

Official use only:

Date received

Payment received

Case Ref:



**LONDON BOROUGH OF SUTTON  
APPLICATION FOR A PAVEMENT CAFE LICENCE - RENEWAL  
LONDON LOCAL AUTHORITIES ACT 1990 (as amended)**

**DECLARATION FORM**

**If there are no changes to be made to your licence**, you must complete this form and send it to the address shown at the end of this document. You must also pay the required fee.

**If you wish to make changes to the tables and chairs you place on the highway**, please complete and submit a NEW application form.

**If the person named on the licence has changed or you are a new owner**, please complete and submit a NEW application form.

**I wish to apply for the renewal of the current licence held for:**

**1. Trading name of business**

**2. Business address** (including postcode)

**3. Business email address**

**4. Business telephone number**

**Personal details** (licence is held in the name of an individual and cannot be held in a company name)

**1. Full name of licence holder**

**2. Home address** (including postcode)

**4. Email address**

**5. Telephone number**

**Declarations:**

**I am not seeking any variation to the existing licence and declare there are NO changes to the following:**  
(please tick the boxes)

1. Current licence holder(s)

☐

2. Tables and chairs to be placed on the highway

☐

**Signature:**

**Print Name:**

**Date:**


### London Borough of Sutton applicants:


The completed application should be sent to:-


**London Borough of Sutton, Licensing Team, 24 Denmark Road, Carshalton, SM5 2JG.**

Alternatively you can send a scanned PDF copy of your application to [licensing@sutton.gov.uk](mailto:licensing@sutton.gov.uk)

#### **The following Payment Options are available:**

 **Online:** Debit and Credit Card payments can be made using our online payment facility at [https://www.sutton.gov.uk/info/200466/pay\\_for\\_it](https://www.sutton.gov.uk/info/200466/pay_for_it)

 **Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8770 5000, selecting options 5 then 2

 **Post:** Cheques or postal orders should be made payable to 'Sutton Council'

**Please note any statutory consultation periods will not commence until payment has been made and we have received your application form. It is your responsibility to contact us if you experience a problem in paying for your application.**

### **Freedom of information**

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request. To comply with financial regulations, details of license holders may also be disclosed to authorised Government agencies

### **IMPORTANT NOTES**

- A Pavement Café Licence is held by an individual rather than a limited company. This is a requirement of the legislation.
- A Pavement Café Licence is not transferable and should the licence holder leave the premises a new application would be required.
- Traders outside of the designated Sutton Town Centre area cannot apply for a pavement café licence and should instead apply for a shopfront licence.
- A copy of the current pavement café licence conditions are available on the council's website and will be provided with any licence granted.
- If granted the licence lasts for 6 months (01 Apr-30 Sept / 01 Oct-31 Mar) or part thereof. A fast track renewal application is available to existing licence holders for those premises that have traded without cause for concern.

### **HOW DO I APPLY TO RENEW A LICENCE?**

By completing the application form and submit it to us along with the required fee and the required additional documentation. Applications can be submitted electronically.

### **HOW MUCH DOES A LICENCE COST?**

Please refer to the council website or email us at [licensing@sutton.gov.uk](mailto:licensing@sutton.gov.uk) for the list of current fees.

### **WHAT ADDITIONAL STEPS MUST I TAKE?**

You are required to keep the following documents on site and have them available for inspection:

- **Insurance:** Evidence of £5m Public Liability Insurance Cover. This can be individually held or can be held by a limited company.
- **Licence:** The licence we issue needs to be kept and displayed on the premises.