



**Causeway
Coast & Glens
Borough Council**

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 - *tick as appropriate*

- Grant of a Pavement Café Licence – Fee: **£375.00**
- Renewal (every 3 years) of a Pavement Café Licence – Fee: **£285.00**
- Variation of a Pavement Café Licence

Applicant Details

Name:..... DOB:	Telephone No:..... Mobile No:..... Email:
Address:.....Postcode:.....	
Designation: OWNER / DIRECTOR / MANAGER / PLEASE STATE: <i>(Please circle as appropriate or please state)</i>	

Premises Details

Premise Type:
Premise Name:.....
Address:.....Postcode:.....

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

Days:	Hours	
	From:	To:
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> 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
<i>Please tick as appropriate:</i>		
<input type="checkbox"/> Public House	<input type="checkbox"/> Off Sales	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Hotel	<input type="checkbox"/> Guest House with restaurant	

Proposal Details

Total width of footpath: metres
Is the area within 10 metres of a road junction:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dimensions of Café area:
Number of table and chairs:	No of Tables: No of Chairs:
Barrier Heights:
Barriers/Tap Rails:	Yes <input type="checkbox"/> No <input type="checkbox"/>

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
Provide a copy of your planning permission or the determination that planning permission is not required.	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.	<input type="checkbox"/>
I confirm that the information provided in this application is correct.	<input type="checkbox"/>

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 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

- Application form** – signed and dated.
- Location plan** – to a scale of 1:1250 showing sufficient area around the proposed pavement café to enable consideration of all related issues.
- Site plan** – to a scale of not less than 1:100 showing access points, building lines, boundaries, kerbs, table and chair arrangement, bins, lighting, trees, other items.
- Details of the furniture** – including photographs/manufacturers details.
- Risk Assessments**
- Fee**
- Public Liability Insurance**
- Planning Permission** – if appropriate
- Notice of Application Fixed to Premises**