APPLICATION FOR A PAVEMENT LICENCE

BUSINESS AND PLANNING ACT 2020

Please read the notes on page 4 before completing this form

Type of application: **New** ☐ **Renewal** x☐x

SECTION 1a: APPLICANT DETAILS – INDIVIDUAL APPLICANTS		
Title:	First name(s):	Surname:
Postal Address:		
Phone (daytime): 07903775595	Phone (Mobile):	
e-mail address: bcc@blackgoocoffee.co.uk		

In the case of a partnership, please add separate sheet(s) confirming the above details for all parties

SECTION 1b: APPLICANT DETAILS – OTHER APPLICANTS (e.g. companies)	
Name: BG Thame Ltd	
Registered Address: 7-8 Portmill Ln, Hitchin Post Code: SG5 1DJ	
Phone (daytime): [redacted]	Phone (Mobile):
e-mail address: [redacted]	
Registered number (where applicable): 13475696	

SECTION 2: BUSINESS PREMISES DETAILS	
Trading Name: Black Goo	
Postal Address: 14 Buttermarket, Thame Post Code: OX9 3EP	
USE OF THE BUSINESS PREMISES	
Which of the following is the above business premises used for? (please select **ONE** of the following options)	
Use as a public house, wine bar or other drinking establishment	x

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

SECTION 3: AREA OF HIGHWAY PROPOSED TO BE USED

Pavement area in front of the coffee shop

SECTION 4: RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	X
Both of the above purposes	

SECTION 5: 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, e.g. 10:00 to 20:00.

NB We will generally only grant permission from 08:00 to 21:00. If you wish to use the area outside of these hours, you must include details with your application as to how you will prevent nuisance to any nearby residents, for example a noise management plan.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Start	9:00	9:00	9:00	9:00	9:00	9:00	9:00
Finish	16:00	16:00	16:00	16:00	16:00	16:00	16:00

SECTION 6: FURNITURE TO BE PLACED ON THE HIGHWAY

We would like to use 4 small wooden tables and 8 wooden chair (2 chair at wach table). We will use metal barrier with branding on each side of pavement.

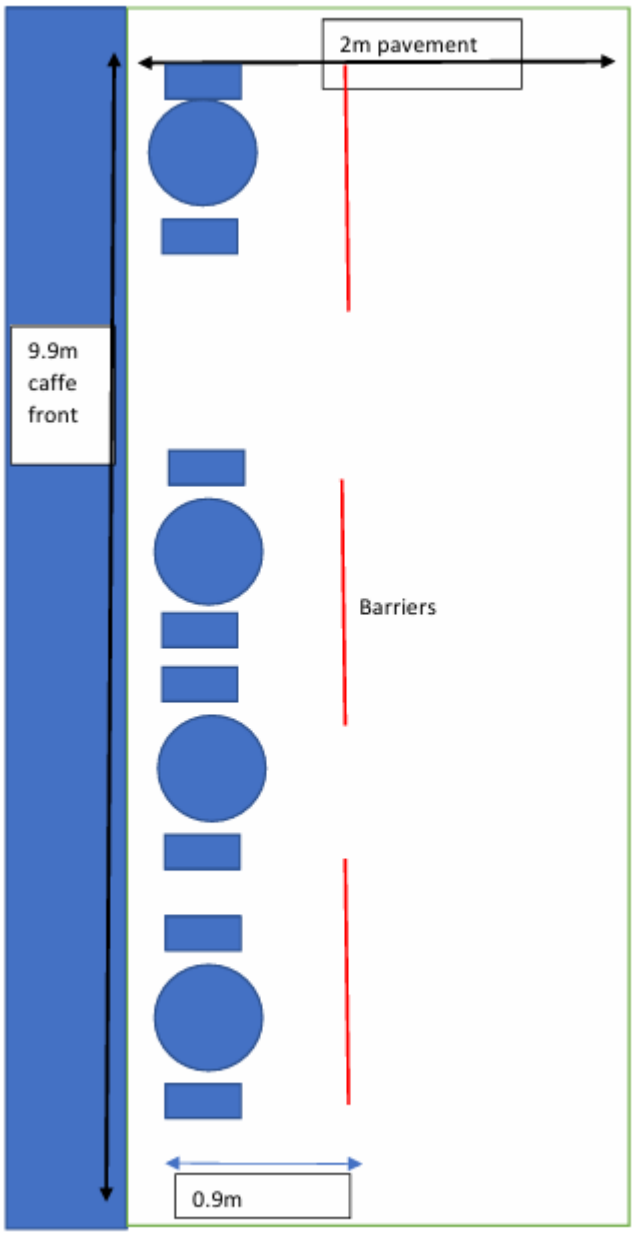
Do you intend to alter any of the building and/or frontage to accommodate this proposal?	**/ NO**

If YES, please give details:

SECTION 7: CONTACT DETAILS FOR CORRESPONDENCE (NB leave blank if same as applicant)		
Title: [redacted]	First name(s): [redacted]	Surname: [redacted]
Phone (daytime): [redacted]	Phone (Mobile): [redacted]	
e-mail address: [redacted]		

SECTION 8: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION	✓
Site plan to a suitable scale or with clear measurements showing: • proposed boundary of area to be covered by the pavement licence (**NB you must use a red line to indicate the area to be licensed**) • building and kerb lines • measurements of the clear space between the barriers around the licensed area and any obstacles or the edge of the pavement/road • furniture layout • location of barriers to separate the licensed areas from the rest of the highway • position of any lighting columns, litter bins, road signs or other existing street furniture	
Public liability insurance (for a minimum of £5 million cover)	
Noise management plan if pavement licence area to be used outside of the hours of 08:00 - 21:00	

SECTION 9: DECLARATION BY APPLICANT
I understand that I am required to display a notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so and to maintain the notice throughout the consultation period may lead to the revocation of any licence granted. I understand I must hold and maintain public liability insurance for a minimum of £5 million. I understand my application will not be considered to be complete, and the consultation period will not start, 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 deemed invalid, 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 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 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.
Signature [redacted]
Print Name: [redacted]
Date: 8th October 2026


2m pavement
9.9m
caffe
front
Barriers
0.9m

