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|  | If calling please ask for: | Licensing Team  01243 785166  E-mail [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) |
| Our ref: | PL1(v3) |
| Your ref: |  |
|  |  |

Dear Sir or Madam,

**Business and Planning Act 2020 (as amended)**

**Enquiry – Pavement Licence Application**

Thank you for the recent enquiry regarding submitting an application for a Pavement Licence (the ‘licence’). A licence may only be granted in respect of highways listed in Section 115A(1) of the Highways Act 1980 - see <https://www.legislation.gov.uk/ukpga/1980/66/section/115A>. You must check with Highways at West Sussex County Council if you are unsure whether the land which is the subject of any application constitutes part of the highway.

Please find enclosed an application form, copy of the statutory notice along with a copy of the current conditions which must be complied with should a licence be granted.

Shown below and overleaf are the various steps that must be taken to ensure a valid application is submitted. **It is a legal requirement that applications must be sent to this Licensing Authority by email to** [**licensing@chichester.gov.uk**](mailto:licensing@chichester.gov.uk). Please note that if any of the requirements are not complied with, then this Licensing Authority will not regard the application as having been properly made.

1. Application form – **Form P01**.

2. Plan - A scale plan of sufficient quality clearly delineating the boundary of the proposed licensed area and the furniture layout. It is also a requirement that where seating is provided for the purposes of consuming food or drink, that reasonable provision is made for seating where smoking is not permitted and this must also be clearly shown on the plan.

3. Photographs, images or brochures of **all** proposed furniture.

*../continued*

4. Statutory notice – **Form P02**. The application must be advertised by way of a notice fixed at the premises to which the application relates. The notice must be displayed on the day the application is made and in such a location that it is readily visible to, and can be read easily by, members of the public who are not on the premises. The notice must remain in place until the end of the consultation period, namely for 14 calendar days which begin with the day after that on which the application is made, and in reckoning the 14 days excluding Christmas Day, Good Friday, and any bank holiday in England under the Banking and Financial Dealings Act 1971.

5. A copy of the current Public Liability Insurance Certificate must be provided which evidences that at least £5 million insurance is in place to cover activities undertaken on the public highway.

In order to continue to support businesses, this Licensing Authority has determined not to charge for any pavement licences which are granted up to and including 30 September 2025.

Please do not hesitate to contact us should you wish to discuss any aspect of the application prior to its formal submission.

Yours faithfully,

**Licensing Team  
Growth & Place**

*Encs Form PO1*

*Form PO2*

*Chichester District Council - Conditions of a Pavement Licence (v1)*