



PROVISION OF RECREATION & REFRESHMENT FACILITIES

BUSINESS AND PLANNING ACT 2020

APPLICATION FOR A PAVEMENT LICENCE AREA (PLA)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also, and on occasions be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

The information you supply on your application will be in the public domain as required by law.

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer.

1. APPLICANTS DETAILS

Full Name of Applicant.	KAREN FLEMING
Contact address of applicant (Please include your postcode)	[REDACTED]
Telephone Number	[REDACTED]
Mobile Number	[REDACTED]
E-mail address	[REDACTED]

2. ORGANISATION/BUSINESS DETAILS

Name of Business / Organisation	A Perfect Blend
Address of Business / Organisation (Head Office-if applicable)	Unit 2 11 Warners Lane Churchgate Loughborough
Registered Company Number (if applicable)	—

N.B. Any changes to the above information should be notified to the Council in writing as soon as possible.

3. REQUIRED PERMISSIONS

<p>Pavement Licence</p> <p>Do you hold an existing pavement licence issued by Leicestershire County Council?</p> <p>Do you hold an existing pavement licence with Charnwood Borough Council?</p>	<p>Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes please provide your licence number; _____</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide the date of issue _____</p>
<p>LICENSING ACT 2003 PREMISES LICENCE</p> <p>Do you hold a licence to sell alcohol or late-night refreshment under the above act?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please provide your licence number _____</p>
<p>FOOD, HEALTH & SAFETY REGISTRATION</p> <p>Have you registered your business with the Council's Food Safety Team?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what date did you register? <u>September 2021</u></p>
<p>PUBLIC LIABILITY INSURANCE</p> <p>Have you obtained public liability insurance covering your business, including the proposed pavement café area, for up to £5,000,000? (Please provide a copy of your insurance document at section4 – see checklist below)</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide policy number <u>CHSH 2430173XB1</u></p>
<p>AGREEMENT TO ABIDE BY Pavement Licence CONDITIONS</p> <p>We will not be able to process your application for a Pavement Licence without this confirmation.</p>	<p>Yes <input checked="" type="checkbox"/></p>

N.B. You should supply copies of any certificates/permissions with your application where you have answered yes to any of the above questions (see Section 4).

4. DEFINITION OF THE PROPOSED AREA AND PROVISION OF DOCUMENTS

<p>Please provide the full name and address of the premise where the pavement licence is proposed.</p>	<p>A Perfect Blend Unit 2 11 Warners Lane Churchgate Loughborough</p>
<p>Please briefly describe the proposed area and attach pictures as appropriate.</p>	<p>4 Tables along the frontage of the coffee shop</p>
<p>Please provide the following documents with your application.</p> <ul style="list-style-type: none"> • 1. Proof of your Insurance cover • 2. Picture of the notice displayed on the premises • 3. Site Plan (showing layout of proposed pavement area at premises) • 4. A4 size location plan (this can be included as part of your site plan) • 5. Diagrams or photos of proposed street furniture, non-street furniture and barriers to be used (you must provide details of all furniture to be used as part of the Pavement Licence Area, including pictures and dimensions along with any other supporting documentation.) • 6. Evidence you are consulting with neighbouring businesses/properties and neighbours e.g., frontage consent forms completed ready to pass to neighbours etc. • 7. Relevant other licences held 	<p>Checklist (tick if provided)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

5. FURNITURE

You must provide as much detail as possible for all the street furniture items you are proposing to use, e.g., Numbers and types of items to be used.

Please detail the number of tables you wish to provide at the PLA.	4
Please detail the number of chairs you wish to provide at the PLA.	8
Please provide full details of any barriers you are proposing to use.	4 Barriers
Do you intend to provide umbrellas and/or parasols?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Do you intend to provide any outdoor heating appliances?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please detail the number of bins you intend to provide	Not required as table cleared regularly
Please provide details of any other items of furniture you intend to use as part of the pavement café (e.g., menu boards, signs,) barriers, lighting equipment)	Menu Board

6. TRADING DAYS, HOURS AND PERIOD

<p>Please tick the days when you would like the PLA to be open</p>	<p>Monday <input type="checkbox"/></p> <p>Tuesday <input checked="" type="checkbox"/></p> <p>Wednesday <input checked="" type="checkbox"/></p> <p>Thursday <input checked="" type="checkbox"/></p> <p>Friday <input checked="" type="checkbox"/></p> <p>Saturday <input checked="" type="checkbox"/></p> <p>Sunday <input type="checkbox"/></p>																								
<p>Please indicate the times when you would like the PLA to be open (please use 24hr clock).</p> <p><i>**Pavement licences will normally only be granted between the hours of 9.00 and 23.00hrs in mixed residential areas. If you would like to operate outside of these times, you must give a justified business reason below**</i></p>	<table border="1"> <thead> <tr> <th>DAY</th> <th>OPEN</th> <th>CLOSE</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tues</td> <td>9-30</td> <td>3pm</td> </tr> <tr> <td>Weds</td> <td>9-30</td> <td>3pm</td> </tr> <tr> <td>Thurs</td> <td>9-30</td> <td>3pm</td> </tr> <tr> <td>Fri</td> <td>9-30</td> <td>3pm</td> </tr> <tr> <td>Sat</td> <td>9-30</td> <td>3pm</td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>	DAY	OPEN	CLOSE	Mon			Tues	9-30	3pm	Weds	9-30	3pm	Thurs	9-30	3pm	Fri	9-30	3pm	Sat	9-30	3pm	Sun		
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<p>Intended duration of the Pavement Licence</p> <p>2 years</p>	<p>Pavement licences may be issued for 2 years unless there are relevant reasons to issue for a lesser period.</p>																								

7. MANAGEMENT PLAN

Please use the boxes below to detail how you propose to manage the Pavement Licence Area if a licence is granted. Please use additional sheets of paper if necessary.

PUBLIC NUISANCE	general public having time to enjoy coffee and lunch
PUBLIC SAFETY (INCLUDING CONSIDERATION OF NO OBSTRUCTION CONDITION)	Socially distanced tables + chairs
NON-SMOKING AREA PROVISION	N/A
CRIME & DISORDER	N/A

8. PUBLIC NOTICE

a) I confirm that I will display the required public notice on my premises, so that the public can see it, from the same day that I submit my application to Licensing.	Yes <input checked="" type="checkbox"/>
b) I confirm that the notice will show a 14 day period for public consultation, starting from the date after, the application is submitted to Licensing.	Yes <input checked="" type="checkbox"/>
c) I confirm a copy of this notice and photo of it on site will be sent to Licensing along with the application and accompanying documents.	Yes <input checked="" type="checkbox"/>

I hereby apply to Charnwood Borough Council for and on behalf of the above-named Business/Organisation for a Pavement Licence.

I declare that to the best of my knowledge and belief the above particulars are correct and that I will comply with the terms and conditions of any pavement café licence issued by Charnwood Borough Council because of this application.

SIGNED
(Applicant)

[Redacted Signature]

DATED

1/10/2024

PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND ALL ACCOMPANYING DOCUMENTS TO licensing@charnwood.gov.uk

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Charnwood Borough Council collects personal information when you contact us for any services we provide and we will use this information to provide these services. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service, and this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.charnwood.gov.uk/pages/privacynotice