



Appendix 1 – Application form

Application for the Grant/Renewal of a Pavement Licence

(Section 2 of the Business and Planning Act 2020)

All Applicants are advised to read the Council's [Pavement Licence](#) policy before completing/submitting an application to ensure they meet the criteria for the granting of a pavement licence.

| APPLICATION TYPE (please tick the relevant box) | |
|---|--------------------------|
| Grant of a Pavement Licence | <input type="checkbox"/> |
| Renewal of pavement licence | <input type="checkbox"/> |

| Applicant's name: | |
|---------------------|----------------------|
| | |
| Address & Postcode: | |
| | |
| Telephone: | <input type="text"/> |
| E-mail: | <input type="text"/> |

| Agent Details (if applicable): | |
|--------------------------------|----------------------|
| | |
| Address & Postcode: | |
| | |
| Telephone: | <input type="text"/> |
| E-mail: | <input type="text"/> |

| | |
|--|--|
| Name & Address of the premises to which this application relates: | |
| | |
| Telephone Number: | |
| | |
| Name of contact at the premises (if this differs from the applicant) | |

Do you, the applicant occupy these premises as:

Freeholder ☐ Leaseholder ☐ Tenant ☐ Other (please specify) ☐

| | |
|---|--------------------------|
| Purpose of the application (please tick one or both) | |
| To sell or serve food or drink supplied from, or in connection with relevant use of, the premises. | <input type="checkbox"/> |
| Use of the furniture by other persons for the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises | <input type="checkbox"/> |

| | |
|--|--------------------------|
| Relevant use of the premises (please tick one or both) | |
| Use as a public house, wine bar or other drinking establishment | <input type="checkbox"/> |
| Use for the sale of food or drink for consumption on or off the premises | <input type="checkbox"/> |

| |
|---|
| What is the nature of the business at these premises? (please be specific) |
| |

| | | | |
|--|--|-------|--|
| Location (include photographs if possible): | | | |
| | | | |
| Size of area (m), Length: | | Width | |

Your Signature

Date

**Please return the completed application form to: licensing@stevenage.gov.uk or
post to: Licensing Team, Stevenage Borough Council, Daneshill House,
Danestrete, Stevenage, Hertfordshire, SG1 1HN.**

*Our Privacy Policy has been updated to reflect changes to data protection legislation and
can be viewed at the following link <http://www.stevenage.gov.uk/privacy-policy>*