

**Pavement Licence
Business and Planning Act 2020
Application Form**

Licensing Section
City Hall
Plater Way
Sunderland
SR1 3AA

**Important
Information:**

- Before completing this Application Form please read the document headed: Guidance Notes for Applying for a Pavement Licence;
- This Application Form must be completed in full in TYPE or BLOCK CAPITALS and submitted to the Council by e-mail, (together with the requested supporting documentation), to the following e-mail address: licensing@sunderland.gov.uk;
- Failure to complete your Application Form in full, or a failure to provide the requested supporting documentation will mean that your Application cannot be processed. The missing information, or documents will need to be provided before your Application can be processed;
- Your Application Form cannot be processed until the Council has received your Fee. The fee for a new licence is £500 and for a renewal licence £300. You can pay this Fee by telephoning (0191) 5205550 and
- If you have any queries about how to complete this Application Form then please e-mail licensing@sunderland.gov.uk,

Part A:	Details of Applicant(s) (Intended Licence-holder(s))	
Title :	MS	
Full Name(s) :	LOUISE BRADLEY	
Address(es) :	309 HIGH STREET WEST SUNDERLAND	
Postcode(s) :	SR1 3ET	
Telephone Numbers :		
E-mail :		
Does the Applicant(s) have day to day control of business? :	Yes : X	Further contact details

Part B: Identification of the Premises and the Highway

Please confirm the address of the Premises in respect of which a Pavement Licence is being sought and attach a 1:1250 scale location plan showing the premises and the relevant part of the highway for which a Pavement Licence is being sought, with these being shown by a red line :

VESTA TILLEYS, 309 HIGH STREET WEST, SUNDERLANS SR1 3ET

Please provide evidence of right to occupy the Premises, such as under a freehold, or leasehold interest :

TITLE DEED ATTACHED

Please confirm the dimensions of the proposed Pavement Licence area :

4M X 4.7M

Please tick one box only to confirm the duration for which a Pavement Licence is being sought :

The statutory minimum period of three months; or

The statutory maximum period of 2 years; or

Please confirm whether you currently have an existing street café licence granted under the Highways Act 1980 and its expiry date:

Please confirm if there is an outstanding application with the Council for a “pavement licence”, “street café licence”, or “tables and chairs licence” under the Highways Act 1980 which is yet to be determined and, if so, please confirm the date of the submitted application :

Part C: The Proposed Use of the Highway

Please tick the boxes which apply to confirm the purposes for which the Pavement Licence is to be used :

To use furniture to sell, or serve food, or drink supplied from, or in connection with relevant use of the Premises; and / or

To use the furniture by other persons for the purpose of consuming food, or drink supplied from, or in connection with relevant use of the Premises.

Operating Period : the proposed hours and days of the week that it is proposed to put removable furniture on the highway under the Pavement Licence. Please note that the maximum period must be 9am – 10pm	Monday :09:00-22:00	Friday : 09:00-22:00
	Tuesday : 09:00-22:00	Saturday :09:00-22:00
	Wednesday :09:00-22:00	Sunday :09:00-22:00
	Thursday :09:00-22:00	

How many tables and chairs do you propose to place on the highway under the sought Pavement Licence? : 3 x wooden picknick benches

Please describe the type of furniture you propose to place on the highway. You may attach photographs, or provide extracts from a brochure :

ATTACHED

Where will the Pavement Licence furniture and other items be stored outside the Operating Period? :

ON THE PREMISES

Please show how the furniture will be sited on the highway under the Pavement Licence area by using a 1:100 plan :

ATTACHED

Please indicate on the plan where tables and chairs etc. come within the proximity of premises, adjacent building, lighting columns, or trees.

ATTACHED

How will the boundary of the Pavement Licence area be defined?

STEEL POSTD & FABRIC BANNERS

Please provide details of the barriers, or other fencing to be used as a boundary :

Please describe how you intend to mitigate any noise, or disturbance from customers using the proposed Pavement Licence area to the occupiers of nearby commercial and domestic properties :

How will the boundary of the Pavement Licence area be defined?

Steel post and Fabric Banner

Please provide details of the barriers, or other fencing to be used as a boundary :

Barrier Post with canvas

Polished steel posts 950 H X 300 Concrete weights

Canvas 700H X 20DX 1430W Fire Retardant to BS5852

Please describe how you intend to mitigate any noise, or disturbance from customers using the proposed Pavement Licence area to the occupiers of nearby commercial and domestic properties :

Noise Management Plan

Generated Noise

- Regulated Entertainment
- External Café Pavement Licence Times TBC
- Persons Leaving and Arriving
- Delivers
- Emptying of Glass Bins/ general waste

Statement of Intent

- To minimize the impact on local residents to prevent Public Nuisance
- To Identify noise sources and acceptable noise levels
- Identify steps to manage and control; noise Define program to monitor noise
- Respond to complaints and unacceptable noise

Inventory of Noise Sources

- Entrance and Egress of customers
- Use of the Café Pavement Licence 09:00- 23:00
- Deliveries and Waste collection. Internal Waste disposal
- Internal Sound System

- **Noise Control**

- Staff and Management will ensure that customers egressing the premises will do so with consideration to our neighbours, on egress at the end of service this will be in small groups to allow for dispersal and no accumulations of large groups at the external of the premises
- The Café Area will be monitored and will be closed promptly at times permitted on the licence.
- The deliveries and waste collection will not take place before 08:00 and after 20:00 subject to access restriction on access roads.
- Glass bins will not be emptied between the hours of 20:00 and 08:00
- Should regulated entertainment be provided all windows and doors will remain closed except for the main entrance for egress to the premises. A sound monitor will be used by a member of staff or management taking reading of the level at the nearest noise sensitive premises and a record of such will be kept. A sound check will be initiated prior to regulated entertainment to ensure compliance with noise limits
- The design of the building will have an internal porch to reduce sound emanating from the building
- The premises contact number will be displayed so that local residents may ring during an event (these will be rare)

SHOULD SUCH A COMPLAINT OCCUR THE MUSIC WILL BE REDUCED/ TERMINATED

- Ultimately the management have control of the sound system
- A written report shall be available within 21 days available to the responsible authorities with the Details of Complaint received, results of the noise monitoring, any problems that arose and remedial actions. This will include a log completed at the time of the event and noise monitoring results. Recommendation for further events will be reviewed

Please provide photographic evidence to show that a Notice of Application for a Pavement Licence has been fixed to the Premises : 19/09/2024

ATTACHED

Please confirm the date when your Application Fee was paid to the Council :
19/09/2024 Authorisation code 682118 Payment ref 68818

Part D : Details of Public Liability Insurance that will apply to the intended pavement licence

Name of Insurance Company : QBE UK LIMITED

Policy Number :

Start date of Policy : 30/06/2024

Expiry Date of Policy:29/06/2025

Amount insured under the Policy : this must be no less than £5 million. A Pavement Licence will not be issued without valid public liability insurance cover being in place :

Please provide a copy of the Policy : ATTACHED

Indemnity

In the event that a Pavement Licence is issued to the Applicant(s), the Applicant(s) will indemnify Sunderland City Council against all proceedings, actions, claims, demands, or costs whatsoever, (including, but not limited to personal injury), or for loss, or damage to property arising out of, or incidental to, or in connection with the right granted by the Pavement Licence which is not attributable to the negligence of the Council.

Please provide any further additional information in support of your Application for a Pavement Licence :

Read and complete the declaration on the next page and also refer to the checklist on the last page prior to submitting the application form.

Declaration :

I, the Applicant, or We, the Applicants, certify and understand that, :-

1. All information contained in this Application Form for a Pavement Licence is correct and is not false, or misleading;
2. It is understood that Conditions may be attached to any Pavement Licence that is issued by the Council;
3. Any Conditions that apply to the Pavement Licence will be consented to and complied with;
4. If granted a Pavement Licence and the Council considers that there has been a breach of any Condition of the Licence the Council may :; (a) serve a notice requiring the taking of such steps to remedy the breach as specified in the notice within the stated time. If the breach is not remedied following the service of the notice, the Council may : (a) revoke the notice; or (b) take the steps itself identified in the notice to remedy the breach and the Council can recover the costs of doing so against the Licence-holder(s); or revoke the Pavement Licence.
5. If granted a Pavement Licence it may also be revoked if the Council considers that : (a) if some, or all of the part of the relevant highway to which the Licence relates has become unsuitable for any purpose in relation to which it was granted; (b) as a result of the Pavement Licence : (i) there is a risk to public health, or safety; (ii) anti-social behaviour, or public nuisance is being caused, or risks being caused; or (iii) the highway is being obstructed, (other than by anything done pursuant to the Licence); (c) anything material stated by the Licence-holder(s) in their Application Form was false, or misleading; or (d) on the day that the Licence-holder(s) submitted their Application Form to the Council they did not comply with the Notice of Application duties;
6. The duration of a Pavement Licence granted by the Council during the determination period will be valid until the date as determined by the Council; and
7. The duration of a Pavement Licence deemed to be granted by the Council will be valid for 2 years starting with the first day after the determination period.

**Signed by the Applicant(s), or authorised
signature on behalf of the Applicant(s)**

Print Name DIANA FREEMAN

Dated : 19/09/2024

Please see next page for the Checklist of requirements

Checklist for Applicants:

- [x] Application Form completed in full?;
- [x] Application Fee paid?;
- [x] 1:1250 scale location plan provided : showing Premises and highway?;
- [x] Evidence of right to occupy Premises?;
- [x] Intended furniture : photographs, or extracts from a brochure?;
- [x] 1:100 scale plan showing siting of furniture and proximity of the Premises, adjacent building, lighting columns, or trees?;
- [x] Evidence provided to show Notice of Application for a Pavement Licence fixed to Premises?; and
- [x] Copy of public liability insurance provided?.