

**LICENSING OF PAVEMENT CAFES ACT (NORTHERN IRELAND) 2014**

I / We hereby make application to Causeway Coast and Glens Borough Council under the provisions of the Pavement Cafés Act (Northern Ireland) 2014 for the:

**Application Type**

|  |
| --- |
| □ Grant of a **Temporary** Pavement Café Licence – No Fee |

**Applicant Details**

|  |  |
| --- | --- |
| Name:………………………………………………………DOB: ………………………………………………………. | Telephone No:……………………………………………..  Mobile No:…………………………………………………..  Email: ………………………………………………..…..… |
| Address:………………………………………………………………………………………………………………………...   ………………………………………………………………………………………Postcode:………………………………. | |
| Designation: OWNER / DIRECTOR / MANAGER / PLEASE STATE: ……………………………………………. *(Please circle as appropriate or please state)* | |

**Premises Details**

|  |
| --- |
| Premise Type: ………………………………………………………………………………………………………………… |
| Premise Name:………………………………………………………………………………………………………………… |
| Address:………………………………………………………………………………………………………………………...   ………………………………………………………………………………………Postcode:………………………………. |

**Operating Details – Proposed Days and Hours of Operation of the Pavement Café**

|  |  |  |
| --- | --- | --- |
| **Days:** | **Hours** | |
| **From:** | **To:** |
| □ Monday |  |  |
| □ Tuesday |  |  |
| □ Wednesday |  |  |
| □ Thursday |  |  |
| □ Friday |  |  |
| □ Saturday |  |  |
| □ Sunday |  |  |

**Licensing Details**

|  |  |  |
| --- | --- | --- |
| Is alcohol to be consumed in the curtilage of the Pavement Café? | YES | NO |
| Are the premises licensing under the Licensing (NI) Order 1996? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Please tick as appropriate:* | | | | |
| □  Public House | □  Off Sales | □  Restaurant | □  Hotel | □  Guest House with restaurant |

**Proposal Details**

|  |  |
| --- | --- |
| Total width of footpath: | ………………… metres |
| Is the area within 10 metres of a road junction: | Yes □ No □ |
| Dimensions of Café area: | ……………………………………………………………. |
| Number of table and chairs: | No of Tables: ..………………………………………….  No of Chairs: ..…………………………………………. |
| Barrier Heights: | ……………………………………………………………. |
| Barriers/Tap Rails: | Yes □ No □ |

**Site Details – *(See guidance document)***

|  |  |  |
| --- | --- | --- |
| Provide an area Location Plan, scale 1:1250, depicting location of Pavement Café and sufficient surrounding area with infrastructure. | HERE ENCLOSED | TO  FOLLOW |
| Provide a proposed Site Plan, scale not less than 1:100, depicting street space occupied, size and type of barriers, number and type of tables and chairs, and any other Pavement Café furniture. | HERE ENCLOSED | TO  FOLLOW |
| Where will the Pavement Café furniture be stored when the premises is closed for business? | PLEASE STATE | |

|  |  |
| --- | --- |
| I confirm that I wish to apply for a Pavement Café Licence for the development as described within this application. | □ |
| I confirm that the information provided in this application is correct. | □ |
| I confirm that I have placed the appropriate notice in a prominent place at or near the premises that it can easily be read by the public, and that the notice shall be displayed for 28 days from the date of this application | □ |

Signature of Applicant: ………………………………………… Date: ………………………………..

The completed application form should be returned to:

***Environmental Services Department, Licensing Section, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ***

***Telephone: 028 2766 0233***

If you require any assistance in completing your application, please contact the Licensing Section at the above offices.

**PRIVACY NOTICE:**

As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation.  You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email [environmentalhealth@causewaycoastandglens.gov.uk](mailto:environmentalhealth@causewaycoastandglens.gov.uk) to obtain a copy.    Council will only release information when required under law or with your consent.  Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.

**Checklist** -The following documents are required for a Temporary Pavement Café Licence application to be processed:

|  |  |
| --- | --- |
| **⬜** | **Application form** – Fully completed, signed and dated. There is no application fee for a temporary pavement café licence. |
| **⬜** | **Location plan** – A plan must be provided to a scale not less than 1:2500 (preferably ordnance survey) showing the proposed pavement café marked in red and the adjoining streets and properties to enable consideration of all related issues. |
| **⬜**  **⬜** | **Site plan** – A plan must be provided to a scale of not less than 1:100 of the proposed pavement café area, the streetscape and all utilities and services including lampposts, bollards, fire hydrants, manholes, cycle stands, litter bins and any other items of street furniture located within the immediate vicinity. The dimensions of the proposed pavement café area must also be shown. The number of tables and chairs and barriers must also be included.  **Barriers** - The pavement café area must be enclosed with the exception of a break for ingress/egress to prevent pedestrians with sight loss/visual impairment entering the café area, with proposed barriers tapered back to the building line at both ends. Details/photos of the barriers used to ensure enclosure must be forwarded too.  Portable, sturdy barriers with a tap rail are recommended. Bases should not cause an obstruction or tripping hazard to pedestrians. |
| **⬜** | **Details of the furniture** – Provide details of the number, materials and types of chairs, tables, umbrellas to be provided in the café. Include photographs, manufacturer, and detailed brochures of proposed furniture or photographs of existing furniture. |
| **⬜** | **Risk Assessment** - Applicants are reminded of their duties, to carry out a risk assessment, under the Health and Safety at Work (NI) Order 1978 as they relate to the area and activities covered by the pavement café.  The risk assessment must include Covid - 19 measures. |
| **⬜** | **Public Liability Insurance** - With a minimum £5 million indemnity. |
| **⬜** | **Notice of Application Fixed to Premises -** To be erected on the day the application is submitted to Council and displayed for the whole of the period of 28 days in a prominent place at or near the premises so that it can be conveniently read by the public. An applicant must either email or include with application a photograph of this displayed notice as it appears at the premises. |