

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:	OAK TAVERNS LTD	
Registered Address:	8a Buttermarket, Thame	
Post Code:	OX9 3EW	
Phone (daytime):		Phone (Mobile):
e-mail address:		
Registered number (where applicable):	02645556	

SECTION 2: BUSINESS PREMISES DETAILS

Trading Name:	The Swan
Postal Address:	1 Park Road, Faringdon
Post Code:	SN7 7BP

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	
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Other use for the sale of food or drink for consumption on or off the premises	
Both of the above uses	X

SECTION 3: AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a brief 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)

PAVEMENT AREA TO FRONT OF PUBLIC HOUSE

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	X

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	12:00	12:00	12:00	12:00	12:00	12:00	12:00
Finish	22:00	22:00	22:00	22:00	22:30	22:30	22:00

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.

5 TABLES AND 10 CHAIRS TO FRONT OF THE PREMISES WITH BOX PLANTERS TO SEPARATE FROM THE REST OF THE HIGHWAY

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: [REDACTED]	First name(s): [REDACTED] Surname: [REDACTED]
Phone (daytime): [REDACTED]	Phone (Mobile): [REDACTED]
e-mail address: [REDACTED]	

SECTION 8: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION	
Site plan to a suitable scale or with clear measurements showing: <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
<p>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.</p> <p>I understand I must hold and maintain public liability insurance for a minimum of £5 million.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Signature: [REDACTED]
Print Name: [REDACTED]
Date: 21/4/26

Annex 1 – Plan

