

Guidance notes for the application process

Completing the application

Please make sure you complete all of the boxes on the application form and add as much detail as possible. Failure to do so could mean your application could take longer to process.

Planning permission

Separate planning permission is not required once the licence has been granted.

Days and times

You must state the times of the day for which you are seeking a licence. On the relevant page please specify times for each day of the week.

E.g. Mondays 08:00 to 20:00

Please note that times must be entered in the 24hr format.

Furniture details

Please make sure you enter the number and dimensions of the tables, chairs or benches that you will be using. You must also provide any details of any other street furniture such as planters, barriers etc. that you may wish to use.

Date of application

This is the date that you will be submitting your application to the Licensing team. The consultation period of 7 days will start the day after you have submitted the application. This is also the day you will need to place your public notice on the premises.

Declarations

Please make sure you read the declarations box and sign the application form.

Right to work

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Please ensure you enclose a copy of your passport or birth certificate when you submit your application.

Submitting the application

When you are ready to submit the application please ensure you also submit the following otherwise the application will not be valid:

- *Completed application form*
- *Proof of the applicants identity and right to work (e.g. copy of passport)*
- *Evidence of the right to occupy the premises (e.g. the lease)*

- *Plan of the location of the premises, this should be outlined using a red line so the application site can be clearly located*
- *Plan of the area you wish to be licensed*
- *Risk assessment demonstrating how the applicant will manage social distancing and the conflict between pedestrians using the footway, those using the tables and those queuing to access the premises*
- *Photograph of the public notice displayed at the premises*
- *Photographs or brochures of the furniture you will be using on the pavement*
- *Public liability insurance up to the value of £5 million*
- *Payment of £100 cheques made payable to TMBC*

Please submit the application form, documents and proof that the application fee has been paid to: licensing.services@tmbc.gov.uk

Public notice and consultation period

Public notice

The public notice must be displayed on the premises from the day you submit your application although the consultation period will not start until the day after. A template for the public notice can be found under Appendix 1 of the Pavement licence policy which is published on Tonbridge and Malling's Website.

Consultation period

The day after you have submitted your application is the day the consultation period starts. The consultation period is 7 days. During this consultation period the Licensing team will consult with:

- *Kent Police*
- *Kent County Council Highways*
- *Environmental Health/Protection*
- *Economic Regeneration Officer*
- *Planning*
- *Councillors of the ward where the premises is located*
- *Town or Parish Council*
- *Estate Manager*
- *Waste services*

Members of the public may also make comment regarding the application.

Determination and issue of licence

Once the 7 day consultation period has ended Licensing have 7 days to determine the application. During these 7 days any representations received from those consulted or members of the public will be taken into consideration whilst determining the application.

Options available to Licensing are as follows:

- *grant the licence in respect of any or all of the purposes specified in the application*
- *grant the licence for some or all of the part of the highway specified in the application, and impose conditions, or*
- *refuse the application.*

Standard and national conditions will be placed on all licences. These conditions can be found on the webpage for street paving licences.

If the licence is granted it will remain in force until **30th September 2021**

If you have any further queries please do not hesitate to contact Licensing on 01732 876368 or email licensing.services@tmbc.gov.uk

List of Consultees

<p>Kent Police Licensing Coordinator Community Safety Unit Tonbridge & Malling Borough Council Gibson Drive Kings Hill West Malling Kent ME19 4LZ</p> <p>west.division.licensing@kent.pnn.police.uk</p> <p>Tel: 01732 379255</p>	<p>Kent County Council Highways Streetworks – Mid Kent Highways Asset Management Kent County Council Aylesford Highways Depot St Michaels Close Aylesford Kent. ME20 7BU</p> <p>streetworksmid@kent.gov.uk</p>
<p>Planning Tonbridge & Malling Borough Council Gibson Building Gibson Drive Kings Hill West Malling Kent ME19 4LZ</p> <p>planning.applications@tmbc.gov.uk</p> <p>Tel: 01732 844522</p>	<p>Waste Services Tonbridge & Malling Borough Council Gibson Building Gibson Drive Kings Hill West Malling Kent ME19 4LZ</p> <p>Waste.Services@tmbc.gov.uk</p> <p>Tel: 01732 844522</p>
<p>Environmental Health Tonbridge & Malling Borough Council Gibson Building Gibson Drive Kings Hill West Malling Kent ME19 4LZ</p> <p>environmental.protection@tmbc.gov.uk</p> <p>Tel: 01732 844522</p>	<p>Estates Manager Tonbridge & Malling Borough Council Gibson Building Gibson Drive Kings Hill West Malling Kent ME19 4LZ</p> <p>Tel: 01732 844522</p>
<p>Economic Regeneration Officer Tonbridge & Malling Borough Council Gibson Building Gibson Drive Kings Hill West Malling Kent ME19 4LZ</p> <p>Tel: 01732 844522</p>	<p>Relevant Town or Parish Council</p> <p>Relevant Ward Councillors</p>