



# Online forms

## Application for a Pavement Licence

[Homepage](#) | [Privacy statement](#)

**Mandatory fields:** Fields marked with an asterisk (\*) must be completed.

### SECTION 1: APPLICANT DETAILS. REFERENCE: WOD\_PAVLIC\_00059646

#### Contact details

Your name plus one or more contact methods are required in case we need to contact you regarding this form submission.

|              |                 |
|--------------|-----------------|
| Title *      | Please select ▼ |
| First name * | COSTA           |
| Last name *  | LIMITED         |
| Phone        | 01908 685 965   |
| Email *      |                 |

#### Applicant's postal address

Enter your street or postcode to find your address.

|                       |         |
|-----------------------|---------|
| Address search term * | LU5 5YG |
|-----------------------|---------|

Find your address

#### Your address (selected)

COSTA HOUSE,HOUGHTON HALL BUSINESS PARK,DUNSTABLE,LU5 5YG

### SECTION 2: BUSINESS PREMISES DETAILS

|                              |                     |
|------------------------------|---------------------|
| Application reference number | WOD_PAVLIC_00059646 |
| Trading name                 | COSTA COFFEE        |
| Licence cost                 | £100.00             |

#### Business premises postal address

Enter your street or postcode to find your address.

Address search term

OX28 6JH

Find your address

**Business premises postal address (selected)**

COSTA COFFEE, Unit 5, 5 Welch Way, Witney, Oxfordshire, OX28 6JH

Which of the following is the above business premises used for?  
(please select ONE of the following options)

Premises telephone number

Business premises use

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

Please provide a description of the area of the highway to which this  
application relates

**(NB you are also required to submit a plan with this application).**

Description of the area

USE OF THE PAVEMENT  
ADJACENT TO THE PREMISES  
FOR TABLES & CHAIRS - SEE  
PLAN

**SECTION 4: DAYS AND TIMES (please use 24h format hh:mm)**

|               | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------|--------|---------|-----------|----------|--------|----------|--------|
| <b>Start</b>  | 08:00  | 08:00   | 08:00     | 08:00    | 08:00  | 08:00    | 09:00  |
| <b>Finish</b> | 19:00  | 19:00   | 19:00     | 19:00    | 19:00  | 19:00    | 17:00  |

**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)

Furniture purpose

- ☐ 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  
☒ Both of the above purposes

### SECTION 5: FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway including:

- Quantity
- Brand
- Type and
- Materials

(please note you are required to provide photographs / pictures of the proposed furniture with your application)

Description of the furniture

2 TABLES AND 4 CHAIRS -  
SEE ATTACHED

Do you intend to alter any of the building and / or frontage to accommodate this proposal?

- ☐ Yes  
☒ No

### SECTION 6: CONTACT DETAILS FOR CORRESPONDENCE (NB leave blank if same as applicant)

Correspondence title

Please select ▼

Correspondence first name

VICKY

Correspondence last name

WONG

Correspondence telephone

01908685965

Correspondence email

[REDACTED]

Correspondence address

C/O GERALD EVE LLP II  
EXCHANGE SQUARE  
21 NORTH FOURTH STREET,

### SECTION 7: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

Photographs/pictures/brochure or similar of the furniture proposed to be used.

Site plan to a suitable scale (1:100 or 1:200) showing:

- property boundary and proposed boundary of area to be covered by the pavement licence (with a red line to indicate the area to be licensed)
- building line
- kerb line
- furniture layout
- points of access and egress
- position of any lighting columns, litter bins, road signs or other existing street furniture

#### Upload up to five associated files (e.g. plans and photos)

- Up to five files can be uploaded per form submission.
- The maximum file size is 1Mb so images may need to be re-sized before uploading.
- Allowed file formats: JPG / GIF / PNG / PDF.

|                  |                       |
|------------------|-----------------------|
| Uploaded file 01 | Table_Dimensions1.jpg |
|------------------|-----------------------|

|                  |                       |
|------------------|-----------------------|
| Uploaded file 02 | Chair_dimensions1.jpg |
|------------------|-----------------------|

|                |   |
|----------------|---|
| Uploaded files | 2 |
|----------------|---|

Your file was uploaded successfully.

Upload a file

#### SECTION 8: 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 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 agree - the above  
declaration is correct \*

☐

**Please ensure that your application is submitted with all supporting documents that are listed on the website. Failure to do this will result in your application being rejected.**

**Data Protection Statement:**

We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Confirm before submission