will send you the forms that you will need to complete (see contact details overleaf).

## THIS COULD REALLY HELP ME OUT – WHAT ELSE DO I NEED TO DO?

When you submit your application to the **Council Licensing Team**, you will also need to also include:

- **a Plan** (to a scale of 1:200) showing the name of the street, the proposed area you want to use (including dimensions), and the positions of the street furniture (such as tables and chairs) that will be in the proposed area.
- **photos** of the proposed street furniture you will place on the highway.
- **proof** that the premises owners or lease holders agree to your application
- **proof** that you hold Public Liability Insurance to a minimum value of £5,000,000.
- **a copy of the Public Notice** you must place on the front of the premises facing the street.

**It's really that easy to apply for a licence.**



## OK – SO I’VE APPLIED FOR THIS LICENCE – WHAT HAPPENS NEXT?

Once the Council has received your application, and checked that it is valid, there is a “**14-day consultation period**”.

If there are no objections to your proposal, the Pavement Licence will be granted and posted to you.

If there are objections to your proposals, then a Hearing must be held by the Council within a further 14 days, to determine your application and either grant it as you proposed, grant it with additional “conditions”, or refuse it.

## ARE THERE ANY RULES THAT I NEED TO BE AWARE OF?

You must make sure that your street furniture when the licence is granted:

- **Will not obstruct** vehicles or pedestrians,
- Will be **removed at the end of each day**, and
- Will include a **smoke-free section** within the designated outdoor area.

## HELP & ADVICE WHO CAN I TALK TO?

**The Licensing Team** at Ashfield District Council can offer you any advice that you may need.

Please call us on **01623 457364**, or alternatively you can email us at: [licensing@ashfield.gov.uk](mailto:licensing@ashfield.gov.uk)

## WHERE CAN I FIND FURTHER INFORMATION?

Additional information can be found on the **Ashfield District Council website:**

[www.ashfield.gov.uk/pavementlicences](http://www.ashfield.gov.uk/pavementlicences)

## WHO DO I SEND MY COMPLETED APPLICATION TO?

Send your completed application and supporting documents by post to:

**The Licensing Team, Ashfield District Council,  
Urban Road, Kirkby-in-Ashfield, Nottinghamshire,  
NG17 8DA**

Or send a scan of your application and supporting documents by email to: [licensing@ashfield.gov.uk](mailto:licensing@ashfield.gov.uk)

LICENSING AUTHORITY

BUSINESS & PLANNING ACT 2020

# PAVEMENT LICENCE



HOW TO OBTAIN PERMISSION TO PUT TABLES & CHAIRS ON THE HIGHWAY FOR OUTDOOR FOOD & DRINK SERVICE

