



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

Licensing of Pavement Cafés Act (Northern Ireland) 2014

APPLICATION FOR GRANT/RENEWAL/VARIATION OF A PAVEMENT CAFÉ LICENCE

Completed Application to be sent to one of the below offices:

**Oifig Dhún Padraig
Downpatrick Office**

Licensing Section
Enterprise, Regeneration and Tourism
Department
Downshire Civic Centre
Downshire Estate
Ardglass Road
Downpatrick
BT30 6GQ

**Oifig an Iúir
Newry Office**

Licensing Section
Enterprise, Regeneration and Tourism
Department
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

For further information contact:

Tel: 0330 137 4030

Email: licensing@nmandd.org

www.newrymournedown.org



APPLICATION FOR LICENCE FOR PAVEMENT CAFÉ

Licensing of Pavement Cafés Act (Northern Ireland) 2014

Section 1 of 5

I/We hereby make application to Newry, Mourne and Down District Council under the provisions of the Pavement Cafés Act (Northern Ireland) 2014 for the:

Application Type

Please ✓ Tick appropriate box

- Application for Grant of a Pavement Café Licence**
- Application for Renewal of a Pavement Café Licence**
- Application for Variation of a Pavement Café Licence**

Applicant Details

First name

Last name

Address

Postcode

Date of Birth

Telephone number

Email

Designation: Owner/Director/Manager or otherwise state:

Section 2 of 5

Premises Details

Name of premises/trading name

Type of business

Address

Postcode

Section 3 of 5

Operating Details

Is alcohol to be consumed in the curtilage of the Pavement Café? Yes No

Are the premises licensed under the Licensing (NI) Order 1996? Yes No

Is the pavement café located directly outside the premises? Yes No

If remote from the premises, advise on location of pavement café:

[For remote pavement cafes, you must provide a management plan or risk assessment outlining how you intend to maintain control over the pavement café.]

Proposal Details

Total width of footpath m

Is the area within 10 metres of a road junction? Yes No

Dimensions of café area: **Length (m)** x **Depth (m)**

Number of tables and chairs: **Tables** and **Chairs**

Total number of umbrellas/parasols: Total number of space heaters:

Any other items to be provided in the enclosure:

Provide manufacturers details/advise on type, materials, number of all of above and include photograph.

Barrier/Screening Type:

Height:

[The licensed area must have appropriate barriers/screening to make it distinguishable to other pavement users. Portable, sturdy barriers with a tap rail are recommended.]

Photographs of the proposed barriers and furniture included: Yes No

Section 4 of 5

Site Details *(Refer to Pavement Cafés Guidance Document)*

Provide an area **Location Plan**, Scale 1:1250, depicting location of Pavement Café marked in red 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, dimensions, size and type of barriers, number and type of tables and chairs, and any other pavement café furniture.

Here Enclosed

To Follow

Where will the Pavement Café furniture be stored when it is not in use? **(Ensure furniture is stored remote from designated fire escapes.)**

Section 5 of 5

Declaration and Signature

- I confirm that I wish to apply for a Pavement Café Licence for the development as described within this application.
- I confirm that the information provided in this application is correct.
- **I confirm that all furniture must be of a temporary nature that can be removed swiftly within 20 minutes at the end of the permitted period or when access to the area is required by any statutory body or in the event of an emergency.**
- **I confirm that I have placed the appropriate notice in a prominent place at or near the premises that it can easily be read by the public, and that the notice shall be displayed for 28-days from the date of this application.**
- Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
- Newry, Mourne and Down District Council collects data for the purposes of the management and application of the Pavement Café Act. The data may also be passed onto other related Government Agencies and to other Council Departments, to facilitate Statutory Requirements, Service Level Agreement of or similar purposes.
- Newry, Mourne and Down District Council collects the Data on this Form for the purpose of Administering Pavement Cafe Licensing under Licensing of Pavement Cafés Act (Northern Ireland) 2014.
- Newry, Mourne and Down District Council will consult with and share the data collected on this form with relevant Council Departments, the Police Service of NI and DfI Roads for the purposing of administering the licence under the Data Protection Act 1998.

The Council's privacy notice can be accessed via our website www.newrymouredown.org/privacy-policy

Ticking this box indicates that you have read and understood the above declaration.

		Official Use Only
Print Full Name:		Date Received
Signature:		Receipt Number
Date:		£

CHECKLIST

PAVEMENT CAFÉ LICENCE - I confirm I have enclosed the following:

Tick ✓

1.	Completed Application Form	<input type="checkbox"/>
2.	Confirmation from your Insurance Company that your premises has current valid Public Liability Insurance cover to a value of £5million. To include premises name, address and expiry date. - Please note, Employer's Liability Insurance is <u>not</u> acceptable -	<input type="checkbox"/>
3.	Location Plan (preferably Ordnance Survey) showing proposed pavement café marked in red and adjoining streets and properties.	<input type="checkbox"/>
4.	Site Plan to a scale of not less than 1:100, to include dimensions, show access points, building lines, boundaries, kerbs, table and chair arrangement, bins, lampposts, trees, and other items.	<input type="checkbox"/>
5.	Details of the Furniture to include the number, materials and types of chairs, tables, umbrellas to be provided in the café area together with photographs and/or manufacturers details of furniture.	<input type="checkbox"/>
6.	Signed copy of Public/Site Notice and photograph of notice displayed onsite.	<input type="checkbox"/>
7.	Fee Card, cash or cheque payment accepted. Cheques to be made payable to: 'Newry, Mourne and Down District Council'.	<input type="checkbox"/>
8.	Planning permission, if relevant.	<input type="checkbox"/>
9.	Risk Assessment and Management Control Plan if applicable. (Required if located away from main premises).	<input type="checkbox"/>

- Please see Guidance Notes for further information -

Licence Fee	Administration costs (Non-refundable)	Compliance monitoring (2 visits)	Actual cost for 3-year licence
Grant of Pavement Café Licence	£280.00	£95.00	£375.00 Total
Renewal or Variation of Pavement Café Licence	£185.00	£95.00	£280.00 Total

**All documentation may be emailed to: licensing@nmandd.org (as MS Word, pdf attachments (or jpeg format for photos)).
We may ask for the original of any scanned or emailed document.**

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Licensing of Pavement Cafes Act (Northern Ireland) 2014

PUBLIC NOTICE APPLICATION FOR A PAVEMENT CAFÉ LICENCE

NOTICE IS HEREBY GIVEN THAT

Name of Applicant: _____

has applied to Newry, Mourne and Down District Council for a Pavement Café Licence at
Name and address of premises:

Any objection relating to the application must be made in writing and must specify the grounds of the objection, the name and address of the person making it and must be signed by them or their agent. Any objection should also be made within 28 days of the date of this Notice (below).

The objection should be addressed to Newry, Mourne and Down District Council, Licensing Section, Enterprise, Regeneration and Tourism Department, Monaghan Row, **Newry**, BT35 8DJ **or** Licensing Section, Enterprise, Regeneration and Tourism Department, Downshire Civic Centre, Downshire Estate, Ardglass Road, **Downpatrick**, BT30 6GQ. Email: licensing@nmandd.org

It should be noted that where an objection is made after the 28-day time period referred to, but before a final decision is taken on the application, it is appropriate for the Council to consider it if there is sufficient reason why the objection was not made within the stated time period.

Applicant's Signature: _____ *Date:* _____

This site notice must be displayed for the whole of the period of 28 days in a prominent place at or near the premises so that it can be conveniently read by the public.