

# Pavement Licensing application customer information

## What businesses can apply for a Pavement Licence?

A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises): Public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours. To place furniture on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.

## What is the cost of a license?

The fee for a pavement licence is £100

## How long will the Pavement Licence last?

The licence period could run anything from 3 months, 6 months, 12 months or until 30 September 2021 as determined by the council

## What should I consider before applying so my application can be granted?

Please read carefully the councils guidelines and conditions you will need to meet for a successful application

## How do I apply?

Before you apply please have the following information to hand

- Name and Address of premises
- Name and address of Licensee
- A plan showing the exact location of where tables and chairs are to be sited on a scale drawing that indicates the dimensions of tables and chairs, width of pavement and proximity to the kerb
- Proof of public liability insurance for the sum of £5 million or above
- Photo of Notice displayed in windows of premises (see below to download a Notice template)
- Payment Card details

To apply for a licence, complete the online application form

If you have a particular difficulty applying online, email [Street.Trading@islington.gov.uk](mailto:Street.Trading@islington.gov.uk)

## What will happen once I apply?

Once you have applied and providing you have supplied all the necessary documents and fee; a notice of your application will be displayed for seven days on the council's website. This stage is known as the 'Consultation Period'

At the end of the Consultation Period there will be a further seven days for the council to consider any representations and decide whether to grant or not grant the licence.

## If my application is rejected - is there an appeal process?

There is no statutory appeal process against a decision to refuse an application

## Compliance action

If licence is granted the compliance team will visit and ensure that your layout matches that as per your plan and that the correct documents are available. If the layout is not as agreed, you will be given time to put things right before any enforcement is taken.