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

**Guidance notes:**

To complete the notice please delete the numbers and guidance text and replace with your following information:

*(1) name of applicant*

*(2) date the application is made (ie submitted)*

*(3) postal address of premises*

*(4) name premises is known by*

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

*(6) last date for representations being the date 5 working days after the date the application is submitted to the local authority (excluding public holidays)*

*(7) date the notice was placed (must be the same date as (2)*

**Pavement Licence Site Notice**

**[ClauseS 2] of the Business and Planning Act 2020.**

I/We ***(1) name of applicant),***

do hereby give notice that on ***(2) date of application*** [I/we] have applied to Waltham Forest Council for a ‘Pavement Licence’ at:

***(3) postal address of premises***

known as

***(4) name premises known by***

The application is for:

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

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

[street.trading@walthamforest.gov.uk](mailto:street.trading@walthamforest.gov.uk)

**postal address:**

Street Trading

Central library

206 High Street

Walthamstow,

London

E17 7JN

(Please note that hand written representations will not be considered if they are not received within five working days)

by: **(6) *last date for representations being the date 5 working days after the date the application is submitted to the local authority (excluding public holidays***

The application and information submitted with it can be viewed on the Council’s website.

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

Dated **(7) *date the notice was placed which must be the same date as the date of application***