



Derry City & Strabane
District Council
Comhairle
Chathair Dhoire &
Cheantar an tSrátha Báin
Derry Cittie & Strábane
Destrict Cooncil

Pavement Café Licence Application

Use this form to apply for a pavement café licence during the Covid-19 pandemic.

Pavement café licences are currently free and are issued for an initial term of 6 months

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 or by telephone on 028 71253253

(* delete as appropriate)

Applicant Details

Name:	Telephone No:
DOB:	Mobile No:
	Email:
Address:	
Postcode:	
Designation: Owner / Director / Manager / Other (please state):	

Premises Details

Premises Type:
Premises Name:
Address:
Postcode:

Proposed Days and Hours of Operation of the Pavement Café

Days:	Hours	
	From:	To:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Alcohol consumption details

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 yes, is the premises a:				
Public House	Off Sales	Restaurant	Hotel	Guest House with Restaurant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details of the proposed licensed café area:

Is the pavement café: i) directly outside (adjacent to) OR ii) remote from* the premises?	
If remote, where is the location?	
Length of proposed café area (m)	Depth of proposed café area (m)
Width of existing footpath (m)	
Is the area within 10m of a road junction? Yes / No*	Distance to road junction in metres:

Note:

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**, scale of 1:1250 showing the location of the premises, shown by a red line, so the application site can be clearly identified
- a **site plan**, scale of not less than 1:100, detailing the dimensions and layout of the proposed pavement café area and the relationship between the pavement café area and the streetscape

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 barrier or enclosure will surround the pavement café area?	
Height of barrier or enclosure (m):	Will a tap rail be provided to the barrier? Yes / No*

Documentation required

The following documents must be submitted with your completed application form:	Enclosed	Not applicable
Location Plan: to a scale of 1:1250, showing the location of the premises, shown by a red line, so the application site can be clearly identified		
Site Plan: to a scale of not less than 1:100 showing access points, building lines, boundaries, kerbs, table and chair arrangement, bins, lighting, trees, other items.		
Details of the furniture, including photographs, manufacturers' brochures, etc.		
Risk assessment / Management plan (required for remote pavement cafes)		

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.	<input type="checkbox"/>
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	<input type="checkbox"/>
I confirm that public liability cover (minimum £5 Million) will be in place for the licensed area for the duration of the licensed period	<input type="checkbox"/>

Signature of Applicant: _____

Date: _____

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

Privacy Notice

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

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

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 data 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

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

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>