



**Mansfield**  
District Council

# APPLICATION FOR A TEMPORARY PAVEMENT LICENCE

**This application form must be completed in full and legibly.**

A Temporary Pavement Licence is an agreement to place “street furniture” on the highway for the consumption of food and drink.

There is no fee payable for a Temporary Pavement Licence.

Temporary Pavement Licences issued under the Business & Planning Act 2020 are issued for a minimum of 3 months to a maximum of 12 months, however no Licence shall continue to have effect after 30<sup>th</sup> September 2021.

The grant of a Temporary Pavement Licence is subject to “standard and national conditions” which can be found at [www.mansfield.gov.uk/pavementlicences](http://www.mansfield.gov.uk/pavementlicences)

Where the applicant is not the owner of premises, written confirmation of consent to operate a Pavement Licence at the premises from the property owner(s), or, freeholder(s), or, managing agent is required.

Applicants must provide a Location Plan (to scale of 1:200) detailing the premises and the area sought to be used by the Pavement Licence highlighted in red (including dimensions), listing the name of the highway to be used, and detailing the layout of furniture. Images of the Street Furniture should also be submitted.

## DURATION OF TEMPORARY PAVEMENT LICENCE:

*Please tick below for how long you want the Temporary Pavement Licence to last:*

- 3 MONTHS
- 6 MONTHS
- 12 MONTHS

## DETAILS OF APPLICANT:

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

TEL. NO. \_\_\_\_\_

EMAIL: \_\_\_\_\_

**DETAILS OF PREMISES:**

**PREMISES NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POSTCODE:** \_\_\_\_\_

**TEL. NO.** \_\_\_\_\_

**DETAILS OF OWNER OF PREMISES:**

**OWNERS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POSTCODE:** \_\_\_\_\_

**TEL. NO.** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**DETAILS OF HIGHWAY TO BE USED FOR PROPOSED PAVEMENT LIENCE:**

**NAME OF HIGHWAY:** \_\_\_\_\_

**DETAILS OF STREET FURNITURE PROPOSED (INSERT NUMBER OF ITEMS):**

**TABLES:** \_\_\_\_\_

**CHAIRS:** \_\_\_\_\_

**COUNTERS:** \_\_\_\_\_

**BENCHES:** \_\_\_\_\_

**UMBRELLAS:** \_\_\_\_\_

**HEATERS:** \_\_\_\_\_

**BARRIERS:** \_\_\_\_\_

**PLANTS:** \_\_\_\_\_

**PROPOSED TIMINGS FOR USE OF OUTDOOR AREA (24 HR CLOCK FORMAT)**

<b>MONDAY:</b>	_____	<b>TO:</b>	_____
<b>TUESDAY:</b>	_____	<b>TO:</b>	_____
<b>WEDNESDAY:</b>	_____	<b>TO:</b>	_____
<b>THURSDAY:</b>	_____	<b>TO:</b>	_____
<b>FRIDAY:</b>	_____	<b>TO:</b>	_____
<b>SATURDAY:</b>	_____	<b>TO:</b>	_____
<b>SUNDAY:</b>	_____	<b>TO:</b>	_____

**CHECK LIST:**

The following additional information must be submitted with your application form (please “tick” each box to confirm that you have enclosed the following additional information with your application):

- The completed Temporary Pavement Licence Application Form:
- The Location Plan (scale 1:200) showing the name of the highway, the proposed area applied for (including dimensions), and the positions of the street furniture to be placed within the proposed area applied for:
- Photographic images of the proposed Street Furniture
- Proof of Owner’s Consent or Lease Holders Consent
- Proof of Public Liability Insurance (to a minimum value of £5,000,000):
- Copy of the A4 Notice placed at the proposed premises:

Please note that should you fail to provide all of the items listed below then your application will be deemed “void” and returned to you.

**PLEASE NOW COMPLETE THE DECLARATION ON THE FOLLOWING PAGE**



Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice. Under the GDPR and DPA, Mansfield District Council, Chesterfield Road South, Mansfield, Notts. NG19 7BH is a Data Controller for the information it holds about you. The Council will hold the contact details provided by you for processing this request. The lawful basis under which the Council uses personal data for this purpose is Public Tasks.

Your data will be held in perpetuity. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement [www.mansfield.gov.uk/privacy](http://www.mansfield.gov.uk/privacy)

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to [dpo@mansfield.gov.uk](mailto:dpo@mansfield.gov.uk). If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

### **Declaration**

**I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.**

**I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.**

**I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.**

**Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_**