**Site Notice for display by an applicant for a Pavement Licence.**

Business and Planning Act 2020 part 1 (sections 1 to 10)

I/We (1), …………………………..

give notice that on (2), …………………..I/We applied to (3),Runnymede Borough Council for a ‘Pavement Licence’at:

(4),……………………………………………………….

known as (5), ………………………………………………………………………………………

The application is for: (6),

Any person wishing to make representations to this application may do so by writing, preferably by email, to: (7),

Runnymede Borough Council

Environmental Health Licensing Section

Runnymede Civic Centre

Station Road

Addlestone

KT15 2AH

[licensing@runnymede.gov.uk](mailto:licensing@runnymede.gov.uk)

by: (8), …………………………….

The application and information submitted with it can be viewed on the Council’s website at: (9),

<https://www.runnymede.gov.uk/article/14544/Current-licensing-applications>

Signed .........................................................

Dated (10), ……………………………………

**Guidance notes:**

Substitute the numbers with the following information:

*(1) name of applicant*

*(2) date the application is made (i.e. submitted)*

*(3) name of local authority*

*(4) postal address of premises*

*(5) name premises is known by*

*(6) brief description of application (e.g. outdoor seating to the front of the premises for serving of food and drink]).*

*(7)  address to which where representations can be sent (for example council  email address or via a council portal).*

*(8) last date for representations being the date 14  days after the date the application is submitted to the local authority (excluding public holidays)*

*(9) the place where the application and accompanying material  can be viewed (for example council website)*

*(10) date the notice was first displayed (must be the same date as (2))*