

APPLICATION FOR A PAVEMENT LICENCE

BUSINESS AND PLANNING ACT 2020



Please read the guidance notes and standard conditions on our website before completing this form

SECTION 1a: APPLICANT DETAILS – INDIVIDUAL APPLICANTS		
Title:	First name(s): Simon	Surname: Westwell
Postal Address:	[REDACTED]	
Post Code:	[REDACTED]	
Phone (daytime):	[REDACTED]	Phone (Mobile): [REDACTED]
e-mail address:	[REDACTED]	

In the case of a partnership, please add separate sheet(s) confirming the above details for all parties

SECTION 1b: APPLICANT DETAILS – OTHER APPLICANTS (e.g. companies)	
Name:	
Registered Address:	
Post Code:	
Phone (daytime):	Phone (Mobile):
e-mail address:	
Registered number (where applicable):	

SECTION 2: BUSINESS PREMISES DETAILS	
Trading Name: The Swan Hotel	
Postal Address: The Swan Hotel, Upper High Street, Thame	
Post Code: OX9 3ER	
USE OF THE BUSINESS PREMISES	
Which of the following is the above business premises used for? (please select ONE of the following options)	
Use as a public house, wine bar or other drinking establishment	
Other use for the sale of food or drink for consumption on or off the premises	
Both of the above uses	✓

SECTION 3: AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates (NB you are also required to submit a plan with this application)

Please refer to attached plans. The proposed location is parking bay adjacent the footpath within the Upper High Street car park. The parking bay is located outside the premises

SECTION 4: RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	
Both of the above purposes	✓

SECTION 5: DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days:
Please use the 24hr clock, e.g. 10:00 to 20:00. NB We will generally only grant permission from 08:00 to 21:00.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Start	9:00	9:00	9:00	9:00	9:00	9:00	9:00
Finish	18:00	18:00	18:00	18:00	18:00	18:00	18:00

SECTION 6: FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway – including quantity, brand, type and materials (please note you are required to provide photographs/pictures of the proposed furniture with your application)

Please refer to attached plans

Do you intend to alter any of the building and/or frontage to accommodate this proposal?

NO

(please delete as applicable)

If YES, please give details:

SECTION 7: CONTACT DETAILS FOR CORRESPONDENCE (NB leave blank if same as applicant)

Title:	First name(s):	Surname:
Postal Address:		
Post Code:		
Phone (daytime):	Phone (Mobile):	
e-mail address:		

SECTION 8: TYPE OF APPLICATION (please tick ✓)

New	<input checked="" type="checkbox"/>	Renewal	<input type="checkbox"/>
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SECTION 9: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

	<input checked="" type="checkbox"/>
Photographs/pictures/brochure or similar of the furniture proposed to be used	<input checked="" type="checkbox"/>
RENEWAL APPLICANTS – If there is no change to the furniture, please tick this box. There is no need to re-submit photos etc of the furniture unless you wish to make any changes.	<input type="checkbox"/>
Site plan to a suitable scale or with clear measurements showing: <ul style="list-style-type: none">• property boundary and proposed boundary of area to be covered by the pavement licence (NB you must use a red line to indicate the area to be licensed)• building and kerb lines• furniture layout• points of access and egress• position of any lighting columns, litter bins, road signs or other existing street furniture	<input checked="" type="checkbox"/>
RENEWAL APPLICANTS – If there is no change to the site plan (including the numbers of chairs and tables), please tick this box. There is no need to re-submit the site plan unless you wish to make any changes.	<input type="checkbox"/>
Public liability insurance (for a minimum of £5 million cover)	<input checked="" type="checkbox"/>

SECTION 10: DECLARATION BY APPLICANT

I understand that I am required to display a notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so and to maintain the notice throughout the consultation period may lead to the revocation of any licence granted.

I understand I must hold and maintain public liability insurance for a minimum of £5 million.

I understand my application will not be considered to be complete, and the consultation period will not start, until all the required documents and information have been provided and the application fee of £100 has been paid.

I understand that the application fee paid is non-refundable if my application is deemed invalid, refused or if any licence granted is subsequently surrendered or revoked.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes. I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

Signature:

[Redacted Signature]

Print Name:

[Redacted Name]

Date:

25-8-21.



