



Please note that your application will not be considered complete and the public consultation period of 7 days will not begin unless all of the following documents have been submitted with your application.

The full fee of £100, paid by card by calling 01483 505050		
Proof of Third Party and Public Liability Insurance, to a minimum value of £10 million		
A plan showing the location of the premises shown by a red line, so the application site can be clearly identified		
A plan that complies with the requirements of our policy, clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown.		
Photographic proof of identity and right to work		
Photos or brochures showing the proposed type of furniture		
(If applicable) reference of existing pavement licence currently under consideration by Surrey County Council Highways		
Evidence that you have met the requirement to give notice starting on the date of the next working day after you have submitted a valid application. (e.g. copy of notice and photographs showing notice in place)		

In what capacity are you applying?	
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1a. INDIVIDUAL APPLICANT DETAILS			
Title	Other (please specify)		
Full Name			
Date of Birth (dd/mm/yyyy)		Country of Birth	
NI Number		Do you have the right to live and work in the UK?	
Address			
Postcode			
Telephone Number			
Mobile Number			
Email Address			

1b. COMPANY APPLICANT DETAILS	
Business / Trading Name	
Applicants Position in the Business	
Registered Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	
Companies House Registration Number	

2. BUSINESS PREMISES DETAILS	
Trading name	
Address of business, including post code	
Which of the following is the above premises used for? (please tick 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	
If you are currently licensed for the sale of alcohol, provision of regulated entertainment, or the provision of late night refreshment, please supply the premises licence number	

3. 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

4. AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates:
(Please note you are required to submit a scale plan of this area with your application)

What will you use to mark the boundary of the licensed area?

How will you ensure a 2 metre clear walkway is maintained for the use of pedestrians?

5. FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway
(Please note you are required to provide photographs or brochures of the proposed furniture with your application)

Where will the furniture be stored outside of the authorised hours

6. 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. 15:30.

Mondays	to	If you wish to start before 09:00 or end after 21:00, please give supporting reasons why this should be considered
Tuesdays	to	
Wednesdays	to	
Thursdays	to	
Fridays	to	
Saturdays	to	
Sundays	to	

How long do you want the licence to last?	Maximum length, ending 30 September 2023	
	Minimum length (3 months from grant)	
	Other (select date)	

Do you have a pending application with Surrey County Council for a Pavement Licence?
(If the application has been refused or rejected it is not pending)

If yes, provide information for that application below.

Date submitted		Reference numbers and payment details (amount paid and receipt number)	
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7. LIST OF LOCAL RESIDENTS & BUSINESSES YOU HAVE NOTIFIED OF THIS APPLICATION AND ANY FEEDBACK RECEIVED

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8. CHECKLIST FOR OTHER AUTHORISATIONS

Are you street trading?		If yes, licence number is:	
Are you a registered food business?		If no, you need to register 28 days before you want to start trading. Details of how to register are on our website.	

Declaration and Signature

I hereby make an application to Guildford Borough Council for the grant of a Pavement Licence, subject to the Statutes, Regulations, Policies, Byelaws and Conditions relating to the same for the time being in force.

I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the rejection of the application or revocation of any licence granted.

I understand I must hold and maintain public liability insurance up to a value of £10million.

I declare that I have checked the information on this application and, to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any consent issued revoked.

I understand my application will not be considered to be complete until all the required documents and information have been provided and the application fee has been paid. I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.

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

FULL NAME	CAPACITY OF SIGNATORY
SIGNATURE	APPLICATION DATE

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: foi@guildford.gov.uk).