

Licensing of Pavement Cafés Act (Northern Ireland) 2014

From 1 April 2020 Causeway Coast and Glens will be ensuring compliance with the Licensing of Pavement Cafés Act (Northern Ireland) 2014.

In order to obtain a licence the following is required:

- Planning permission must be applied for
- Once planning permission achieved then a completed pavement café application form must be submitted to the Environmental Services Department, Licensing Section at:

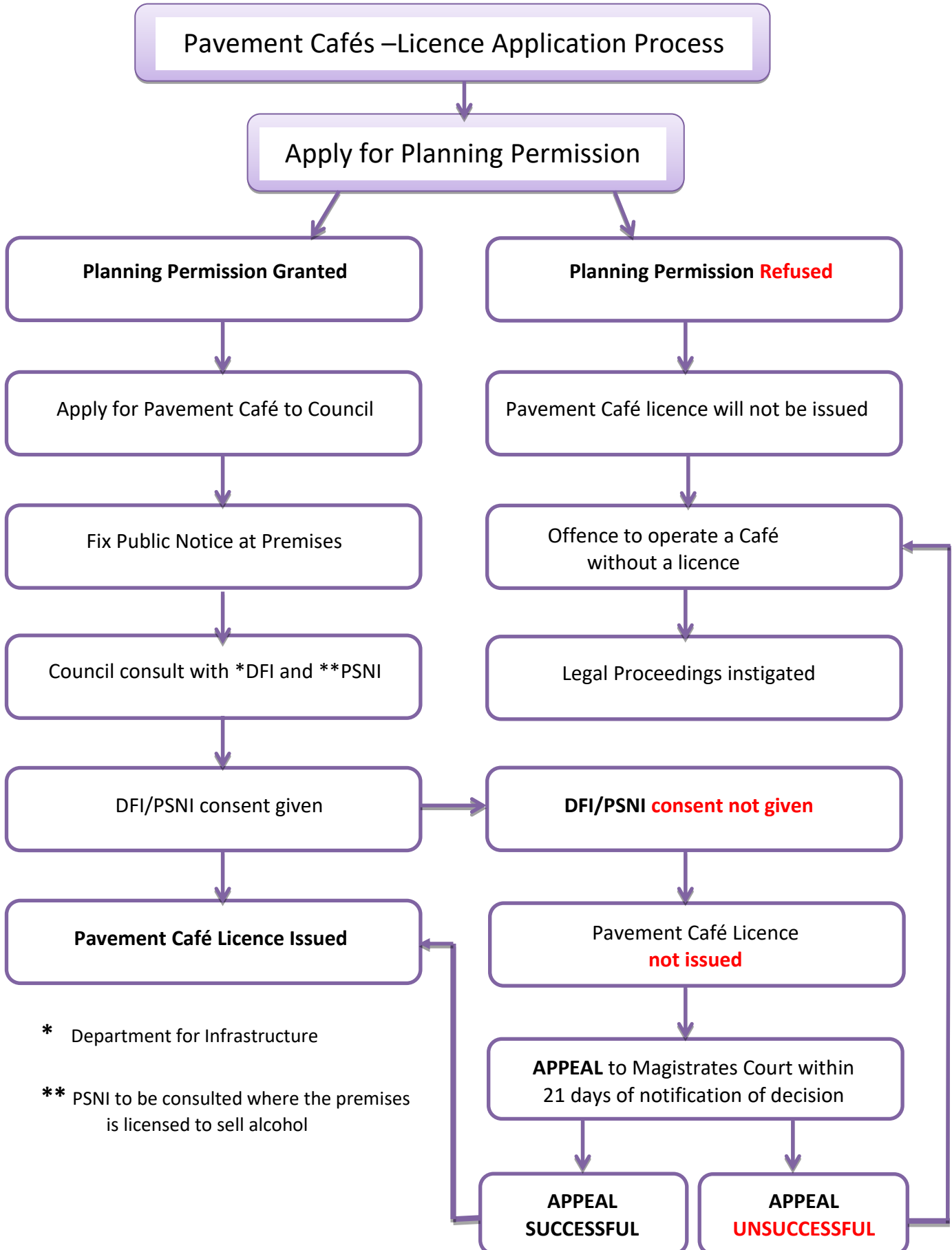
***Causeway Coast and Glens Borough Council
Riada House
14 Charles House
Ballymoney
BT53 6DZ***

- This form must include the following information:
 1. **Licence Fee** - £375.00
 2. **Location plan** – to a scale of 1:1250 showing sufficient area around the proposed pavement café to enable consideration of all related issues.
 3. **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.
 4. **Details of the furniture** – including photographs/manufacturers details.
 5. **Risk Assessment**
 6. **Public Liability Insurance** – cover with minimum indemnity of £5 million.
 7. **Planning Permission** – Inform licensing section when planning application made.
 8. **Notice of Application Fixed to Premises** - for 28 days for public to view and representations to be made.
 - Council will conduct a 28 day consultation with the Department for Infrastructure and if a licensed premises with the PSNI before a decision is made.
 - Council aims to make a determination within 8 weeks from the receipt of a completed application.
 - If an application is refused the applicant will be informed and refunded the application fee less any administrative costs.

- An applicant can appeal to the Magistrate's Court within 21 days of Council's notification of refusal.
- Failure to obtain a pavement café licence and to continue to operate an unlicensed pavement café is an offence and may be liable to a fine of up to £1,000 on summary conviction.

For any further information please contact our Licensing Section on **028 2766 0233**.

FLOWCHART



* Department for Infrastructure

** PSNI to be consulted where the premises is licensed to sell alcohol