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BUSINESS AND PLANNING ACT 2020 APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE

1. APPLICANT DETAILS

Name of applicant: **Coffee Cup**
(persons/s/company who will be considered the licence holder)

Address: **37 Castle Street, Portchester**
(registered office if applicable)

Post Town: **Fareham**

Post Code: **PO16 9PZ**

Phone (Home):

Phone (Mobile):

Email: **info@coffeecupportsmouth.co.uk**

2. BUSINESS PREMISES DETAILS

Premises Name: **Coffee Cup**

Address: **97A London Road**

Post Town: **Waterlooville**

Post Code: **PO7 7EQ**

Pavement Licence Number, if previously licensed.
N.B The Licence, when granted, is personal to the named licensee/business and cannot be re-assigned. If the named licensee/business changes, a new licence will be required and the appropriate fee will be charged.

PL

Premises Licence number issued under the Licensing Act, if any

HPR or HPN

Which of the following is the premises used for?

Use as a public house, wine bar or other drinking establishment

Yes ☐

Other use for the sale of food or drink for consumption on or off the premises

Yes ☒

Both of the above uses

Yes ☐

3. AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway adjacent to the premises to which this application relates. Please note that you are required to submit a location plan scale 1:1250 and licensed area plan scale 1:100 with your application.

Area in front of and down the side of the shop.

I confirm that the owner of the land is Hampshire County Council.

If the land is owned by Havant Borough Council, you will need consent from the Property Team.

If the land is owned by a private landowner, you will need consent from that landowner.

Yes ☒ No ☐

4. DIMENSIONS FOR THE AREA REQUIRED

LENGTH in metres:

2m front of shop and 2m side of shop

WIDTH in metres:

4m front of shop 11m side of shop

AREA in metres squared:

30 approximately

5. RELEVANT PURPOSE THE APPLICATION RELATES TO

Which of the following relevant purposes do you wish to put furniture on the highway for?

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises.

Yes ☐ No ☐

For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises.

Yes ☒ No ☐

Both of the above purposes.

Yes ☐ No ☐

Is it intended for any other sales to take place on the Highway?

If Yes, you may require Street Trading Consent from Havant Borough Council.

Yes ☐ No ☒

6. DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days:

Please use the 24hr clock.

Mondays

07:00 to 18:00

Fridays

07:00 to 18:00

Tuesdays

07:00 to 18:00

Saturdays

07:00 to 18:00

Wednesdays

07:00 to 18:00

Sundays

08:00 to 16:00

Thursdays

07:00 to 18:00

7. FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture and how many you propose to place on the highway (ie tables, chairs, umbrellas, barriers, stall etc)

Tables and chairs and possible barriers.

8. CHECKLIST

I confirm that I have:

Attached a location plan, scale 1:1250 which:

1. Indicates the position of proposed furniture in relation to the premises and
2. The position in relation to any other premises

Please read guidance notes regarding how to obtain a plan.

Yes ☒

Attached a licensed area plan, scale 1:100, (including measurements) showing the extent of the furniture to be placed on the highway which indicates the proposed siting of the furniture within the area showing smoking and non-smoking areas where relevant.

Please read guidance notes regarding how to obtain a plan.

Yes ☒

Attached photos/brochures showing the proposed type of furniture.

Yes ☒

Supplied a copy of my Third Party Public Liability Insurance confirmation in the sum of £5 million.

Yes ☒

Understood that my application will not be complete until all the above documents have been submitted and the application fee has been paid. Licensing will contact you with any outstanding requirements before taking telephone payment and confirm whether the application is complete. Fees can be found at <https://www.havant.gov.uk/budgets-and-spending/prices-council-services>

Yes ☒

Understood that the white public notice in connection with this application must be displayed in a prominent place in the front window of my premises for 14 days beginning the day after a complete application is submitted. I will provide photographic evidence that this has been done.

Yes ☒

Noted the guidance at [Pavement licences: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/pavement-licences-draft-guidance)
<https://www.gov.uk/government/publications/pavement-licences-draft-guidance>

Yes ☒

Signed the declaration below.

Yes ☒

9. DECLARATION BY APPLICANT

I declare that I have checked the information on this application and to the best of my knowledge and belief it is correct. I understand that I must undertake to comply with the legislation, byelaws, policy and conditions of licence as are now, or may hereafter be in force, for regulating pavement licences with Havant Borough Council.

Signature:

Print Name:

Date:

05/12/2025