**GUIDANCE NOTES**

What should accompany the form - the application will not be considered complete without the following:-

* the required fee of £100, paid by credit or debit card (BACS)
* copy of current premises licence (if applicable)
* proof of the applicant's identity and right to work this can be photo of a driving licence or passport
* a plan showing the location of the premises shown by a red line, so the application site can be clearly identified
* a plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown.  The plan must show the positions and number of the proposed tables and chairs, together with any other items that the applicant wishes to place on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.
* a risk assessment demonstrating how the applicant will manage social distancing and the conflict between pedestrians using the footway, those using the tables and those queuing to access the premises,
* evidence of the right to occupy the premises (e.g. the lease);
* photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied for;
* (if applicable) reference of existing pavement licence currently under consideration by the local authority;
* evidence that the applicant has met the requirement to give notice of the application (for example photographs of the notice outside the premises and of the notice itself); this can follow once all other paperwork has been received.
* a copy of a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5million, and
* any other evidence needed to demonstrate how the Council’s local conditions, and any national conditions will be satisfied.