

APPLICATION FOR A PAVEMENT LICENCE

BUSINESS AND PLANNING ACT 2020

Please read the notes on page 4 before completing this form

Type of application:

New



Renewal



SECTION 1a: APPLICANT DETAILS – INDIVIDUAL APPLICANTS

Title: [REDACTED]

First name(s): [REDACTED]

Surname: [REDACTED]

Postal Address: Spoon, 45 Duke Street, Henley on Thames

Post Code: RG9 1UR

Phone (daytime): 01491 410758

Phone (Mobile): [REDACTED]

e-mail address: info@spoon-deli.com

In the case of a partnership, please add separate sheet(s) confirming the above details for all parties

SECTION 1b: APPLICANT DETAILS – OTHER APPLICANTS (e.g. companies)

Name:

Registered Address:

Post Code:

Phone (daytime):

Phone (Mobile):

e-mail address:

Registered number (where applicable):

SECTION 2: BUSINESS PREMISES DETAILS

Trading Name: Smiley Cafes LTD T/A Spoon

Postal Address: 45 Duke Street, Henley On Thames

Post Code: RG9 1UR

USE OF THE BUSINESS PREMISES

Which of the following is the above business premises used for? (please select **ONE** of the following options)

Use as a public house, wine bar or other drinking establishment

Other use for the sale of food or drink for consumption on or off the premises



Both of the above uses

SECTION 3: AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates (NB you are also required to submit a plan with this application, see section 8)

Outside pavement in front of Spoon premises

SECTION 4: RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises

For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises

Both of the above purposes

✓

SECTION 5: DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days:

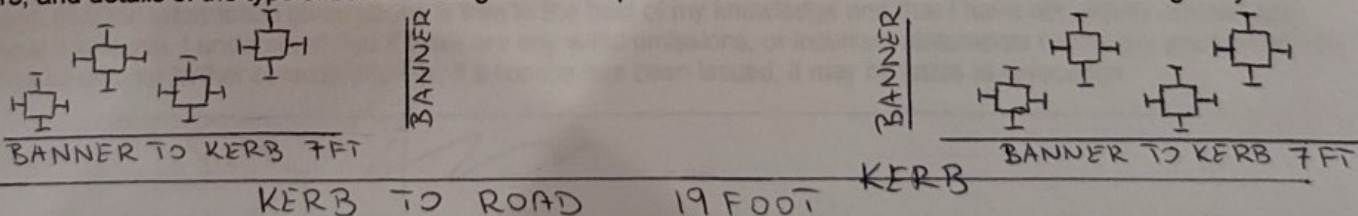
Please use the 24hr clock, e.g. 10:00 to 20:00.

NB We will generally only grant permission from 08:00 to 21:00. If you wish to use the area outside of these hours, you must include details with your application as to how you will prevent nuisance to any nearby residents, for example a noise management plan.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Start	8:00	8:00	8:00	8:00	8:00	8:30	9:00
Finish	17:00	17:00	17:00	17:00	17:00	17:00	17:00

SECTION 6: FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway – including number of tables, number of chairs, and details of the type of barriers being used to separate the licensed areas from the rest of the highway.



4 tables and 16 chairs each side

Do you intend to alter any of the building and/or frontage to accommodate this proposal?

NO

If YES, please give details:

SECTION 7: CONTACT DETAILS FOR CORRESPONDENCE (NB leave blank if same as applicant)

Title:	First name(s):	Surname:
Phone (daytime):		Phone (Mobile):
e-mail address:		

SECTION 8: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

Site plan to a suitable scale or with clear measurements showing:

- proposed boundary of area to be covered by the pavement licence (**NB you must use a red line to indicate the area to be licensed**)
- building and kerb lines
- measurements of the clear space between the barriers around the licensed area and any obstacles or the edge of the pavement/road
- furniture layout
- location of barriers to separate the licensed areas from the rest of the highway
- position of any lighting columns, litter bins, road signs or other existing street furniture

Public liability insurance (for a minimum of £5 million cover)

Noise management plan if pavement licence area to be used outside of the hours of 08:00 - 21:00

SECTION 9: DECLARATION BY APPLICANT

I understand that I am required to display a notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so and to maintain the notice throughout the consultation period may lead to the revocation of any licence granted.

I understand I must hold and maintain public liability insurance for a minimum of £5 million.

I understand my application will not be considered to be complete, and the consultation period will not start, until all the required documents and information have been provided and the application fee has been paid.

I understand that the application fee paid is non-refundable if my application is deemed invalid, refused or if any licence granted is subsequently surrendered or revoked.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes. I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

Signature:

Print Name:

Date:

23/05/2025

Spoon

[REDACTED] <info@spoon-deli.com>

Permission to use the pavement in front of the shop

1 message

Henley Menswear <fashionhouselimited@gmail.com>

Fri, May 23, 2025 at 2:25 PM

To: "info@spoon-deli.com" <info@spoon-deli.com>

Name [REDACTED]

Director of Fashion house limited T/A Henley Menswear

43 Duke street

Henley on Thames

RG9 1UR

Dear Sir or Madam

I would like to give permission to my neighbors to place 4 tables with 16 chairs on the pavement in front of my shop ,
their name is [REDACTED] managing director of SMILEY CAFES LTD T/A SPOON ,

45 DUKE STREET , HENLEY ON THAMES , RG9 1BA ,

If you require any further information please do not hesitate to contact me by

Email: fashionhouselimited@gmail.com

Tel [REDACTED]

Kind Regards
[REDACTED]

DUKE STREET

45 SPAN

Vinegar Mill

measur mill window

43

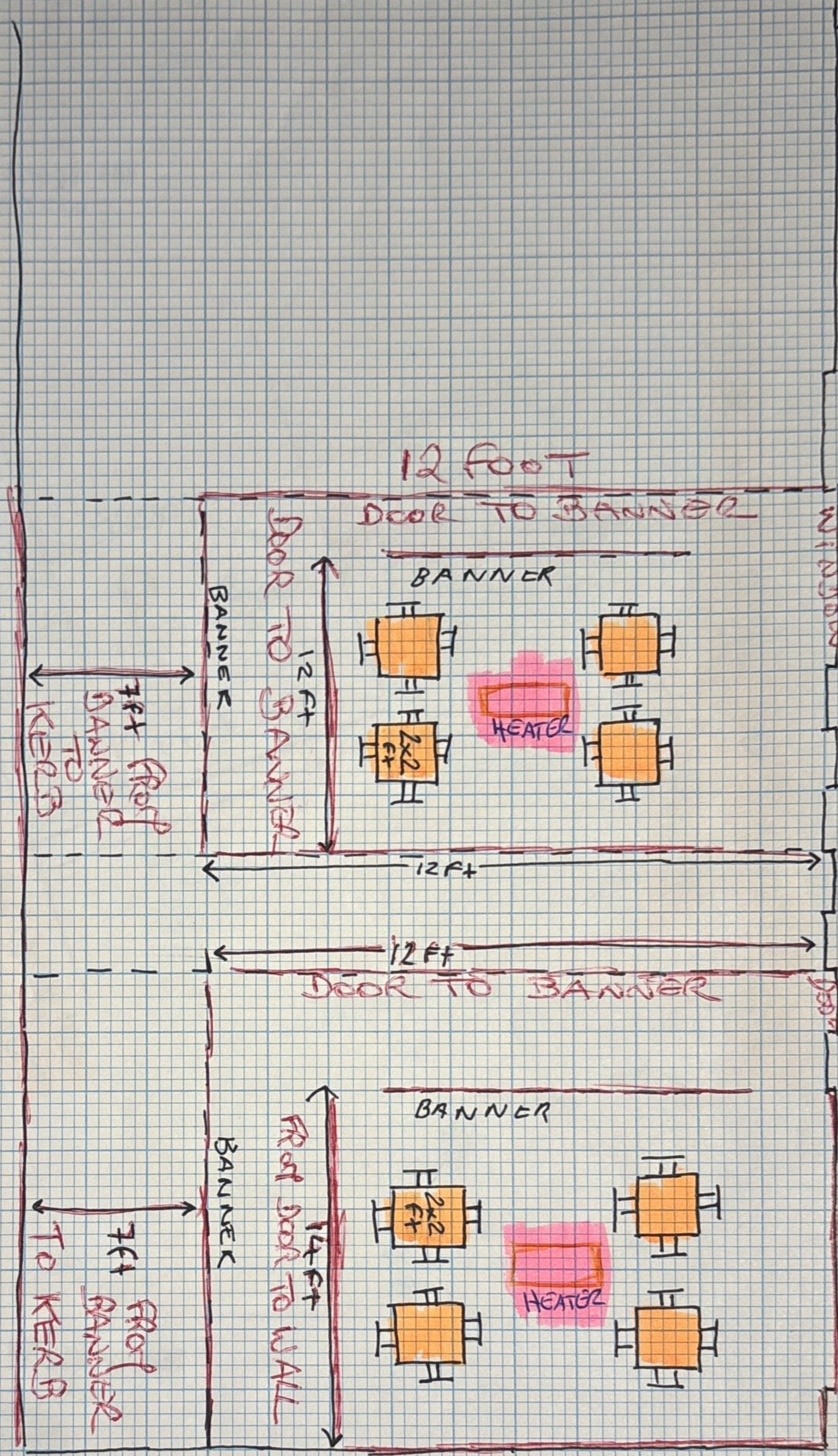
door window

Barker's wall

Road

Road

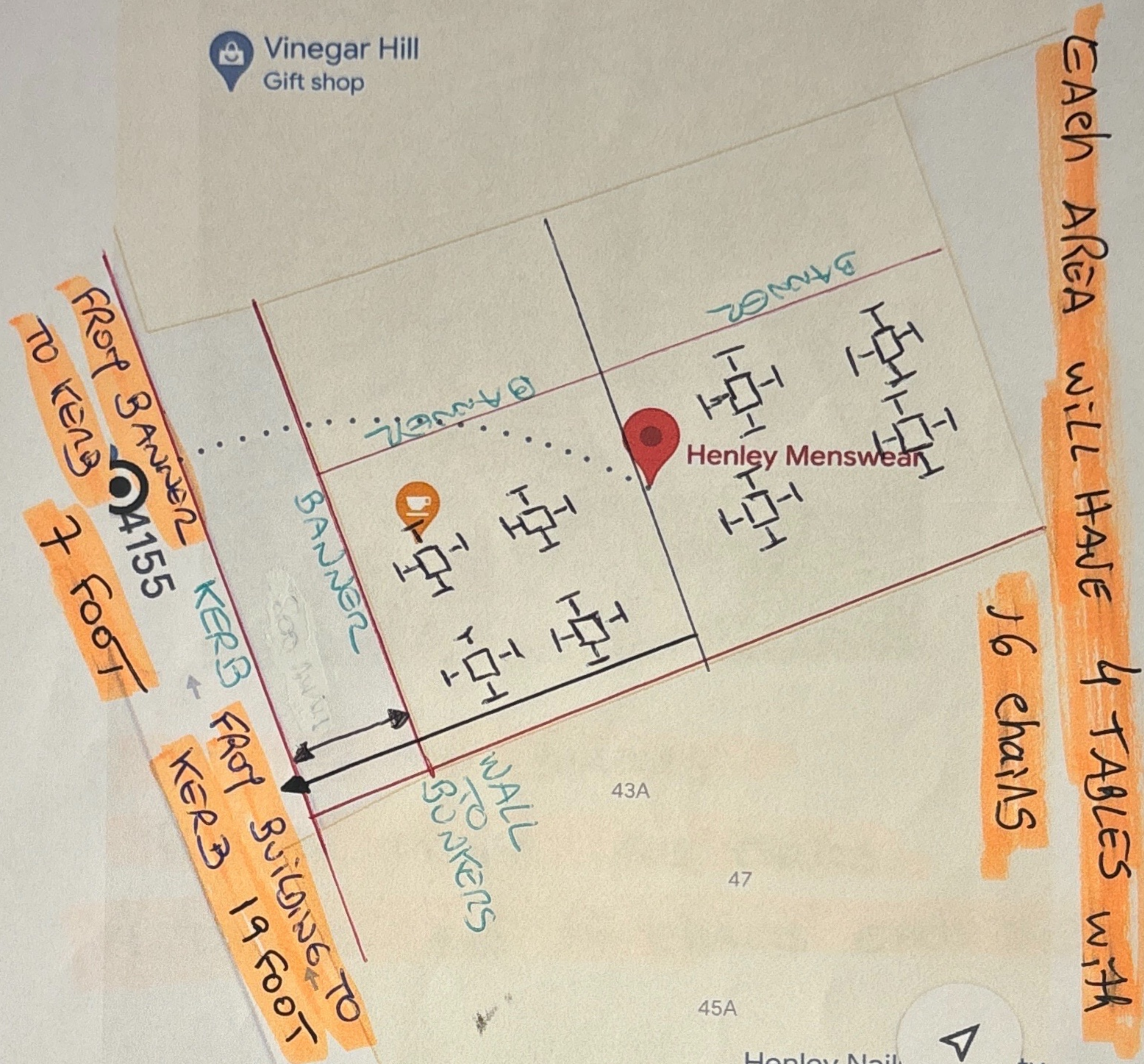
Road





39

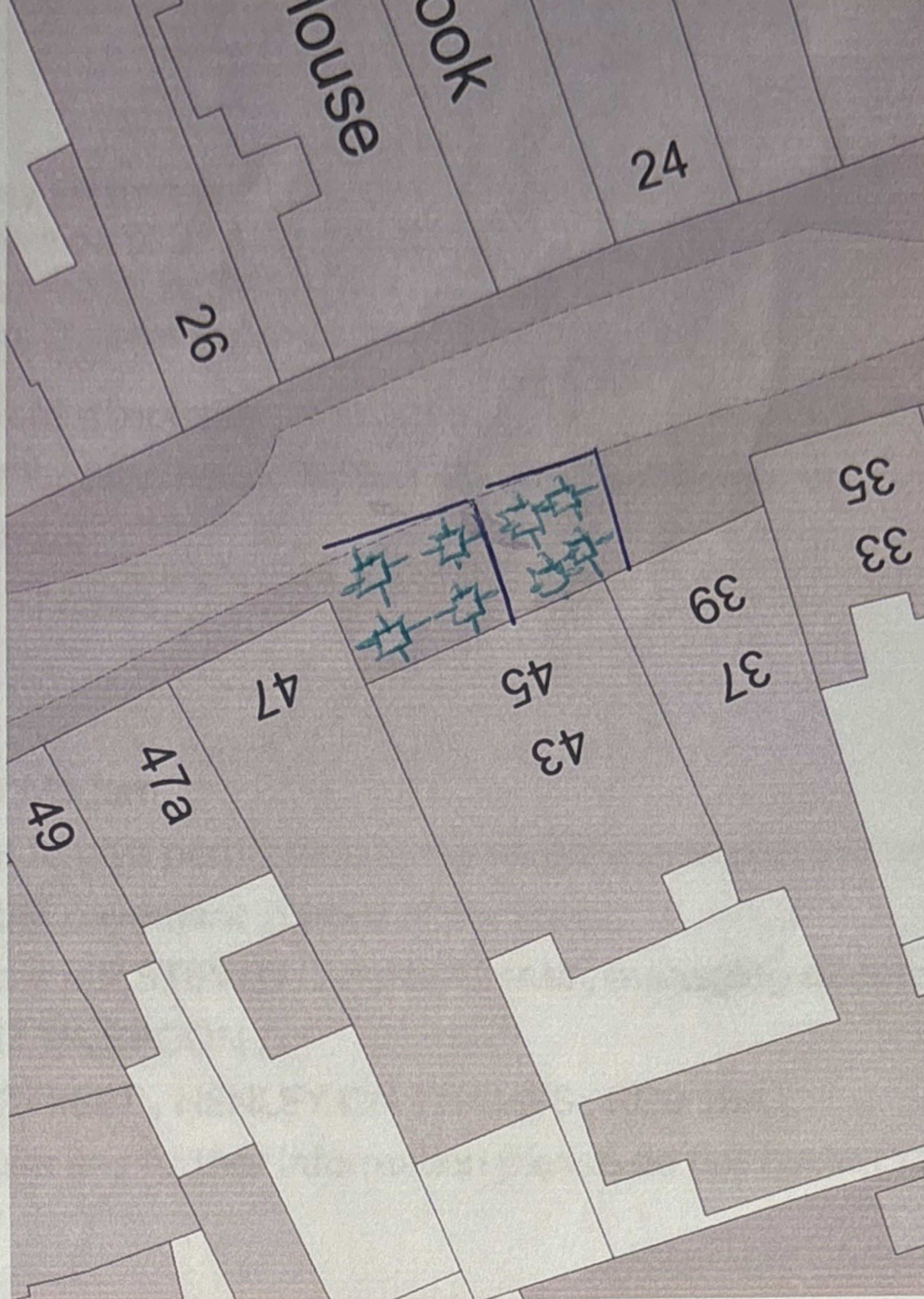
Vinegar Hill
Gift shop



Google

Henley Menswear

Share



— ARE THE BANNERS

⊞ ARE TABLES AND CHAIRS

4 TABLES AND 16 CHAIRS EACH SIDE

BANNER TO KERB 7 foot

KERB TO ROAD 19 foot

