

Rochford District Council, Licensing Unit, 3-19 South Street, Rochford, Essex SS4 1BW
Phone: 01702 318036/318058 Fax: 01702 545737

Application for Grant or Renewal of a Pavement Permission

I (full name):	
Date of birth:	Place of birth:
Address:	
Phone number:	
HEREBY MAKE APPLICATION for the grant of a Pavement Permission in accordance with Section 115E of the Highways Act 1980.	
Permission No: (for renewal only)	Date of expiry:
The address from which I wish to trade is:	
of which I am the <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> occupier	
The articles that I wish to place on the highway are (description):	
between the hours of _____ and _____ on (days)	
I enclose: <input type="checkbox"/> 2 passport sized photographs of myself (for grant only) <input type="checkbox"/> 2 copies of site plan to a scale not less than 1:100 (for grant only) <input type="checkbox"/> Copy of current public liability insurance in the sum of £5,000,000 <input type="checkbox"/> A cheque in the sum of £ 250.00 in respect of the fee payable (all applications)	
Signed:..... Dated:	
Note: It is an offence to make a false statement in or in connection with this application punishable on conviction by a fine not exceeding £1000	

Notes

1. Persons under 17 years of age may not apply for a Pavement Permission.
2. Details of the application will be sent for comment to Police, Highways and Planning Authorities, the local Town / Parish Council and adjacent frontagers and advertised at or near the premises by way of a notice being affixed by the Council for a period of 28 days from the date of the application being received.
3. If objections are received, you will be informed so that you can take whatever action you feel appropriate to resolve them. Where objections are received that cannot be resolved, you will be given the opportunity to make either written or oral representations as to why the application should be granted.
4. Where you wish to make oral representations, a hearing will be arranged before an Appeals Committee made up of Council Members before which you and persons making representations will be given the opportunity to attend and give evidence.
5. The Council may:
 - a. Grant an application for a period not exceeding 12 months.
 - b. Apply such conditions as it considers reasonably necessary to the grant or renewal of a Permission, including conditions to prevent obstruction of the street, danger to persons using it or nuisance or annoyance
 - c. Vary the conditions at any time.
 - d. Refuse an application.
 - e. Revoke a Permission at any time
6. There is no appeal against the decision of the Council.
7. An application for grant of a Permission must be accompanied by: -
 - a. A plan of the proposed trading site, including the proposed position of the vehicle/trailer/stall/container, drawn to a scale no less than 1:100
 - b. Two passport size photographs, one of which has been endorsed as being a true likeness of the applicant
8. All applications must be accompanied by the fee.
9. An application for renewal of a Permission should be made no later than 14 days before the expiry of the previous Consent and must, in any case, be made no later than the expiry date of the previous licence in order for trading to be carried on during the renewal process.
10. Applicants must provide evidence of third party liability in the sum of £5million before issue of a Pavement Permission.