



## Pavement Café Licence Application Form

### City of York Council - Business and Planning Act 2020 process

Please read the guidance notes on the Pavement Café Licence process before completing this form. Please ensure that you have included all necessary documentation to support the application. The completed form and supporting documents should be sent to: [cafelicence@york.gov.uk](mailto:cafelicence@york.gov.uk)

#### 1. Name and Address of Applicant

Applicant's name	Name of Business (if different)
Address	Address
Post code	Post code
Daytime tel no.	Daytime tel no:
Email:	

#### 2. Type of application and licence duration

New pavement café licence		Renewal of existing pavement café licence		Changes to an existing licence	
Short licence – 3 months		Standard licence (incl renewals – 12 months)		Other duration – please indicate	

#### 3. Nature of business and licence required

Nature of the business (e.g. Pub, cafe, (un)licensed restaurant etc.) and purpose of the licence (e.g. to sell or serve food or drink)

*Please provide details of area and furniture (e.g. tables, chairs, stall, parasols, barriers and any other equipment). If you already have a licence, please indicate if you are applying to renew without any changes or if you are proposing some changes to the conditions. Please lists your proposed changes where applicable. Please use additional pages/attachments if required.*

## Temporary Pavement Café Licence Application Form

*Please include separate documents including drawings, photos, and a scale drawing of the area of highway to which this application relates. See checklist overleaf.*

Proposed days of use		Proposed hours of use	
Do you serve alcohol?	Yes / no	Do you have an existing pavement café licence?	Yes/no Planning/licence ref
<b>4. Details of ownership</b>			

Landlord's name (if applicable)	Name of other tenants in the building
Address	
Post code	
Daytime tel no.	

### 5. Declaration - application is not valid unless signed

*Please read the following declaration carefully before signing.*

I certify that the information set out on this form is factually correct, and that prior to the use of the amenity commencing public liability insurance, alcohol licences and the need to comply with registration requirements for food businesses will be in place and that these will be made available for inspection by the Council upon request.

I have read the guidance notes and acknowledge that this temporary licence will only be valid for 3 months and subject to review once the Business and Planning Bill is enacted. For a licence renewal, the new licence will be valid for 12 months.

I understand that the Highway Authority has the right to revoke or suspend the licence and that no compensation will be payable.

I agree to be bound by the limitations written into the licence.

I enclose herewith the fee of £25/£100 per application. See our guidance note, Appendix A, for payment details

Signed		Date	
Name		Position	

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### Application checklist

Application checklist – Items to provide with your application	Included	Not applicable
A plan showing the premises and the part of the highway to which the application relates		
A plan, to scale or with measurements clearly indicated, showing the proposed area to be covered by the licence and giving information on the siting of the furniture within the proposed area		
Photos showing the proposed location and proposed furniture (can be screenshots or pictures from a brochure)		
If the application covers an area which is adjacent to other premises, evidence of the owner's consent and insurance cover for this area		
Plan or description of how/where the furniture will be stored off the highway when the pavement café is not in use		
Public liability insurance certificate or similar evidence of cover for a minimum amount of £5 million		
Evidence that you have displayed the completed application notice in your window/door (for example a photograph of the notice placed in the premise's windows – this can be provided after you have sent your application form, by email, once we have confirmed that the application has been validated)		
Payment: £25 for a 3 month licence / £100 for a 12 month licence or to renew an existing annual licence. See our guidance note, Appendix A, for payment details		

**Please send your completed form and supporting documents to**  
[cafelicence@york.gov.uk](mailto:cafelicence@york.gov.uk)