

Applic No:	Rec No/Date:	Licence No
------------	--------------	------------

**APPLICATION FOR A TEMPORARY PAVEMENT LICENCE  
ON A PUBLIC HIGHWAY  
BUSINESS AND PLANNING ACT 2020  
Interim Licence Relative to Covid 19 Restrictions  
until 30 September 2021**

**Date the application is made:**

**Do you have an application currently pending with Highways NYCC?**

**PART A: Particulars of Applicant**

Name of Applicant: .....

Contact Name (if organisation):.....

Address: .....

.....

Post Code: ..... Tel No: .....

E-mail: .....

**PART B: Particulars of Premise it relates to**

Premise Name: .....

Type of Premise: .....

Address: .....

.....

Post Code: ..... Tel No: .....

**PART C: Proposed Area of the relevant Highway**

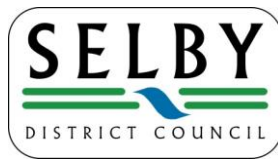
Please provide details of the part of the relevant Highway:

Address as provided in Part B

Address: .....

.....

Post Code: .....



**Details of licensable area:**

Dimensions of area: ..... metres (width) by ..... metres (depth)

Does the area extend beyond the frontage of your own premise? YES/NO  
 If yes, please submit written confirmation from your neighbour(s) of their agreement to your proposal to use the space in front of their premise.

Does your proposal leave a 2.0-metre-wide unobstructed pedestrian route? YES/NO

**PART D: The Purpose of the furniture to be used?**

Sell or serve food or drink

and/or

For use by other people for the consumption of food or drink

**PART E: TIMES, DURATION & OPERATION OF THE FURNITURE ON THE HIGHWAY**

- Monday Times of Day:.....
- Tuesday Times of Day:.....
- Wednesday Times of Day:.....
- Thursday Times of Day:.....
- Friday Times of Day:.....
- Saturday Times of Day:.....
- Sunday Times of Day:.....

**Please Note: You may only apply for hours between 08.00 and 22.00.**

Season (if applicable): .....

Will alcoholic drinks be served and consumed within the area? YES/NO

If YES, please state: Premise Licence No: .....

Designated Premise Supervisor's Name: .....

Personal Licence No: .....



<b>PART F: Type of Furniture</b>	
1. Proposed number of tables?	2. Proposed number of chairs/benches or other forms of seating?
3. Number of Counters, Stalls or shelves:	
Please provide details of proposed type of furniture (tables/chairs/Counters/Stalls, etc), by providing photographs or a link to the website of where you are intending to purchase the furniture from, including design information, dimensions, and colour:	

<b>PART G: Means of Enclosure</b>
By what means is the proposed area to be enclosed?
<b>Please provide photographs or manufacturer's illustration of barriers if possible (see conditions)</b>

<b>PART H: Plan Requirements</b>
A site layout plan to scale which shows up to 2 metres around the curtilage of the proposed area and should clearly show the following information:
<ul style="list-style-type: none"> <li>• Access points</li> <li>• Entrances/exits to the premises within or adjacent to the proposed area</li> <li>• Boundaries</li> <li>• Position of the kerb line adjacent to the proposed area</li> <li>• Dimensions of the seating area</li> <li>• Table and chair arrangement – colours/ numbers and photographs/drawings of designs</li> <li>• Existing toilet facility arrangements</li> <li>• Location of trees, lamp posts and other street furniture within 2 meters of the licensed area</li> <li>• Details of barriers/enclosure: type and colours- with photographs/drawings</li> </ul>



### PART I: ADDITIONAL DETAILS

- (1) Have you taken the needs of disabled customers into consideration?  
YES/NO
- (2) Have you reviewed your staffing situation to ensure that you have sufficient staff to adequately manage the increased area?  
YES/NO
- (3) Have you put a cleaning schedule in place?  
YES/NO
- (4) Do you currently have public liability insurance of £5,000,000 (five million pounds) and are you prepared to indemnify the Council against any claims arising from the café being located on the highway?  
YES/NO  
  
If yes, please forward copies of your documentation.  
  
If no, you will need to arrange the necessary insurance before a licence can be granted.
- (5) Have you updated your COVID risk assessment to cover the pavement licence area? (this should include the use of SIA doors staff, management of non-compliance of social distancing rules, cleaning regime, table service etc?)  
YES/NO
- (6) Have you completed a risk assessment for serving food and drink in the pavement area? (this will need to be supplied with your application)

### PART J: DECLARATION

I declare that I am over 18 years of age and I certify that, to the best of my knowledge and belief, the information I have provided in this application form and on the submitted plans are both accurate and correct.

Signature of Applicant: .....

Name of company (if applicable): .....

Position in Company (if applicable): .....

Dated: .....

**PLEASE SEND YOUR APPLICATION TO:  
(SUBMISSIONS BY EMAIL ONLY) [Licensing@selby.gov.uk](mailto:Licensing@selby.gov.uk)  
Please call 01757 705101 to make the payment of £100.**



**Please note that the application will not be valid until all documents are received along with the application fee.**

**Failure to comply with any Conditions of Permission will require the Council to consider whether any subsequent Permissions should be granted to the Holder(s) of this Permission.**

**This permission is relative to the Covid 19 Regulations and does not guarantee the applicant any future permissions that may be considered within North Yorkshire County Councils Street Café Licence procedures.**

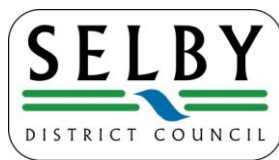
**PART K: CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS**

- |   |                          |
|---|--------------------------|
| Written confirmation from neighbouring premise (if applicable)  | <input type="checkbox"/> |
| Photographs, brochures or scaled drawings showing design, dimensions, colour and materials of proposed tables, chairs     | <input type="checkbox"/> |
| Photographs, brochures or scaled drawings showing design, dimensions, colour and materials of proposed means of enclosure | <input type="checkbox"/> |
| Public Liability Insurance for £5,000,000 (five million pounds)   | <input type="checkbox"/> |
| The appropriate fee (Telephone payment only)  | <input type="checkbox"/> |
| A plan as detailed in PART H  | <input type="checkbox"/> |
| Copy of your risk assessment for serving of the food and drink in the pavement area                                       | <input type="checkbox"/> |

**This application is for a licence for land controlled by North Yorkshire County Council as local Highway Authority and does not give permission for such activity on private land or that controlled by any other authority**

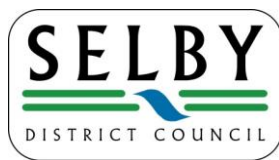
**Personal Data**

We have recently updated our Privacy Notice about how we use personal data provided to the Council. Further information can be found at <https://www.selby.gov.uk/our-privacy-notice>



### **Conditions of Permission**

- 1 The Holder(s) shall not cause any obstruction to the highway (outside the licensed area) or danger to persons using it and shall not permit persons to gather so as to cause a nuisance or annoyance or danger to any persons lawfully using the highway.
- 2 Notwithstanding the specific requirements in condition 1 above the Holder(s) shall not do or suffer anything to be done in or on the highway which in the opinion of the Council may be or become a danger, nuisance or annoyance to or cause damage or inconvenience to the said Council or to the owners or occupiers of any adjacent premises or to members of the public.
- 3 You must provide a smoke free seating area, to comply with this a clear 'smoking' and 'non-smoking' areas, with 'no smoking' signage displayed in designated 'smoke-free' zones in accordance with Smoke-free (signs).
- 4 The Holder(s) shall not make any excavations or indentations of any description whatsoever in the surface of the highway or place or fix any equipment of any description in the said surface.
- 5 This permit does not relieve the holder from any requirements under licensing law for appropriate authorisation where it is required.
- 6 A duly authorised Officer of the Council shall have the right to inspect the licensed area and make any suitable changes to the layout of the area if deemed necessary in the interests of highway safety.
- 7 The Holder(s) shall maintain the licensed area and the immediate adjacent area, in a clean and tidy condition during the Permitted hours and shall leave the same in clean and tidy condition and unobstructed, which shall include (1) washing down the area, and (2) removing any refuse and litter deposited on the highway in the vicinity of the licensed area. This will be carried out whenever necessary and in a way which does not create a nuisance to other parties and neighbouring premises. Food waste must not be washed down a storm water drain.
- 8 The licensed area shall be defined with boundary railings with both a hand and tapping rail to assist people with impaired vision to recognise the perimeter. Such furniture to be an agreed standard and may be themed to match the rest of the cafe furniture. It must be maintained in a clean and tidy condition and not placed so as to obstruct any entrance or exit to buildings.
- 9 The Holder (s) shall not display any signs, adverts, or banners anywhere on the Highway or around the perimeter of the licensed area without the permission of the Council.
- 10 The Holder(s) shall remove all furniture or equipment, litter bins, perimeter railings or other articles placed on the licensed area in accordance with this Permission at the expiry, surrender or revocation of the Permission and at the end of the Permitted Hours each day.
- 11 The Holder(s) may from time to time be notified of temporary suspension of the permission granted to allow for maintenance, installation works or any other lawful activity (including Street Works and Road Works) to take place. In other cases, where the use of the highway alters, the permit may be revoked by issue of a notice. Permission may also be revoked for non-



- compliance with the above conditions and the Council shall not in any circumstances be liable to pay compensation to the Holder(s) in respect of such suspension or revocation.
- 12 Anything done by the licence holder pursuant to the holder, or any activity of other persons which is enabled by the licence, must not have an effect of:
- (a) Preventing traffic, other than vehicular traffic from, from –
    - (i) Entering the relevant highway at a place where such traffic could otherwise enter it (ignoring any pedestrian planning order or traffic order made in relation to the highway),
    - (ii) Passing along the relevant highway, or
    - (iii) Having normal access to premises adjoining the relevant highway,
  - (b) Preventing any use of vehicles which is permitted by a pedestrian planning order or which is not prohibited by a traffic order,
  - (c) Preventing statutory undertakers having access to any apparatus of theirs under, in on or over the highway, or
  - (d) Preventing the operator of an electronic communications code network having access to any electronic communications apparatus kept installed for the purposes of that network under, in, on or over the highway.
- 13 A 2-metre-wide unobstructed pedestrian route shall be maintained for those walking past the premises. In no circumstances will a license be issued where this would result in a remaining usable width of pavement of less than 2 metres.
- 14 The Council will not be liable for any loss of earnings whilst repair/maintenance is carried out or special events are taking place. The consent holder must allow the Council reasonable access for such works.
- 15 All customers using the pavement consent area will always be required to be seated.
- 16 The consent holder is solely responsible for the conduct of customers and staff within the pavement area. Unruly or rowdy behaviour which is not controlled is not acceptable, and may lead to the withdrawal or refusal to renew a licence.
- 17 No amplified music or sound is allowed in the pavement café area.
- 18 Alcoholic and soft drinks served in the pavement licence area will be served in plastic or toughened glasses. Glasses will be removed from the public area as soon as they are finished with or empty.
- 19 Every effort will be made to prevent any disturbance to the peace within the vicinity of our Premises.
- 20 The premises COVID19 risk assessment must be updated to include the pavement area and be regularly reviewed.
- 21 The licence is for tables, chairs, stalls, and barriers only. Notwithstanding the definition of furniture under section 9.1 of Act, no parasols, heaters, or lighting will be permitted.