**Annex A – Template Site Notice**

**Template  NOTICE**

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

**Section 2 Business and Planning Act 2020.**

I/We *(1),*

give notice that on *(2)* [I/we]applied to *(3)*for a ‘Pavement Licence’at: *(4)*

known as *(5)*

The application is for: *(6)*

Any person wishing to make representations regarding this application may do so by writing to: *(7)*

by: *(8)*

The application and information submitted is published …. (9).

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))*