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| **Pavement Café Licence Application** | DCSD logo landscape |

Please read our guide, **“Pavement café licences – a guide for applicants”** before completing your application. If you require any assistance when making your application we may be contacted by e-mail at [licensing@derrystrabane.com](mailto:licensing@derrystrabane.com) or by telephone on 028 71253253

1. **Type of application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grant (3-year licence)  **Fee:** £255 |  | Renewal (3-year licence)  **Fee:** £210 |  | Variation  **Fee:** £150 |  |

1. **Applicant Details**

|  |  |
| --- | --- |
| Name: | Telephone No: |
| Date of Birth: | Mobile No: |
| e-mail: | |
| Home address:  Postcode: | |
| Designation: Owner / Director / Manager / Other (please state): | |

1. **Premises Details**

|  |  |
| --- | --- |
| Business Type (e.g. café, public house):  Premises Name:  Address:  Postcode: | |
| Telephone No: |  |
| e-mail: |  |

**4. Proposed Days and Hours of Operation of the Pavement Café**

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| --- | --- | --- | --- | --- | --- |
| **Note: The hours applied for should reflect the normal operating hours of the business. In general, the operating hours of a pavement café will be limited to 11:00pm latest, to reduce potential noise disturbance during nighttime hours.** | | | | | |
| **Days:**  (tick all that apply) | | **Hours:** | | | |
| **From:** |  | **To:** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

**5. Alcohol consumption details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Will alcohol be consumed within the boundary of the Pavement Café? | | | | **YES** | |  | **NO** |  |
| Are the premises licensed under the Licensing (NI) Order 1996? | | | | **YES** | |  | **NO** |  |
| If the premises are licensed, what type of licence applies? | | | | | | | | |
| Public House | Off Sales | Restaurant | Hotel | | Guest House with  Restaurant | | | |
|  |  |  |  | |  | | | |

**6. Details of the proposed licensed café area:**

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| --- | --- | --- | --- | --- | --- | --- |
| Is the pavement café: | i) directly outside (adjacent to) the premises? | | | |  | |
|  | ii) remote from the premises?\* | | | |  | |
| If remote, where is the location? | | | | | | |
| **Note**: If the pavement café is remote, you must provide a management plan or risk assessment outlining how you intend to maintain control over the pavement café. | | | | | | |
| Length of proposed café area in metres: | |  | | | | |
| Depth of proposed café area in metres: | |  | | | | |
| Width of existing footpath in metres: | |  | | | | |
| Is the area within 10m of a road junction? | | **YES** |  | **NO** | |  |
| Distance to road junction in metres: | |  | | | | |

**7. Enclosure and furniture details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of tables: | Number of chairs: | | | | | | | | |
| Number of umbrellas / parasols: | Number of space heaters: | | | | | | | | |
| Do you intend to install a fixed awning above the pavement café area? | | **YES** | |  | | **NO** | |  | |
| Details of any additional furniture: | | | | | | | | | |
| Where will the furniture be stored when the premises are closed? | | | | | | | | | |
| What type of screen or enclosure will surround the pavement café area? | | | | | | | | | |
| Height of screen or enclosure (m): |  | | | | | | | | |
| Does the screen have a tap rail? | | | **YES** | |  | | **NO** | |  | |

**8. Checklist of required items**

**Have you included the following with your application?**

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| --- | --- | --- | --- | --- |
| **Appropriate fee:** Grant (£255); Renewal (£210); Variation (£150) | **YES** |  | **NO** |  |
| **Location Map**: showing the location of the premises, marked by a red line | **YES** |  | **NO** |  |
| **Site Layout Plan**: detailing the dimensions and layout of the proposed pavement café area | **YES** |  | **NO** |  |
| **Details of the furniture**: including photographs, manufacturers’ brochures, etc. | **YES** |  | **NO** |  |
| **Risk assessment / Management plan**: (for remote pavement cafes only) | **YES** |  | **NO** |  |

**9. Declaration:**

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| * I confirm that the prescribed Public Notice has been placed 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 of this application. |  |
| * I confirm that public liability cover (minimum £5 Million) will be in place for the licensed area for the duration of the licensed period. |  |
| * I make this application to Derry City and Strabane District 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. |  |

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| **Signature of Applicant:** | |  |
|  | |  |
| **Date of application:** | |  |
|  | |  |
| The completed application form may be returned by post or by email: | | | |
| **Post:** | **Derry City and Strabane District Council, Licensing & Safety Advisory Group, 98 Strand Road, Derry, BT48 7NN** | |
| **e-mail:** | [**licensing@derrystrabane.com**](mailto:licensing@derrystrabane.com) | |

**Privacy Notice**

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| **Data Controller** | |
| Name: | Health & Community Well Being Department/Licensing, Derry City & Strabane District Council |
| Address: | 98 Strand Road, Derry, BT48 7NN |
| Telephone: | 02871 253253 |
| Email: | [licensing@derrystrabane.com](mailto:licensing@derrystrabane.com) |

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| **Data Protection Officer** | |
| Name: | Damian McCay |
| Address: | Derry City & Strabane District Council, 98 Strand Road, Derry, BT48 7NN |
| Telephone: | 02871 253253 |
| Email: | [Damian.McCay@derrystrabane.com](mailto:Damian.McCay@derrystrabane.com) |

**Why are you processing my personal information?**

* For the logging, processing and determination of licensing/permit applications.

**What categories of personal data are you processing?**

* Personal contact details

**Where do you get my personal data from?**

* Application Forms and accompanying documents

**Do you share my personal data with anyone else?**

* Yes, where required by legislation we may share personal date with other agencies as outlined on Council website at the following link <http://www.derrystrabane.com/Footer/Privacy-Policy>

**Do you transfer my personal data to other countries?**

* No

**How long do you keep my personal data?**

* We will only retain your data for as long as necessary to process your application or investigate an Enforcement case, and in line with Council’s Retention and Disposal Schedule.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being processed, and access to your personal data
* You are entitled to have personal data rectified if it is inaccurate or incomplete
* You have a right to have personal data erased and to prevent processing, in specific circumstances
* You have the right to ‘block’ or suppress processing of personal data, in specific circumstances
* You have the right to data portability, in specific circumstances
* You have the right to object to the processing of your data, **in specific circumstances**
* You have rights in relation to automated decision making and profiling

**You should refer to the Council’s website for further information on your rights:** <http://www.derrystrabane.com/Footer/Privacy-Policy>

**How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact our Data Protection Officer*.*

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

**Information Commissioner’s Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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| --- | --- | --- | --- | --- |
| Tel: | 0303 123 1113 | Email: | [casework@ico.org.uk](mailto:casework@ico.org.uk) | <https://ico.org.uk/global/contact-us/> |