

# APPENDIX ONE



Report To:	LICENSING COMMITTEE	Date:	30.07.2020
Heading:	BUSINESS & PLANNING ACT 2020: TEMPORARY PAVEMENT LICENCES		
Portfolio Holder:	REGULATORY SERVICES		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	NO		

## Purpose of Report

The Business & Planning Act 2020 delegates the administration and enforcement of Temporary Pavement Licences to local councils. As such Ashfield District Council will become responsible for this licensing function, and is required to administer and enforce this licensing scheme.

## Recommendation(s)

It is recommended to:

- a) Note the content of this report;
- b) Approve the administration and enforcement of the Temporary Pavement Licence function by the Licensing Department as set out in this report.
- c) Approve the setting of a no charge application fee (until 30.09.2021) in order to reduce the financial burden on businesses, and to promote applications for a Temporary Pavement Licence; and
- d) Delegate authority to the Director of Place & Communities to determine applications made for a Temporary Pavement Licence.

## Reasons for Recommendation(s)

The powers to administer and enforce Temporary Pavement Licences within the Council's area are conferred by the Business & Planning Act 2020 to Ashfield District Council. The Act requires the Council to adopt a scheme in order to manage this new licensing regime.

## Alternative Options Considered

**Do nothing:** not recommended for the following reasons:

1. Failure to adopt a scheme to approve applications will result in the Council being unable to properly administer Temporary Pavement Licences in a proactive way to assist local businesses to place Street Furniture on the highway to promote “safe venues” for their customers to eat and drink.
2. Failure to adopt a scheme will result in the Council being unable to set and enforce conditions on those premises placing Street Furniture on the highway.
3. Failure to adopt the scheme will result in the Council hindering the Governments strategy to assist business economic recovery during and following the Covid-19 pandemic.
4. Failure to adopt and promote the scheme will result in financial hardship to venues, owing to the requirement for indoor use to adhere to Government social distancing requirements, thus reducing indoor customer capacity and as such levels of income.
5. Failure to adopt a scheme will hinder the Council’s own vision for the transformation of the locality, as this scheme enables the Council to take back control of our highways (especially in the Town Centres), which has until now been carried out by Nottinghamshire County Council.
6. Failure to adopt a scheme will hinder the Council’s desire to promote a vibrant and sustainable economy (especially in the Town Centres) which in turn may increase the desirability of the locality for investors and consumers.

### **Detailed Information**

The Business & Planning Act 2020 (“The Act”) (attached at **Appendix One**) delegates the issue, administration and enforcement of Temporary Pavement Licences to Ashfield District Council. The Act also amends the list of non-executive Licensing functions set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) to include functions relating to Pavement Licences. This brings the scheme under the Licensing Committee’s remit as provided for in its terms of reference under the Council’s Constitution.

A Temporary Pavement Licence permits a pub, bar, restaurant, café, snack bar, coffee shop, or ice cream parlour to place street furniture in an approved location on the highway (defined as generally being footpaths restricted to pedestrians, or are roads and places to which vehicular access is restricted or prohibited).

Such permission **will be in place only until 30<sup>th</sup> September 2021** (though the Government may seek to extend this period). Applicants seeking to renew such a licence will then need to apply to Nottinghamshire County Council for a Pavement Licence to be issued under Part 7A Highways Act 1980 (which has been the norm prior to the Business & Planning Act 2020).

The intention of the Act is to promote the serving and consumption of food and drink outdoors at such establishments, in order to promote public safety in a Covid-19 world, and to give a boost to the hospitality sector as indoor capacities will be limited owing to social distancing requirements.

It also hopes to boost the vibrancy of localities by creating a “**vibrant alfresco experience for all**” (Alok Sharma MP – Secretary of State). In order to support this aim locally and to assist businesses, it is proposed that **no fee be charged** for the provision of this function (the Act permits a fee of up to

£100.00 to be charged). Should the Government extend the scheme beyond 30<sup>th</sup> September 2021, then consideration as to setting a fee will be given nearer that date (for new and renewal applications).

The Act places **mandatory requirements** on all Temporary Pavement Licences that no obstruction shall be caused to any person using mobility equipment, and that non-smoking areas be provided for customers within the designated area.

The Act also enables the Council to set “**standard conditions**” (attached at **Appendix Two**) and it is proposed that these are consistent across Nottinghamshire (as devised by the Licensing Managers at Broxtowe and Ashfield – but adapted from those in use by Nottinghamshire County Council who until the Act came into force administered such a licensing function). The Conditions promote the interests of public safety, and tackle potential issues relating to noise nuisance, littering and anti-social behaviour.

The Council has the power to **revoke a licence** should any of the conditions attached to it be breached. The Council, and its partners at Highways and the Police will work together to promote and enforce the requirements of the new legislation.

The Act also amends the Licensing Act 2003 (already a Council function) by automatically permitting licensed alcohol premises to provide alcohol for “off-sales”. It is important to note that the Temporary Pavement Licence is solely to permit the provision of Street Furniture on the highway – a Premises Licence or Club Premises Certificate issued under the Licensing Act 2003 must also be in force to permit the sale of alcohol.

With regard to the administration of the Temporary Pavement Licence scheme, the Act will put in place a fast-track application process. Applications will be subject to a 7 day consultation, and all applications must be determined within 7 days of the consultation closing.

Contentious applications where representations are received will require determination by way of a Hearing that will need to be speedily convened in order to meet with the requirements of the Act. It is proposed to delegate authority to determine applications for Temporary Pavement Licences to the Director of Place & Communities.

Should an application not be determined within the required statutory timeframe, it shall be deemed to have been granted.

The Council's Licensing Team will administer and enforce the provisions of the scheme, and will consult on all applications with colleagues in the Community Protection Team, Environmental Health Team, Environmental Protection Team, Environmental Services Team, Planning Team (though note that planning is deemed to be granted under the provisions of the Act), the Police and the Highways Team at Nottinghamshire County Council.

The Licensing Team has already devised application forms, site notices, licence template, software procedures, a dedicated web page ([www.ashfield.gov.uk/pavementlicences](http://www.ashfield.gov.uk/pavementlicences)) and informed the consultation group ahead of the Council approving the recommendations contained within this report, in order to be ready to accept applications immediately.

Whilst online applications will be the expected norm, manual applications will be facilitated in order to ensure all those wishing to make a Temporary Pavement Licence application are able to do so.

## **Implications**

### **Corporate Plan:**

The Council has a duty to carry out its licensing functions in accordance with the relevant legislation and regulations in force for each of the functions detailed within this report.

By carrying out its licensing functions, the Licensing Authority will contribute towards the reduction of crime and disorder within the District, and seek to improve community safety and environmental quality, whilst in turn seeking to promote a vibrant and sustainable local economy.

### **Legal:**

Any legal implications are already covered within this report.

### **Finance:**

The additional cost of administration will be contained within existing budgets. As such there are no financial implications contained within this report.

A “nil” fee has been proposed to assist businesses apply for a Temporary Pavement Licence without adding additional financial burden to them as they emerge out of lockdown.

This report is effective from **30<sup>th</sup> July 2020** and has the following financial implications.

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
The Council has a statutory duty to carry out its licensing functions.	Approved processes, procedures and policies are in force to ensure that the Licensing Authority minimises any risks it may be exposed to when carry out its licensing functions and decision making processes.

### **Human Resources:**

There are no direct HR implications contained within this report.

### **Environmental/Sustainability**

The Act seeks to provide a boost to the hospitality sector during the Covid-19 pandemic, and puts measures in place to promote the environment (i.e. conditions re: litter, public safety, preventing nuisance), as well as promoting outdoor well-being.

### **Equalities:**

There no diversity or equality implications contained within this report.

### **Other Implications:**

None

### **Reason(s) for Urgency**

The Business & Planning Act 2020 has been fast-tracked through Parliament and the House of Lords in order to enable businesses to apply for and benefit from the provisions contained within the Act.

### **Reason(s) for Exemption**

Not applicable

### **Background Papers**

**Appendix One:** Business & Planning Act 2020

**Appendix Two:** National & Standard Conditions attached to all Temporary Pavement Licences

### **Report Author and Contact Officer**

**Julian Alison**

**Licensing Manger**

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**T: 01623 457364**



## LICENSING COMMITTEE

Meeting held on Thursday, 30th July, 2020 at 10.00 am

**Present:** Councillor Warren Nuttall in the Chair;

Councillors Jim Blagden, Dale Grounds,  
Arnie Hankin, Trevor Locke, Rachel Madden,  
Lauren Mitchell, Caroline Wilkinson and  
John Wilmott.

**Apologies for Absence:** Councillors Kier Barsby and Melanie Darrington.

**Officers Present:** Julian Alison, Lynn Cain, Louise Ellis, Mike Joy  
and Christine Sarris.

### **L.1 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests**

No declarations of interest were made.

### **L.2 Minutes**

RESOLVED

that the minutes of the meeting of the Committee held on 8 July 2019, be received and approved as a correct record.

### **L.3 Business & Planning Act 2020: Temporary Pavement Licences**

The Licensing Manager presented the report and advised Members that the Business & Planning Act 2020, which had recently received royal assent, had delegated the administration and enforcement of Temporary Pavement Licences to local councils. As such Ashfield District Council had now become responsible for the licensing function and would be required to administer and enforce the licensing scheme.

Previously, pavement licences were administered by Nottinghamshire County Council under the Highways Act 1980. The new Business & Planning Act 2020 had transferred the responsibility over to local authorities to enable them to assist businesses to recover following the Covid-19 pandemic and boost vibrancy within town centres.

The licence would enable eating and drinking establishments to place street furniture on the highway, subject to certain criteria, to enable patrons to reside safely in accordance with Government distancing guidelines. A designated non-smoking area would need to be provided but councils were still awaiting the Government's release as to the precise wording for a "mandatory provision of non-smoking area" condition.

## APPENDIX THREE

### BUSINESS AND PLANNING ACT 2020 PAVEMENT LICENCE STANDARD CONDITIONS

Each application will be treated on its own merits. Ashfield District Council (the Council) reserves the right to refuse applications or to apply such conditions as it thinks fit. Applicants should be aware that it will be necessary to display a notice of application for 7 days starting on the day after the application is served on the Council.

1. **Sole Purpose of the Licence:** A Pavement Licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food and drink supplied from, or in connection with the use of the premises.
2. **Production of the Licence on Demand:** The Pavement Licence shall be displayed in the window of the premises to which it relates. Any failure to do so may result in an Authorised Officer requiring the removal of the items from the highway.
3. **Site Constraints:** Any street furniture placed within the permitted area of the Pavement Licence shall not obscure sight lines for any highway user, interfere with drainage, or, conflict with dropped crossings, etc.
4. **Defining the Pavement Licence Area:** The Council (or its Agent) may, if necessary, discreetly mark on the highway the extent of the Pavement Licence area to ensure its accurate location.
5. **Street Furniture:** The Pavement Licence permits the following items to be placed on the permitted area of the highway:
  - Counters or stalls for selling or serving food or drink
  - Tables, counters, or shelves on which food and drink can be place.
  - Chairs, benches or other forms of seating, and:
  - Umbrellas, barriers, heaters, and other articles used in connection with the outdoor consumption of food or drink
  - The furniture must be removable
  - The specification of all furniture must be approved by the Council or its Agent.
6. **Barriers:** A barrier approximately 1.0m high and incorporating a tapping rail not more than 150mm above the ground must be provided to guide persons safely around the Pavement Café. Barriers must not be permanently fixed to the ground within the public highway. Barriers must be designed to resist collapse or movement (e.g. by being blown over or accidentally stumbled into). The specification of barriers must be approved by the Council or its Agent. The barriers & seating should arranged so as to prevent chairs or personal affects (e.g. shopping) escaping the area of the café and encroaching into the walked highway.
7. **Emergency Exits:** All emergency exits and routes from buildings must be kept clear.
8. **Hours of operation:** As stated on the Pavement Licence.
9. **Removal of Furniture:** All street furniture and all barriers must be removed from the highway at the end of the working day and shall not be stored within the highway.
10. **Other Licences/Permissions:** **Not Applicable / Insert any conditions above those of standard or national conditions.**



- 11. Obstruction/Danger/Nuisance on the Highway:** The Licence Holder shall not cause any obstruction or danger to people using the highway. The Licence Holder is responsible for the conduct of people within the area of the Pavement Licence, allowing rowdy or unruly behaviour may lead to the revocation of the licence.
- 12. Noise/Nuisance Control:** Noise, disturbance, smells or litter which cause a nuisance to the owners or occupiers of any adjacent premises or to members of the public are not acceptable. Amplified music will not be permitted.
- 13. Surface of the Highway:** The Licence Holder shall not undertake any alterations to the highway surface.
- 14. Cleansing of the Area:** The Licence Holder will ensure that the area permitted by way of the Pavement Licence is maintained in a clean and tidy condition and they shall take all necessary precautions to prevent the highway from becoming littered as a result of their trading activities.
- 15. Liability Insurance / Indemnity:** The Licence Holder is required to indemnify the Council and it's agents against all losses and claims for injuries (including death illness and disease) or damage to any person or property whatsoever, and, against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever arising directly or indirectly out of the granting of this Licence. To this end, the applicant must obtain and maintain third party public liability insurance which offers indemnity to principle. The level of cover must be to a minimum value of £5,000,000 for any one incident. Evidence of valid insurance for the pavement café area must be made available when demanded by a duly authorized officer or agent of the Council. The Licence Holder will be required to produce proof of valid insurance to the Council, or its agent, on an annual basis.
- 16. Consumption of Alcohol:** The Pavement Licence does not give, or imply any permission to supply intoxicating liquor in the street, such consumption must not take place beyond the perimeter of the designated area of the Pavement Licence.
- 17. Advertising:** Advertising alcoholic or smoking products, or their manufacturers, will not be permitted on barriers or furniture associated with the Pavement Licence. Logos / legends on barriers etc. may only relate to the premises or business and will require the approval of the Council, or it's Agent. No advertising shall be displayed that may cause offence or alarm to any person.
- 18. Suspension of Permission:** If so requested in an emergency by a Police Officer, Fire Brigade Officer, Ambulance Attendant or Statutory Undertaker, or by the Highway Authority for the purpose of maintaining the highway, the Licensee shall remove the permitted street furniture from the highway.
- 19. The Pavement Licence is non-transferable:** The Licence is not a transferable asset which might be sold with a change in ownership of the premises.
- 20. Enforcement:** If a condition imposed on a licence (either by the local authority) or nationally is breached the local authority will be able to issue a notice requiring the breach to be remedied and the authority can take action to cover any costs. The authority may revoke a licence in the following circumstances:

- 1. For breach of condition, (whether or not a remediation notice has been issued) or;*

2. *Where:*

- *There are risks to public health or safety – for example by encouraging users to breach government guidance on social distancing by placing tables and chairs too close together;*
- *the highway is being obstructed (other than by anything permitted by the licence);*
- *there is anti-social behaviour or public nuisance – for example, the use is increasing the amount of noise generated late at night and litter is not being cleaned up;*
- *it comes to light that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food and had applied for tables and chairs on which drinks could be consumed; or*
- *the applicant did not comply with the requirement to affix the notice to notify the public for the relevant period.*

3. *The local authority may also revoke the licence where all or any part of the area of the relevant highway to which the licence relates has become unsuitable for any purpose for which the licence was granted or deemed to be granted. For example, the licensed area (or road adjacent) is no longer to be pedestrianised. It is good practice for local authorities to give reasons where these powers are used.*

**22. Unpublished Conditions:** The Council may impose reasonable conditions whether or not they are published upfront. There is an expectation these will be supported by a clear justification for the need of a condition which is in addition to any published local conditions. Conditions might, for example, limit the maximum number of chairs and tables, or type of furniture, time and days of operation with justification for this.

**NATIONAL CONDITION (APPLICABLE TO ALL PAVEMENT LICENCES):**

**The Secretary of State publishes this condition in exercise of his powers under Clause 5(6) of the Business & Planning Act 2020:**

**23. Clear route of access along the highway must be maintained, taking into account the needs of disabled people, and the recommended footway widths and distances required for access by mobility impaired or visually impaired people as set out in Section 3.1 of inclusive Mobility (please refer to web-link below):**  
<https://www.gov.uk/government/publications/inclusive-mobility> which states:

*A clear width of 2000mm allows two wheelchairs to pass one another comfortably. This should be regarded as the minimum under normal circumstances. Where this is not possible because of physical constraints 1500mm could be regarded as the minimum acceptable under most circumstances, giving sufficient space for a wheelchair user and a walker to pass one another. The maximum length of restricted width should be 6 metres (see also Section 8.3). If there are local restrictions or obstacles causing this sort of reduction in width they should be grouped in a logical and regular pattern to assist visually impaired people.)*

**24. Where the furniture to be put on the highway consists of seating for use by persons for the purpose of consuming food or drink, the licence holder must make reasonable provision for seating where smoking is not permitted.**

## APPENDIX FOUR



### APPLICATION FOR A PAVEMENT LICENCE (OUTDOOR SEATING)

A Pavement Licence is an agreement to place “street furniture” on the highway solely for the purpose of the consumption of food and drink. There is a fee payable for a Pavement Licence.

Pavement Licences issued under the Business & Planning Act 2002 can be applied for a minimum period of 12 months, or a maximum period of 24 months.

The grant of a Pavement Licence is subject to “National & Standard Conditions” which can be found at [www.ashfield.gov.uk/pavementlicences](http://www.ashfield.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 Pavement Licence:

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

12 Months:

24 Months:

#### Details of Applicant:

Full Name:

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Address:

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Postcode:

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Telephone number:

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Email:

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**Details of Premises:**

**Premises Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Details of Owner of Premises:**

**Owners Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Details of Highway to be used for proposed Pavement Licence:**

**Name of Highway:** \_\_\_\_\_

**Details of Street Furniture proposed:**

Insert the number of items that you intend to use as your Street Furniture:

**Tables:** \_\_\_\_\_

**Chairs:** \_\_\_\_\_

**Counters:** \_\_\_\_\_

**Benches:** \_\_\_\_\_

**Umbrellas:** \_\_\_\_\_

**Heaters:** \_\_\_\_\_

**Barriers:** \_\_\_\_\_

**Plants:** \_\_\_\_\_

**Proposed timings for use of Outdoor Area:**

Please complete in 24 Hour Clock format)

<b>Day of week</b>	<b>Start Time</b>	<b>Finish Time</b>
<b>Monday:</b>	_____	_____
<b>Tuesday:</b>	_____	_____
<b>Wednesday:</b>	_____	_____
<b>Thursday:</b>	_____	_____
<b>Friday:</b>	_____	_____
<b>Saturday:</b>	_____	_____
<b>Sunday:</b>	_____	_____

**Checklist**

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 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 Premises Owners’ 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.

**Completed Applications**

Completed applications should be sent by email to: **licensing@ashfield.gov.uk** or by post to: **The Licensing Team, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottinghamshire, NG17 8DA.**

**Please now complete the Declaration overleaf**



## General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold the information above provided by you for assessing your application. The lawful basis under which the Council uses personal data for this purpose is Public Task.

The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. 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.ashfield.gov.uk/privacy](http://www.ashfield.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 address at the bottom of this form or by email to [dpo@ashfield.gov.uk](mailto:dpo@ashfield.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:** \_\_\_\_\_

# APPENDIX FIVE

## BUSINESS & PLANNING ACT 2020

### SITE NOTICE: APPLICATION FOR A PAVMENT LICENCE

NAME OF APPLICANT:	
DOES HEREBY GIVE NOTICE THAT ON:	INSERT DATE APPLICATION SUBMITTED TO COUNCIL
HAS APPLIED TO ASHFIELD DISTRICT COUNCIL FOR A LICENCE AT:	
NAME OF PREMISES:	
ADDRESS OF PREMISES:	
THE APPLICATION IS FOR THE PROVISION OF OUTDOOR TABLES & CHAIRS & ADDITIONAL PERMITTED STREET FURNITURE ON THE HIGHWAY TO PROMOTE OUTDOOR SERVING AND CONSUMPTION OF FOOD AND DRINK	
ANY PERSON WISHING TO MAKE REPRESENTATION TO THIS APPLICATION MAY DO SO BY WRITING TO THE LICENSING MANAGER, ASHFIELD DISTRICT COUNCIL, URBAN ROAD, KIRKBY IN ASHFIELD, NOTTINGHAMSHIRE, NG17 8DA, OR BY EMAIL TO: <a href="mailto:licensing@ashfield.gov.uk">licensing@ashfield.gov.uk</a>	
DEADLINE FOR REPRESENTATIONS:	14 DAYS FROM DAY AFTER APPLICATION SUBMITTED TO COUNCIL
THE APPLICATION AND INFORMATION SUBMITTED WITH IT CAN BE VIEWED ON THE COUNCIL WEBSITE: <a href="http://www.ashfield.gov.uk/pavementlicences">www.ashfield.gov.uk/pavementlicences</a> OR BY WAY OF AN APPOINTMENT AT THE COUNCIL OFFICES (TEL. 01623 457589)	
SIGNATURE OF APPLICANT:	
DATE NOTICE PLACED ON PREMISES:	INSERT DATE NOTICE PLACED ON FRONT WINDOW OF PREMISES

A COPY OF THIS NOTICE MUST BE SUBMITTED WITH THE APPLICATION

# APPENDIX SIX

JOB TITLE	GROSS ON-COST HOURLY RATE	INCOME CODE	G15031/J203007
Licensing Manager	£57.05 REPORT / ODR	£85.30	
Licensing Enforcement Officer	£46.61 HEARING	£215.47	
Licensing Technical Officer	£41.68 DECISION NOTICE	£67.99	
Solicitor	£56.50		
Director: Place & Communities	£101.92		

TYPE OF LICENCE	SEND APP FORMS	CHECK APP & SEND CONSULTATION EMAIL	CREATE & MAINTAIN FLARE RECORD & ISSUE LICENCE & LETTER	MAINTAIN WEB LIST	RENEWAL REMINDER & APP FORMS	ANNUAL COMPLIANCE VISIT	REPORT / ODR WRITING	HEARING (DIRECTOR, SOLICITOR, LICENSING MANAGER)	HEARING DECISION NOTICE	MATERIAL COSTS (PAPER, LAMINATE, ENVELOPE, POSTAGE, TRAVEL)	TOTAL CALCULATION	SUGGESTED LICENCE FEE
PAVEMENT LICENCE (NEW) 1YR	£10.42	£41.68	£10.42	£10.42	£10.42	£46.61	£17.06	£43.09	£13.60	£35.00	£238.72	£250.00
PAVEMENT LICENCE (NEW) 2YRS	£10.42	£41.68	£10.42	£10.42	£10.42	£93.22	£17.06	£43.09	£13.60	£35.00	£285.33	£300.00
PAVEMENT LICENCE (RENEWAL) 1YR	N/A	£20.84	£10.42	£10.42	£10.42	£46.61	£17.06	£43.09	£13.60	£35.00	£207.46	£220.00
PAVEMENT LICENCE (RENEWAL) 2YRS	N/A	£20.84	£10.42	£10.42	£10.42	£93.22	£17.06	£43.09	£13.60	£35.00	£254.07	£270.00

	CURRENT CHARGE	PROPOSED CHARGE
AMENDMENT TO LICENCE	£0.00	£15.00
DULICATE COPY OF PAPER LICENCE	£0.00	£10.00