



DARLINGTON
Borough Council

HIGHWAYS ACT 1980 SECTION 115E

APPLICATION FOR A PAVEMENT CAFÉ LICENCE

Before completing this form please refer to the Council's Guide to Licensing Pavement Cafés and the checklist on the last page of the form. This form, together with the specified supporting documents should be submitted to:

Licensing
Darlington Borough Council Town Hall
Darlington DL1 5QT 01325 405888

For Office Use Only:

Grant ☐ Renewal ☐ Variation ☐

Ref:

Fee Paid

Receipt Number

Date Received:

Grant ☐ Please complete form fully

***Renewal** ☐ Please complete sections 1 2 4 5 6

***Variation** ☐ Please complete form fully

*Reference number of current Pavement Café Licence:

*Expiry date of current Pavement Café Licence:

SECTION 1 APPLICANT DETAILS

Surname

Forenames

Full Postal Address
Postcode:

Telephone Number Mobile Telephone

Email Address

SECTION 2 LOCATION OF PAVEMENT CAFÉ BUSINESS

Trading Name

Full Postal Address
Postcode:

SECTION 3 DETAILS

Please give details of how you propose to operate the Café or details of proposed variation. (please refer to the Guide and continue on a separate sheet if necessary).

We will have branded metal café-style barriers to highlight the seating area for customers. Tables and chairs will be situated within the barrier area. THE AREA HIGHLIGHTED ON PLANTP001 PICTURE 5

ALL FURNITURE WILL BE REMOVED AND PLACED WITHIN PREMISES WHEN NOT IN USE.

If you propose to open the pavement café beyond dusk, what arrangements are in place for lighting?

EXISTING LIGHTS ON THE OUTSIDE OF THE BUILDING WILL PROVIDE SUFFICIENT LIGHTING BEYOND DUSK

SECTION 4 – ARTICLES FOR SALE

Please state which articles of food and drink you intend to supply for consumption in the pavement café

ALCOHOLIC DRINKS, SOFT DRINKS AND SNACKS

What facilities do you have for the hygienic storage of food
ALL INDIVIDUALLY WRAPPED

What food preparation facilities do you have at the premises
The only food will be crisps, nuts ETC

Are the premises registered as a food business with Darlington Borough Council?

Yes

Y

No

If yes what was the date of the last inspection

26th May 2023

SECTION 5 – HOURS OF OPERATION

Within the permitted hours of operation (refer to the Guide) please state the hours you intend operating / or are operating the Café on normal/market days eg 8.30 am – 9.00 pm.

Days	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
May-August	11 am – 10 pm	11 am – 10 pm	11 am – 10 pm	11 am – 10 pm	11 am – 10 pm	11 am – 10 pm	11 am – 10 pm
Sept- April	As above	As above	As above	As above	As above	As above	As above

SECTION 6 SEATING ARRANGEMENTS — photographs may be useful

Please state the number of tables and chairs to be placed within your Pavement Café.

TABLES

5

CHAIRS

18

Construction of furniture to be used

Wood

Metal

Other

Yellow aluminum chairs
White marble look
tables
Yellow parasols

Colour of furniture to be used	Yellow chairs. White marble look tables				
Colour of Parasols to be used	Yellow	Type of Material	Polyester canvas		

SECTION 7 – CONSENT

Have you the express consent of your business neighbours to this application? **YES**

Please provide details of neighbouring businesses either side of your proposed Pavement Café:

a)	
b)	

(NB letters of express consent from neighboring businesses will speed up the application process)

*This application **must** be accompanied by the following documentation:*

Please ✓

- A completed application form ☐
- The Application Fee ☐
- Two copies of a location plan at 1:100 scale ☐
- Two copies of a site plan at 1:100 scale, which includes no of tables chairs and parasols ☐
- Risk Assessments covering Health and Safety and Food Provision ☐
- A copy of the Public Liability Insurance Certificate (£5 million) in respect of the operation of a Pavement Café ☐

SECTION 7 - DECLARATION

I declare that the information provided within this application form is true and correct.

I hereby apply for permission to operate/continue to operate a Pavement Café in accordance with the above details

Signed:

Date:

NB Please read carefully the following statement before signing this application form:

How we collect and use information : The information and supporting evidence collected on this form by Darlington Borough Council, will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue, as permitted by law.

We may check information provided by you, or information about you provided by a third party with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and Local Authorities. We will not disclose information about you to anyone outside

Darlington Borough Council nor use information about you for other purposes unless the law permits us to do so. Darlington Borough Council is the Data Controller for the purposes of the Data Protection Act 1988. If you want to know more about what information we have about you, or the way we use your information, you can ask the: Corporate Information Governance Team, Corporate Services, Town Hall, Darlington DL1 5QT (01325 388076 or email dataprotection@darlington.gov.uk).

Grant + 2 adjoining premises