



**Belfast**  
City Council

Office Use Only

# Temporary Pavement Café Licence Application

Use this form for a pavement café licence during the COVID19 pandemic for a single premises where food or drink is supplied to members of the public.

Please read our 'Pavement café licensing - guidance for applicants during the Covid 19 pandemic' before filling in this form. If you need any help, email us on [pavementcafes@belfastcity.gov.uk](mailto:pavementcafes@belfastcity.gov.uk) with a phone number and we will contact you to discuss.

## 1. Premises details

Type of premises (for example Café or Public House): \_\_\_\_\_

Name of Business Premises: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Applicant details

First name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Designation (for example Owner, Director, Manager): \_\_\_\_\_

Business or company name: \_\_\_\_\_

Business/Company address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Details about the site and size of the proposed pavement café

Is the pavement café: directly outside  or remote from  the premises?

If remote, tell us its location: \_\_\_\_\_

Size of pavement café: Length (along frontage) \_\_\_\_\_ m Depth (out from frontage) \_\_\_\_\_ m

Total width of existing footpath: \_\_\_\_\_ m

Will it be within 10m of a road junction? Yes  No  If 'Yes', tell us the distance? \_\_\_\_\_ m

#### Notes:

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

You must include with your application:

- a location plan, showing the location of the pavement café (outlined in red) and the surrounding area.
- a site plan showing the occupied street space, size and type of barriers, number and type of tables and chairs, and any other pavement café furniture.

**We require both of these plans in order to process your application.**

### 4. Details about the proposed enclosure and furniture

Type of barrier or enclosure: \_\_\_\_\_

Height of barrier or enclosure: \_\_\_\_\_ m

Total number of tables: \_\_\_\_\_ Total number of chairs: \_\_\_\_\_

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

Tell us about any other items to be provided in the enclosure: \_\_\_\_\_

Do you intend to install a fixed awning above the Pavement Café? Yes  No

Tell us where you will securely store the pavement café furniture (tables, chairs, barriers and other articles) when the business premises is closed: \_\_\_\_\_

#### Notes:

A tapping rail is to be provided to barriers (see guidance).

Photographs, manufacturer's details or drawings of the proposed barriers and furniture must be included.

### 5. Alcohol consumption details

Is alcohol to be consumed in the pavement café? Yes  No

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

If 'Yes', is the premises a:

Public house  Hotel  Restaurant  Guest house with restaurant  Refreshment room in public transport premises

## 6. Proposed operating hours for the pavement café

	Hours of operation		
<b>Monday</b>		to	
<b>Tuesday</b>		to	
<b>Wednesday</b>		to	
<b>Thursday</b>		to	
<b>Friday</b>		to	
<b>Saturday</b>		to	
<b>Sunday</b>		to	

## 7. Checklist for all documentation required when making your application

Please make sure that you have included the following information (as appropriate) with your application:  
*\*documents which MUST be submitted with your application form*

- \*  **Application form** – filled in, signed and dated
- \*  **Location plan**
- \*  **Site layout plan**
- Details of the furniture** – including furniture manufacturers' details/drawings/photographs
- A copy of the public notice you have fixed to the premises** – this can be a photograph
- Public liability insurance declaration** – required before grant of licence, annually & on renewal
- Management plan/risk assessments** – for remote pavement cafes, or as required
- Copy of planning permission** (if relevant)

Please tell us if you will be sending us any of this documentation at a later date.

## 8. Confirmation of public notice fixed to premises

**I/we confirm** that I have placed the appropriate Public Notice in a prominent place at or near the premises. I confirm that it can easily be read by the public, and that it will be displayed for 28 days from the date I make this application, and include a copy

## 9. Confirmation of public liability insurance

**I/we confirm** that there is/will be third party public liability insurance cover for the pavement café to minimum value of £5 million:

The relevant declaration of public liability insurance:

is included  will be provided later (before the licence is granted)

## Privacy notice - how we will use information about you

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing your licence application and enforcing pavement café licensing. You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under the Licensing of Pavement Cafés Act (Northern Ireland) 2014.

The personal data will be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. It may also be shared with the Police Service of Northern Ireland (PSNI), DFI Roads and other government departments as appropriate for the purposes of approving and reviewing pavement café applications.

As part of application process the Council may list the addresses of the premises and date of current pavement café applications and proposed layouts on the Council website, along with a list of currently licensed pavement cafes and licence issue date. The applicable legislation requires the Council to make current pavement café applications available for viewing by interested members of the public, in order to enable them to make objections.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Council to do so. The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact building control's policy and legal officer at [buildingcontrol@belfastcity.gov.uk](mailto:buildingcontrol@belfastcity.gov.uk) or phone 028 9027 0650. If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to [dataprotection@belfastcity.gov.uk](mailto:dataprotection@belfastcity.gov.uk)

## 10. Applicant's declaration

**I/we make this application** to Belfast City Council for a pavement café licence, under the provisions of the Licensing of Pavement Cafés Act (Northern Ireland) 2014 and I confirm that, to the best of my knowledge and belief, the information provided on this application form and submitted documents is correct.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_