



Apply for a new pavement licence

You will need to complete this form to apply for a new licence.

Applicant details

Are you applying as an individual or an organisation (tick one option)?

Individual Organisation

Individual details

Full name	
Address	
Town	
Postcode	
Date of birth	

Organisation details

Organisation name	
Address	
Town	
Postcode	
Registered number	

Contact details

Name (if different from above)	
Telephone number	
Email address	

Premises details

Premises name	
Address	
Town	
Postcode	
Telephone number	

Further details

Specify the purpose for which the licence is required.

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Occupation of the pavement footway

Describe the area where you wish to place tables and chairs (a detailed plan must be attached with your application).

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Details of furniture or other equipment

Provide details of all the furniture and other equipment you propose to place on the pavement (for example, the number of chairs, tables, litter bins, space heaters, etc).

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Where will these items be stored when not in use?

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What are the arrangements for clearing and cleaning the pavement at the end of the day?

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Provide any additional information which is required or relevant to your application.

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Public liability insurance

You must have public liability insurance to the sum of £5,000,000 to cover this activity. Provide the details of the policy.

Insurance company	
Policy number	
Period of cover	
Amount of cover (£m)	

Signature

Signature of applicant	
Date of signature	

Submitting your application

This application form must be fully completed and returned to the licensing team by email to LicensingAdmin@redcar-cleveland.gov.uk

Your application must be accompanied with:

- A copy of your liability insurance to the sum of £5,000,000
- A plan of the area showing the arrangement of the proposed area

You must advertise your application

You are required to affix a prescribed notice to the premises so it is easily visible and legible to the public on the day they submit the full application to the local authority. The applicant must ensure the notice remains in place for the public consultation period of 14 days beginning with the day after the day the application is submitted to the authority. The notice template can be downloaded from the Council's website.

How we collect and use information

The information collected, on this form and from supporting evidence, by Redcar and Cleveland 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 Redcar and Cleveland Borough Council nor use information about you for other purposes unless the law permits us to. Redcar and Cleveland Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at; Licensing Team, Redcar & Cleveland House, Kirkleatham Street, Redcar, TS10 1RT.