

## Privacy Statement

Havant Borough Council need to process your data to comply with a legal obligation primarily under the Business and Planning Act 2020. You have a number of rights on how your data is used, including the right to object, for more information on your rights see: <https://www.havant.gov.uk/privacy-policy>



Public Service Plaza,  
Civic Centre Road,  
Havant, Hampshire,  
PO9 2AX  
T 023 9244 6019  
[www.havant.gov.uk](http://www.havant.gov.uk)

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

1. APPLICANT DETAILS	
Name of applicant: <b>Costa Limited</b> (persons/s/company who will be considered the licence holder)	
Address: <b>3 Knaves Beech Business Centre, Davies Way, Loudwater,</b> (registered office if applicable)	
Post Town: <b>High Wycombe</b>	Post Code: <b>HP10 9QR</b>
Phone (Home): <b>[REDACTED]</b>	Phone (Mobile): <b>[REDACTED]</b>
Email: <b>[REDACTED]</b>	

2. BUSINESS PREMISES DETAILS	
Premises Name: <b>Costa Coffee</b>	
Address: <b>Meridan Centre, 16 West Street</b>	
Post Town: <b>Havant</b>	Post Code: <b>PO9 1UW</b>
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.	<b>PLHAD A PERMIT PREVIOUSLY</b>
Premises Licence number issued under the Licensing Act, if any	<b>HPR or HPN</b>
Which of the following is the premises used for?	
Use as a public house, wine bar or other drinking establishment	Yes <input type="checkbox"/>
Other use for the sale of food or drink for consumption on or off the premises	Yes <input checked="" type="checkbox"/>
Both of the above uses	Yes <input type="checkbox"/>

### 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.

**Meridan Centre**

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**

WIDTH in metres: **1.8M**

AREA in metres squared: **3.6m**

### 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	<b>0800 to 1730</b>	Fridays	<b>0800 to 1730</b>
Tuesdays	<b>0800 to 1730</b>	Saturdays	<b>0800 to 1700</b>
Wednesdays	<b>0800 to 1730</b>	Sundays	<b>0800 to 1700</b>
Thursdays	<b>0800 to 1730</b>		

## 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)

**There will be 5 tables, and 12 chairs and fabric barriers as indicated on the plan attached, although only 1 table / 4 chairs will be on the highway as the others are within a private demise**

## 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:	18/06/2024