



North Tyneside Council

# Pavement Licence

Business and Planning Act 2020

## Application Form

North Tyneside Council  
Quadrant  
Cobalt Business Park  
The Silverlink North  
North Tyneside  
NE27 0BY

|               |  |         |              |
|---------------|--|---------|--------------|
| Date received |  | App no. | PLICTC 03025 |
|---------------|--|---------|--------------|

|          |  |             |  |
|----------|--|-------------|--|
| Fee paid |  | Receipt no. |  |
|----------|--|-------------|--|

### Please read before completing

This form must be completed in full and submitted by email along with all required supporting information. The associated fee can be paid following approval of your application by BACS transfer using the details in part D.

1. Please complete the whole of the application form and provide the additional documentation as indicated; failure to do so will mean that your application can not be accepted.
2. If you have any queries filling out the application form, please email [pavementlicensing@northtyneside.gov.uk](mailto:pavementlicensing@northtyneside.gov.uk)
3. The form must be submitted by email to [pavementlicensing@northtyneside.gov.uk](mailto:pavementlicensing@northtyneside.gov.uk)
4. The application will be subject to a public consultation period of 14 days starting on the day after a valid application is made. Once the application has been processed by the Authority, it will also be advertised on the Authority's website.
5. You must, on the same day the application is made, fix a notice of the application to the premises so that it is readily visible to members of the public who are not on the premises. You should be able to provide evidence that you have done this. The notice must remain in place until the end of the consultation period. A template notice is available on the Authority's website.
6. It is recommended that you talk to neighbouring businesses and occupiers prior to applying to the Authority so that you can take potential noise and nuisance issues into account in your proposal.
7. The determination period is 14 days beginning with the first working day after the end of the public consultation period.
8. A pavement licence will be granted subject to conditions. These may reflect those set out in the Business and Planning Act 2020, those published by the relevant Secretary of State, and local conditions set by the Authority.

9. If granted the licence will be for a maximum duration up to two years.
10. The grant of a pavement licence only permits the placing of furniture on the highway; other regulatory frameworks still apply such as the need for alcohol licences and the need for food business registration.
11. If an applicant breaches any condition of the licence, then the Authority may revoke the licence or serve on the licensee a notice requiring the taking of such steps to remedy the breach as specified in the notice within the time specified. If the breach is not remedied, then the Authority may revoke the licence or take the steps itself and recover the costs of doing so from the licensee. The licence may also be revoked if all or any part of the area of the highway to which the licence relates has become unsuitable for any purpose for which the licence was granted or as a result of the licence there is a risk to public health or safety; anti-social behaviour or public nuisance is being caused or risks being caused; the highway is being obstructed (other than by anything done by the licensee pursuant to the licence); anything material stated by the licensee in their application for a licence was false or misleading or the licensee failed to properly fix a notice of the application to the premises so that it could be easily read and ensure that such notice remained in place until the end of the 14 day consultation period.

If you need us to do anything differently (reasonable adjustments) to help you access our services, including providing this information in another language or format, please contact [pavementlicensing@northtyneside.gov.uk](mailto:pavementlicensing@northtyneside.gov.uk) or telephone 0191 643 6131.

| <b>Part A:</b>                                      | <b>Applicant Details</b>   |  |
|---|--|--|
| Title   | M  |  |
| Full Name   | Anna Hunter  |  |
| Address   | 92A Front Street, Monkseaton, Whitley Bay  |  |
| Postcode:   | NE25 8DL   |  |
| Tel:  |  |  |
| Email   |  |  |
| Confirm email                                       |  |  |
| Does applicant have day to day control of business? | Yes – YES<br>No –  |  |
| Is the applicant the freeholder /                   | Freehold Owner:<br><br>Leaseholder: (If leaseholder please provide name and address of freeholder) |  |

lease holder  
or owner

## **Part B: Premises address and location and size of proposed pavement licence area**

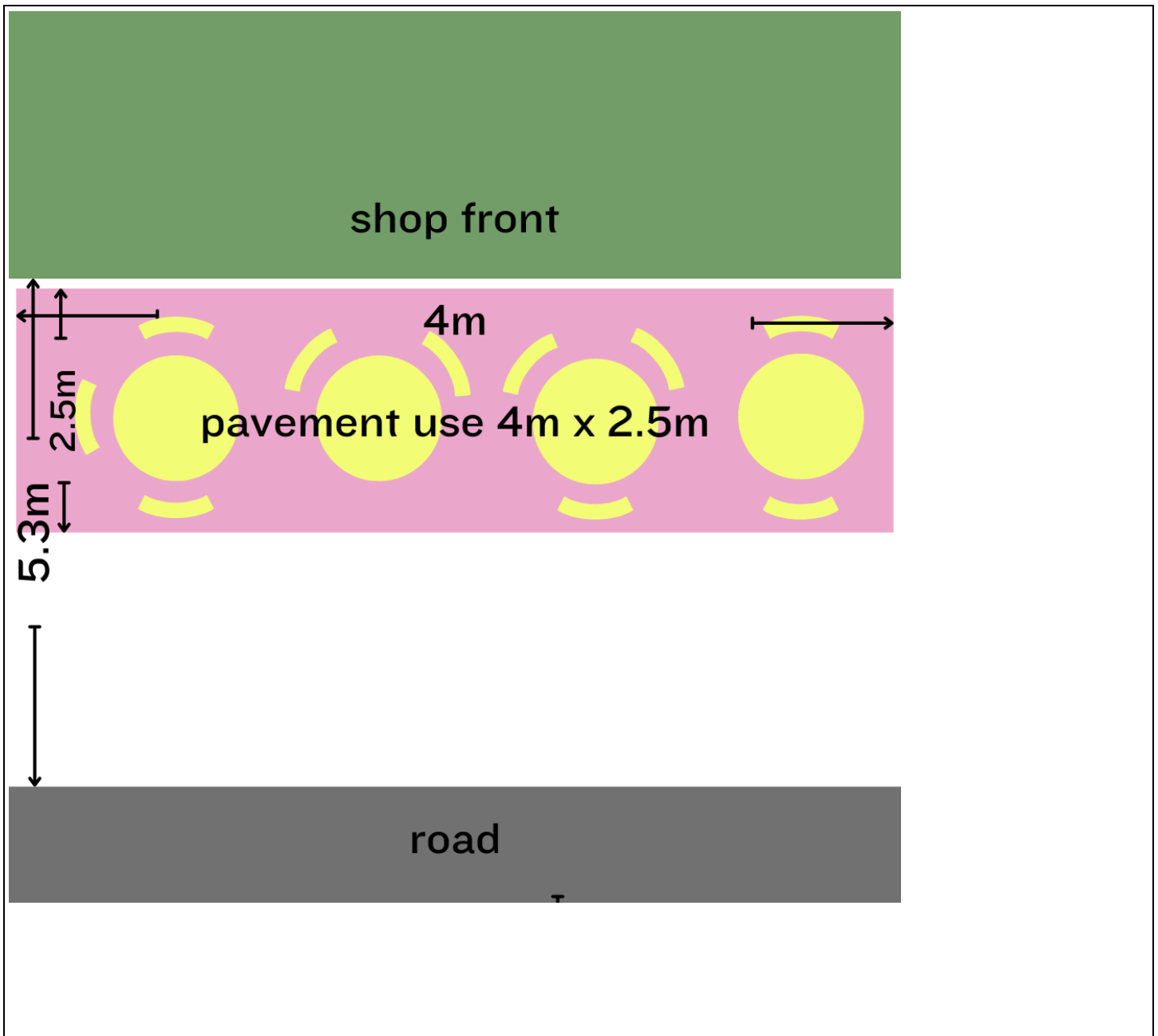
Please specify the name and address of the premises and attach a location plan and photograph showing the premises and the proposed pavement licence area so that the application site can be clearly identified.

Address: **92A Front Street, Monkseaton, NE25 8DL**

**Dimensions of proposed pavement licence area:**

**4m x 2.5m**





### Part C: About the proposed use of the pavement area

Specify the purposes for which the pavement licence is to be used including duration:

Outdoor seating for cafe

|  |                                |                                 |
|--|--------------------------------|---------------------------------|
| Proposed days of the week on which, and the times of day between which it is proposed to put | Monday - 09:00-18:00<br>hours  | Friday - 09:00-20:00<br>hours   |
|  | Tuesday - 09:00-18:00<br>hours | Saturday - 09:00-20:00<br>hours |

|                           |                               |                            |
|---------------------------|-------------------------------|----------------------------|
| furniture on the highway. |                               |                            |
|                           | Wednesday - 09:00-18:00 hours | Sunday - 09:00-18:00 hours |
|                           | Thursday - 09:00-20:00 hours  |                            |

How many tables and chairs do you propose to place on the highway?  
Max 4 tables and 10 chairs

Please indicate the type of furniture you propose to place on the highway (you may attach photos)

Small round patio tables and chairs

Please indicate any other equipment you intend to use e.g., counters, stalls, tables, chairs, benches umbrellas, barriers heaters and any other articles in connection with the outdoor consumption of food or drink.

n/a

Where will the pavement licence furniture and other items will be stored outside the operating period?

Inside the cafe

How will the furniture and other items be configured in the pavement licence area (please include a plan)

Please see above plan

Please indicate on the plan where tables and chairs etc come within the proximity of premises, adjacent building, lighting columns or trees.

How will the boundary of the pavement licensed area be defined?

n/a

Please provide details of the fencing or barriers, if any, to be used as a boundary.

n/a

Please describe how you intend to mitigate any noise or disturbance from customers using the proposed pavement licensed area to the occupiers of nearby commercial and domestic

properties.

A sign on each table will ask customers to be mindful of our neighbours and the environment, state that no smoking is permitted and request that the outside bin is used. We will also carefully monitor the area.

#### **Part D: Information on fees**

The information below sets out the permanent licence fees for a maximum two-year period.

|                             |      |
|-----------------------------|------|
| New Licence Application Fee | £146 |
|-----------------------------|------|

|                         |      |
|-------------------------|------|
| Renewal Application Fee | £102 |
|-------------------------|------|

#### **Payments to be made to:**

|               |                        |
|---------------|------------------------|
| Account Name: | North Tyneside Council |
|---------------|------------------------|

|            |                   |
|------------|-------------------|
| Bank Name: | Barclays Bank PLC |
|------------|-------------------|

|          |  |
|----------|--|
| Address: | 49/51 Northumberland Street Newcastle –upon–Tyne NE1 7AF |
|----------|--|

|            |          |
|------------|----------|
| Sort Code: | 20-59-42 |
|------------|----------|

|             |          |
|-------------|----------|
| Account No: | 43141551 |
|-------------|----------|

|          |                             |
|----------|-----------------------------|
| IBAN No: | GB95 BARC 2059 4243 1415 51 |
|----------|-----------------------------|

|                 |           |
|-----------------|-----------|
| BIC No: (Swift) | BARC GB22 |
|-----------------|-----------|

|                     |   |
|---------------------|---|
| Remittance address: | North Tyneside Council<br>Income Management Section<br>Cobalt Business Park<br>Silverlink North<br>North Tyneside<br>NE27 0BY |
|---------------------|---|

|               |                          |
|---------------|--------------------------|
| Telephone No: | 0191 643 7207 / 643 7232 |
|---------------|--------------------------|

|      |               |
|------|---------------|
| Fax: | 0191 643 2425 |
|------|---------------|

|                 |  |
|-----------------|--|
| E-mail address: | <a href="mailto:remittances@northtyneside.gov.uk">remittances@northtyneside.gov.uk</a> |
|-----------------|--|

#### **Part E: Details of Public Liability Insurance**

|  |
|--|
| Insurance Company  |
|  |
| Policy No  |
|  |
| Date start   |
| 20/01/25   |
| Date expires   |
| 19/01/26   |
| Amount insured (must be no less than £5 million) Note a licence will not be issued without valid cover |
| £5 million   |
| Please attach a copy of the Certificate of Insurance   |
|  |

## Indemnity

North Tyneside Council shall be indemnified against any claim, actions, proceedings or loss or damage arising as a result of any licence or permit which may be granted in respect of this application.

## Additional Information

n/a

## DECLARATION

I certify that:

- 1) All information set out in this form is correct.
- 2) I understand that the Authority's published conditions and any other conditions considered to be reasonable by the Authority may be attached to my licence.
- 3) I understand that the Authority has the right to revoke or suspend the licence and that no compensation will be payable.
- 4) I understand that payment for the licence must be made before the licence will be issued.
- 5) I understand that the licence will be valid for a maximum of two years or shorter periods if appropriate.

|        |                        |
|--------|------------------------|
| Signed | Dated<br>19 March 2025 |
|--------|------------------------|

Print Name

ANNA HUNTER