

Quick application guidance for applicants

Once you have determined your business meets the criteria for a temporary fast-track pavement café licence by reading the Temporary Fast-Track Pavement Café Procedure document, follow the process below.

Making an application

Apply by sending the below information to pavementcafe@warrington.gov.uk

1. Your application – make sure that it is fully complete and signed
2. Proof of insurance liability – must be a policy and not a schedule
3. Suitable site plan – clearly showing the area to be utilised
4. Public notice (copy) – to be displayed on submission and for five working days after the day of submission (do not include bank holidays in this calculation)
5. Confirmation that the site public notice is in place – provide photo evidence

Please ensure that you are also registered as a food business.

Determining the application

Once the information is submitted, the council has 10 working days from the day after the application is made (excluding public holidays) to consult on, and determine the application.

This consists of five working days for public consultation, and then five working days to consider and determine the application after the consultation.

We aim to determine all applications within this period. However, if the application has not been determined within the 10 working day period, the application will be deemed to have been granted.

The designated officer can:

- grant the licence in respect of any or all of the purposes specified in the application
- grant the licence for some or all of the part of the highway specified in the application and impose conditions, or
- refuse the application (there is no right of appeal for a temporary licence)

Once a licence is granted, or deemed to be granted, the applicant will also benefit from deemed planning permission to use the land for anything done pursuant to the licence while the licence is valid.

A licence granted or deemed to be granted will not be valid beyond 30 September 2021.