

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:	First name(s):	Surname:
Postal Address:		
Post Code:		
Phone (daytime):	Phone (Mobile):	
e-mail address:		

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: GERRYS OFFSHORE INCORPORATIONS LIMITED	
Registered Address: [REDACTED]	
Post Code: [REDACTED]	
Phone (daytime): [REDACTED]	Phone (Mobile):
e-mail address: [REDACTED]	
Registered number (where applicable): 05192827	

SECTION 2: BUSINESS PREMISES DETAILS	
Trading Name: COSTA COFFEE	
Postal Address: 9 HIGH STREET, THAME	
Post Code: OX9 2BZ	
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	X
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)

DIRECTLY OUTSIDE THE PROPERTY, 4 TABLES AND 8 CHAIRS TO BE SITUATED FOR THE CONSUMPTION OF DRINK AND FOOD PURCHASED IN OUR ESTABLISHMENT.

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	X
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	07:00	07:00	07:00	07:00	07:00	07:00	07:30
Finish	17:00	17:00	17:00	17:00	17:00	17:00	16:00

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.

8 CHAIRS OF GREY COLOUR PLASTIC & 4 TABLES OF METAL AND PLASTIC COMPERSTION AND OF GREY COLOUR ALONG WITH ONE SINGLE BARRIER WHICH IS THE COSTA LOGO AND COLOURING WHICH IS ATTACHED TO 2 METAL STANDS.

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	✓
<p>Site plan to a suitable scale or with clear measurements showing:</p> <ul style="list-style-type: none"> 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:

15/07/2025

Notes on completing the form

Please read our 'Guidance for applicants and licence holders' which can be found on our website [before completing this form](#).

Section 1a Complete this section if you are applying for the licence as an individual.

Section 1b Complete this section if you are applying in another capacity, for example as a limited company.

Section 2 Provide details of the business premises that the pavement licence will be used in conjunction with, and tick one of the options to indicate what purpose the business premises is used for.

Section 3 Describe the area of highway that you want to place the removable furniture on. The description should indicate the proximity of the area of highway to the business premises and give details of the dimension of the area.

Section 4 A pavement licence can only be used to authorise the placing of removable furniture on the highway for certain 'relevant purposes'. Please tick one option to indicate what purpose(s) the removable furniture placed on the highway will be used for if a licence is granted.

Section 5 Please indicate the times you would like to place removable furniture on the highway for on each day of the week. Use the 24 hr clock (so for example you should put 19:00 rather than 7.00pm). Please note the Council's standard conditions for pavement licences generally only permit pavement licences to operate from 08:00 – 21:00. Applicants wishing to operate outside these hours must therefore include additional information as to how they will prevent nuisance affecting nearby residents, such as a noise management plan.

Section 6 Use this section to describe the furniture you wish to place on the highway. You should provide full details including the number of tables, number of chairs, and details of the barriers being used to separate the licensed areas from the rest of the highway to guide persons with a visual impairment around the area.

Section 7 This section should be used if there is a contact for correspondence different from the applicant, such as an agent. All correspondence will be sent via email.

Section 8 Use this checklist to make sure you have submitted all required documents with the application.

Section 9 The applicant must complete this section to confirm they have read and understood the declarations.

How to submit your application

Once completed, this form and any supporting documents should be submitted through our online application portal. The link to the portal can be found at www.southoxon.gov.uk/pavementlicences.

Alternatively, you can email the completed application form and all supporting documents to us at the below email address. We will then contact you by telephone to collect payment. Please note that the application is not complete (and therefore the consultation period does not start) until payment has been taken. We therefore strongly suggest you use the online application portal as applying by email is likely to delay the completion of your application. If you are emailing your application and documents, please send them all attached to a single email if at all possible, so that we can deal with your application as efficiently as possible.

Licensing, South Oxfordshire District Council

Telephone: 01235 422556

Email: licensing@southoxon.gov.uk