

Pavement licence procedure

1. Email enquiry received
2. Respond to email attaching Application form, Site Notice and Link for payment (https://www.royalgreenwich.gov.uk/forms/form/553/en/draft_street_trading_payments)
3. Applications are consulted upon for 14 days, starting the day after the day on which receipt of payment and a valid application along with all the relevant supporting documents has been received.
4. We are required by law to consult with the Highways Authority. In addition, to ensure that there are no detrimental effects from the application, we will also consult with: Planning, Police, Safer Spaces, Licensing, London Fire Brigade, Ward Councillors, Food safety team or whoever needs to be informed.
5. Once all responses are received, a decision can then be made. Beginning the day after submission of an your application, a 14 days consultation period will commence, during which time the public will be able to make representations regarding the application.
6. Following this, the Council will have 14 days to make a determination on the application.
7. If the Council has not made a decision within 14 days, the licence will be deemed to be granted for 2 years.
8. If granted, then a licence card and conditions should be sent to the client with all relevant details i.e. days and times licence will be valid and the licence expiry date.

Guidance notes:

Pavement licences are presently granted primarily under Part 7A of the Highways Act 1980. The fee varies between local authorities. The new process provides a cheaper, easier and quicker way for businesses to obtain a licence. The fee for applying for a licence under the new process, is capped at £500 for a new application and the consultation period is 14 working days (excluding public holidays) starting the day after the application is sent electronically to the authority.

If the local authority does not determine the application before the end of the determination period (which is 14 working days beginning with the first day after the end of the public consultation period, excluding public holidays), the licence is deemed to have been granted for 2 years and the business can place the proposed furniture such as tables and chairs within the area set out in the application for the purpose or purposes proposed.

Renewal process

1. One month prior to current Pavement Licence expires, all licensees must be emailed notifying them of the date that their current licence expires. The email must also contain the link to make payment, a renewal form and a new condition form for signing. For renewals the fee is £350.00 for a year.
2. Upon receipt of confirmation of payment, completed renewal form and signed condition form, a renewed licence is printed, and authorised/signed by Markets and Street trading manager.

3. All scanned documents are to be added to trader's folder, and tracker spreadsheet updated.
4. A scanned copy of licence is emailed to licensee/agent/solicitor.
5. A laminated hard copy is posted to business owner.