

## Business and Planning Act 2020

### APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE



All applications to be emailed to [licensing@cornwall.gov.uk](mailto:licensing@cornwall.gov.uk)

SECTION 1: APPLICANT DETAILS (INDIVIDUAL APPLICANTS)	
Title	Miss
First name(s)	Justine
Surname	Bennison
Home address* (including postcode)	
Email address*	
Phone numbers* (include home & mobile)	
*Please note applications will be published on the Council's website, however personal details include home address, email and phone numbers will be removed before publishing.	

SECTION 2: APPLICANT DETAILS – OTHER APPLICANTS (e.g. companies)	
Name	Bean Coffee Shop
Registered address (including postcode)	6 Fore Street Liskeard PL143JB
Registered number (if applicable)	
Phone numbers (include daytime & mobile)	
Email address	
Phone numbers (include daytime & mobile)	

SECTION 3: BUSINESS PREMISES DETAILS	
Trading name	Bean Coffee Shop
Postal address (including postcode)	6 Fore Street Liskeard PL14 3JB

**SECTION 4: USE OF THE BUSINESS PREMISES**

4.1 Which of the following is the above business premises used for? (please select ONE of the following options) by marking X in the box.

Use as a public house, wine bar or other drinking (i.e. alcohol) establishment	
Other use for the sale of food or drink for consumption on or off the premises	YES
Both of the above uses	

**SECTION 5: AREA OF HIGHWAY PROPOSED TO BE USED**

5.1 Please provide a description of the area of the highway to which this application relates. Please note plans will also need to be provided showing the proposed area to be covered by the Pavement licence in relation to the highway, which is either to scale or includes measurements. In addition, a plan clearly showing the layout/positioning of furniture to be used must be provided.

Application is for Bean Coffee Shop, 6 Fore Steet, Liskeard, Cornwall, PL143JB.  
 2 x Table and 8 chairs AND approx 4 Cornish Tea advertising swing boards (please see photo of one provided) . Advertising agent (ie Cornish Tea) may be changed if the shop decides to use alternative supplier.  
 To occupy 4.5m across the front of shop and protruding a maximum of 2.2m (depending on the location of customer chairs) into Fore Street, leaving free space of 2.5m across rest of Fore Street

**SECTION 6: COMPLIANCE WITH STATUTORY GUIDANCE & CONDITIONS**

6.1 Please explain how you will be able to comply with the statutory guidance regarding the mandatory 'no obstruction' condition, particularly with regard to mobility impaired and visually impaired people? Here a link to the [Government Guidance](#)

Advertising swing boards will steer people around tables. Minimal area of highway taken up, Tables are against shop front, not in middle of street. To occupy no more than 2.2m across Street leaving 2.5m for people/traffic to pass

6.2 Once the furniture is in place, what will be the remaining width of footway between the edge of the footway and the furniture? (local condition 7 states there should be a minimum of 1.5 metres although in busy streets, there may be a requirement for a greater width)

2.5m remaining across street

6.3 Please also explain how you will comply with the smoke-free seating condition and other general conditions of licence?

As a distance of 2 metres cannot be achieved between tables both tables will need to be smoke free, under the smoke free seating condition

No smoking signage to be displayed in accordance with Smoke-free Regs 2012 (see attached photo)

No ash trays to be provided or permitted to be left on tables or chairs.

**SECTION 7: RELEVANT PURPOSE THE APPLICATION RELATES TO:**

7.1 Which of the following relevant purposes do you wish to put furniture on the highway for? (please select all relevant boxes by marking X)

Consumption of food	X
Consumption of non-alcoholic drinks	X
Consumption of alcohol	
Sale of food	X
Sale of non-alcoholic drinks	X
Sale of alcohol	

If alcohol or late night refreshment is to be provided, separate permissions may be required under the Licensing Act 2003.

**SECTION 8: DAYS AND TIMES**

Please note it is intended that licences issued will last for a maximum of 2 years.

An application fee is payable and a licence fee depending on length of licence. Please note the application fee will not be refunded if your application is unsuccessful.

8.1 During what times do you propose to place furniture on the highway on each of the following days: Please use the 24hr clock, e.g. 10:00 to 20:00.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	9.00	9.00	9.00	9.00	9.00	9.00	
To	15.00	15.00	15.00	15.00	15.00	15.00	

8.2 Period of licence requested  
(2 years is the maximum)

Start Date 16/2/26

End Date 16/2/27

**SECTION 9: DESCRIPTION OF FURNITURE TO BE PLACED ON THE HIGHWAY**

9.1 Please provide a description and the volume of furniture proposed to place on the highway (photographs of the proposed furniture must accompany this application). All furniture must be removable (i.e. not permanent fixed structures). Furniture must be stored away during the times that they are not included on any Pavement Licence. Furniture which may be used:

- counters or stalls for selling or serving food or drink;
- tables, counters or shelves on which food or drink can be placed;
- chairs, benches or other forms of seating; and
- umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.

Please be mindful of people who may be visually impaired – it may be appropriate that barriers or enclosures would be expected depending on the location/volume of furniture.

The plan is for 2 tables and up to eight chairs. with a parasol attached to each table, up to four swing signs advertising products sold and acting as guides for customers to follow.

9.2 Where will the furniture and associated items be stored outside of the permitted hours of use?

**Either inside the shop or to the rear of the premises**

#### **SECTION 10: PUBLIC LIABILITY INSURANCE**

The licence holder is required to indemnify Cornwall Council against all claims, injuries or accidents whatsoever and provide evidence of insurance providing cover up to £5million for any one incident for the full period of the licence.

10.1 Do you currently have public liability insurance?

Yes

If YES, please provide a copy.

If NO, please note this can be produced if a licence is approved; you must have public liability insurance prior to using the area requested. Failure to produce evidence of insurance on issue of licence may result in your licence being revoked.

#### **SECTION 11: EXISTING OR PENDING TABLES & CHAIRS LICENCE**

11.1 Do you already hold a Pavement Licence or a Tables & Chairs Licence or an application pending? NO

11.2 if yes, please provide details.

#### **SECTION 12: ADDITIONAL DETAILS**

12.1 Please provide any additional information which is relevant to your application (if applicable)

#### **SECTION 13: APPLICANT CHECKLIST / SUPPORTING DOCUMENTS**

Please 'X'

Proof of Public Liability Insurance if currently in force  
(must be produced prior to operating)

X

Please note that your application will not be considered complete and the public consultation period of 14 days will not begin unless all of the following documents and fee (if applicable) have been submitted with your application: -

A plan clearly showing the proposed area to be covered by the Pavement licence in relation to the highway, which is either to scale or includes measurements	
A plan clearly showing the layout/positioning of furniture to be used	
Photos or brochures showing the proposed type of furniture to be used	
Application/Licence Fee - Please use this link to make payment online <a href="https://secure.cornwall.gov.uk/form/auto/licen_temp_pavement">https://secure.cornwall.gov.uk/form/auto/licen_temp_pavement</a>	
A list of fees is available here: <a href="#">Licensing fees - Cornwall Council</a>	

#### SECTION 14: PRIVACY NOTICE

**How we will use the information about you?** The Council has a general discretion to grant a Pavement Licence. We will use the information to consider if a licence can be issued, renewed or remain in force. We may use your contact details to provide you with information or to ask your views on certain matters. This could include for example:- changes in law, policy, or procedures. Provision of training & seminars. Seeking views on customer satisfaction.

**Who else will we share your information with?** We will use your information in relation to your application and any licence issued - this may include checks with internal and external partners as follows:-

Police, Fire, Town/Parish Council, Cornwall Councillors, Chambers of Commerce, Business Improvement Districts, Localism (Community Link Officers), Disability Groups, Highways, Planning, Community Safety, Licensing Compliance, Trading Standards, Environmental Health, Health & Safety, Public Health, Harbour Authority, Environment Service, Parking Services, Street Works, Waste Management, Legal Team, Council's Licensing Act Committee/Pavement Licence Sub-Committee.

Cornwall Council is under a duty to protect the public funds it administers. To this end we may use the information you have provided on this form for the prevention and detection of fraud. We may share your information with bodies who audit or administer public funds. This would include the Police and the Department for Work and Pensions.

Information is also provided to Government Cabinet Office under its National Fraud Initiative. For further information see [www.cornwall.gov.uk/nfi](http://www.cornwall.gov.uk/nfi)

**Safeguards.** Your data will need to be held within Cornwall Council's secure network and premise. It will not be processed outside of the UK, the EEA. Access to your information will only be made to authorised members of staff. Staff are must process it for the purposes outlined in this privacy notice.

**How long will we keep this information for?** Your information will need to be kept for 3 years. This is from the date you last accessed the service, or, for 3 years after any licence issued ceases to have effect.

**What are my data rights?** Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you (in a commonly used electronic format if you wish). If you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)

- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

**How do I exercise these rights?** If you would like to access any of the information we hold about you. If you have concerns about the way we have processed your information, please contact:- Simon Mansell, Data Protection Officer Assurance, Cornwall Council, County Hall, TRURO, TR1 3AY. Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

## SECTION 15: BUSINESS SUPPORT

Our **Business Regulatory Support Service** is your first point of contact for business support across environmental health, trading standards, fire, planning, building control and licensing. This service offers a wide range of regulatory support and advice. Whether you are a new or established business, or looking to invest in Cornwall, we can help you with your regulation enquiries to ensure you are compliant with the law. This service aims to help you save time, money and get it right first time.

Our services include free signposting as well as business support packages (charged at cost price).

If you have not completed this section on one of our forms in the last 12 months then please answer the following questions:-

Do you wish to receive information about our regulatory support products, services & legislative updates?

Yes  No

If you have ticked "Yes", please indicate which forms of communication you would prefer:

Post  Email  Phone

In addition we can offer (when available) SMS/Text

By opting in you are giving consent on behalf the business (not as an individual).

If you have ticked any of the boxes you have the right to withdraw consent at any time. To do so please email us on [licensing@cornwall.gov.uk](mailto:licensing@cornwall.gov.uk) or call 01872 324210

## SECTION 16: DECLARATIONS BY APPLICANT

I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted.

I understand I must hold and maintain public liability insurance up to a value of £5million.

I understand my application will not be considered to be complete until all the required documents and information have been provided and the application fee has been paid.

I understand that the application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud.

I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

I understand a person who applies for a pavement licence is to be taken to have agreed that the applicant's address for the purposes of such communications is the address incorporated into, or otherwise logically associated with, the person's application.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I understand that by inserting my full name below, I am agreeing that my electronic signature is the legal equivalent of my manual signature on this application form.

Full name	Justine Bennison	Date	04/02/2026
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Please email completed application form together with accompany documents to [licensing@cornwall.gov.uk](mailto:licensing@cornwall.gov.uk)