



## Application for Pavement Licence

APPLICATION DETAILS	
Full Name of Applicant	Karen Towle
Home Address Of Applicant (If Applicable) Please include Post Code	[REDACTED]
Telephone Number	[REDACTED]
Mobile Number	[REDACTED]
Email Address	[REDACTED]
ORGANISATIONAL DETAILS	
Name of Business / Organisation	Greggs PLC
Address of Business / Organisation (Head office if Applicable )	Q9 Quorum Business Park Longbenton Newcastle NE12 8BU
DEFINITION OF THE PROPOSED AREA AND FURNITURE	
Please provide the full address of the proposed area proposed for Pavement licence	GREGGS 19 Market Place Rugby CV21 3DU
Have you enclosed a plan clearly showing the proposed area covered by the licence in relation to the highway, if not to scale, with measurements clearly shown and show areas of eating or drinking which will be smoke free	<input checked="" type="checkbox"/> Yes
Please detail the number of tables you wish to provide and dimensions	4
Please detail the number of chairs you wish to provide and dimensions	12



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Width of existing pavement outside your business	Pedestrianised		
Do you intend to provide umbrellas and / or parasols?	No	<input checked="" type="checkbox"/>	
Do you intend to provide a canopy fixed to your premises?	No	<input checked="" type="checkbox"/>	
Do you intend to provide outdoor heating appliances?	No		
Please detail the number of bins you intend to provide?	one		
Please provide details of any other items of furniture you intend to use as part of your application and how you intend to enclose your outdoor café area e.g. barriers, lighting equipment etc.	4 Banners held by HD Posts and rails		
N.B. You must provide details of all furniture to be used as part of the application ,including pictures and dimensions along with any other supporting documentation			
<b>TRADING DAYS and HOURS</b>			
Please indicate the times when you would like the pavement café to be open (Please use 24 Hr clock)  <i>Pavement café licence will normally only be granted between the hours of 09.00 to 23.00 hrs</i>	DAY	OPEN	CLOSED
	Monday	06:30	19:00
	Tuesday	06:30	19:00
	Wednesday	06:30	19:00
	Thursday	06:30	19:00
	Friday	06:30	19:00
	Saturday	06:30	19:00
	Sunday	08:00	17:00
The proposed duration of the licence 3 months, 6 months, 12 months or until September 2025	12 months		
<b>MANAGEMENT PLAN</b>			
Please use the boxes below to detail how you propose to manage the pavement licence if alcohol is consumed. Please use additional paper if necessary			
Public Order	CCTV		
Public Nuisance	CCTV		



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Public Safety	CCTV
Crime and Disorder	CCTV and staff safe system
<b>PUBLIC LIABILITY INSURANCE</b>	
Have you obtained public liability Insurance covering your business, including the proposed pavement café area, for up to £5,000,000	Yes <input checked="" type="checkbox"/>
Insurance company name	Marsh
Expiration date	31.12.2024
<b>STANDARD CONDITIONS</b>	
Please provide confirmation read & understood standard conditions	Yes <input checked="" type="checkbox"/>
I confirm that I will / have displayed the required public notice for a period of XXX consecutive days beginning with the day after I submit my application to the licensing section.	Photo to follow
<b>DECLARATION</b>	
I hereby apply to Rugby Borough Council for and on behalf of the above named Business / Organisation under the Business and Planning Act 2020: provision of recreation and refreshment facilities by Councils for a pavement licence	
I declare that to the best of my knowledge and belief the above particulars are correct and that I will comply with the terms and conditions of any pavement licence issued by Rugby Borough Council as a result of this application. I confirm that I am over 18 Years of age.	
Signed (Applicant)	R.K.Towle
Dated	06/12/2024



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Please ensure that you have enclosed the following documentation with your application

1. Fee of £60.00 (call the council's contact on (01788) 533533 to pay by credit/debit card)
2. Copy of your public liability Insurance
3. Site Plan on scale 1:100 detailing the proposed area along with dimensions
4. Photographs and Dimensions of all furniture to be used (including table, chairs and barriers)
5. Photographs and dimensions of any outdoor heaters to be used (if applicable)
6. Photographs and dimensions of any additional lighting equipment to be used (if applicable)
7. Photographs and dimensions of any litter bins to be used
8. Copy of public notice to be displayed on the premises

Failure to supply any of the required documents may result in the return of your application or rejection

Please return your completed Application form to Rugby Borough Council via e mail only to [Licensing@rugby.gov.uk](mailto:Licensing@rugby.gov.uk)