

IMPORTANT INFORMATION REGARDING PLANS OF THE AREA REQUESTED FOR PAVEMENT LICENCES

All plans that are submitted in support of your application must be of a certain standard. We require all plans to include the following:

- A clearly marked boundary of the area applied for.
- An accurate representation of the shape of the area applied for.
- Accurate measurements showing the size of the area applied for.
- Accurate measurements of all proposed items of street furniture (including planters).
- Accurate measurements of any proposed external food serving areas.
- Accurate measurements of the areas allowing appropriate distances to be maintained for pedestrians passing the premises outside of the proposed area (these measurements must take into account any permanently sited street furniture such as bollards, benches etc. and also any temporary street furniture that may already be in place and utilised by other premises).
- Accurate placement and measurements of proposed non-smoking seating area
- Clear indication that licence holders will provide a minimum 2 m distance between non-smoking and smoking areas, wherever possible.

All plans should be produced in such a way as to enable clear identification of the proposed area, and how that area sits within the larger local area immediately adjacent to the business applying for a licence.

Plans that are sketched or drawn freehand will not be accepted.

**Plans that do not comply with ALL the above will be
invalid. Your application will not be processed until a
valid plan is submitted.**