PAC/4307/24

STRICTLY PRIVATE AND CONFIDENTIAL

PAVEMENT LICENCE APPLICATION

Horsham District Council

APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE (NEW & RENEWALS)

The Business and Planning Act 2020 (Pavement Licence)

Please complete all sections of the application form and provide the required documents as detailed within the checklist at the end of this form.

If this application is submitted and is incomplete and/ or documents are not provided or have expired, then your application will be rejected and returned to you.

The Council is not responsible for any delays in renewing the licence caused by the late or incomplete submission of any renewal application or none payment of correct fees.

The grant of a pavement licence on its own does not allow you to trade. You must apply for the following activities separately if applicable to your business:

- a premises licence if you're selling alcohol
- a club premises certificate if you're supplying alcohol
- a street trading consent if you're selling items in the street. This includes selling food or drink

If you have any questions relating to the application process or requirements, please refer to the Council's Licensing Policy (available at www.horsham.gov.uk). Alternatively please contact the Licensing Team directly via Licensing@Horsham.gov.uk

APPLICANT DETAILS

Title	Mr	**Full Name**	Cote Restaurant Group Limited
Address Including Postcode	Type text here 47c Kensington Court, London, W8 5DA		
Email Address	[redacted]	**Contact Telephone Number**	[redacted]
Contact details for the application if different to the above:			

PREMISES DETAILS

Trading Name:	Cote
Trading Location (full address):	1 East Street, Horsham, RH12 1HH
Premises Telephone Number:	01403 273859
Existing Pavement Licence Refence (Renewals only):	
Existing Premises Licence Refence (Licensing Act 2003) where applicable:	LI/08/0540/PREM

What is the premises used for:	Licensed Premises
Do you have a right to occupy the premises:	Yes

Proposed Trading Days and Times:

Day	Start Time	End Time	Further Details
Monday	11:00	22:00	
Tuesday	11:00	22:00	
Wednesday	11:00	22:00	
Thursday	11:00	22:00	
Friday	11:00	22:00	
Saturday	11:00	22:00	
Sunday	11:00	22:00	

Please list the relevant purpose(s) for which you wish to put furniture on the highway: (please tick as appropriate)	To sell or serve food or drink supplied from the premises, or in connection with the premises	
	For customers to consume food or drink supplied from the premises, or in connection with the premises	x
Is the business a registered food business? (if yes please provide existing registration reference)		

SITE LAYOUT

Description of the Area of the Public Highway the Application Relates to:	The furniture will be on East Street adjacent to the premises
What will be used to Delineate the Boundary of the Area to be used:	Barriers

A description of the furniture proposed to place on the highway:

Furniture Description	Quantity	Size (width, depth and height)
Counters or Stalls		
Tables	12	See photos
Chairs	28	See photos
Umbrellas	4	See photos
Barriers	8	See photos
Planters	2	See photos
Other (Please Specify):		

	• any additional evidence that shows how the furniture to be introduced is in accordance with national guidance regarding accessibility (such as use of good colour contrast, suitable physical barriers around chairs and tables and or other appropriate measures);	
	• any other evidence needed to demonstrate how any local and national conditions will be satisfied, including the 'no-obstruction' national condition.	
	• Payment of the fee, by debit or credit card.	

DECLARATION

I HEREBY make an application to Horsham District Council for the grant of a Pavement Licence subject to the Statutes, Regulations, Policies and Conditions relating to the same for the time being in force.

I declare that:

- I declare that I have checked the information on this application and to the best of my knowledge and belief it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued suspended or revoked.
- I understand that any application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.
- I declare that I have supplied all the appropriate supporting documentation listed in the checklist below, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.
- I understand that I must undertake to comply with the legislation, byelaws, policy, code of conduct and conditions of licence as are now, or may hereafter be in force, for regulating Pavement Licences.

Signature of applicant:	Poppleston Allen	**Date:**	15th July 2025

The information you provide on this form will be used by Horsham District Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Council is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided on this form for this purpose and share this information with other bodies responsible for auditing or administering public funds.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of. If you believe the data we process regarding you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (https://ico.org.uk)

Completed applications should be returned to:
Horsham District Council
The Licensing Team
Albery House
Springfield Road
Horsham
West Sussex
RH12 2GB

Alternatively you can scan and send your application by email with all supporting documentation to:
licensing@horsham.gov.uk

Measures to ensure a 2 metre clear walkway is maintained for pedestrians	Staff will ensure that the 2 metre clear walkway is maintained.
Proposed Storage of Furniture Outside hours of Licence:	Inside premises

PUBLIC LIABILITY INSURANCE

Valid public liability cover must be in place to the value of £10 million in respect of one incident

Insurance Provider:	QBE UK Limited	**Policy Number / Reference**	Y125054QBE0123A
Valid from:	20th June 2025	**Expiry date:**	19th June 2026

APPLICANTS CHECKLIST

Your application will not be accepted without all appropriate documentation:

Type of application	Required Document	Check Box
NEW & RENEWAL	A plan showing the location of the existing premises shown by a red line, so the application site can be clearly identified • a plan clearly showing the area of the highway proposed to be covered by the pavement licence (if granted), and, if not to scale, with measurements clearly shown. • The plan must show the positions and number of the proposed tables and chairs, together with any other furniture you wish to place on the highway. • The plan shall include clear measurements of, for example, pathway width/length, building width and any other existing fixed item in the proposed area such as a lamppost or bench • How the pavement licence area will be defined (e.g. barriers, to include size and type) • Details regarding the way in which any structures will be affixed in a safe, suitable and secure manner (such as gazebos, umbrella, marquee (including the provision of risk assessments and compliance with the Health and Safety at Work Act 1974	
	• photos or brochures showing the proposed type of furniture and information on potential siting of it within the area applied;	
	• (where applicable) reference of existing pavement licence currently under consideration by the local authority;	
	• A full risk assessment, stating how furniture will be affixed in a safe, suitable and secure manner (such as gazebos, umbrella, marquee (including the provision of risk assessments and compliance with the Health and Safety at Work Act 1974 https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm	
	• evidence of the right to occupy the premises e.g. the lease	
	• evidence that the applicant has met the requirement to give notice of the application (for example photographs of the notice outside the premises and of the notice itself)	
	• a copy of a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £10 million	
	• evidence that you / the applicant has met the requirement to give notice (site notice) of the application (for example photograph);	

VERLINGUE

To Whom It May Concern,

19th June 2025

RE: Better Taste Holding 1 Ltd
Our Reference: 48532828

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following covers are in place:

Employers Liability

Policyholder:	Better Taste Holding 1 Ltd and Subsidiary Companies
Insurer:	QBE UK Limited
Policy number:	Y125054QBE0123A
Cover period:	20th June 2025 to 19th June 2026
Indemnity limit:	£10,000,000 – Any one occurrence

Public Liability

Policyholder:	Better Taste Holding 1 Ltd and Subsidiary Companies
Insurer:	QBE UK Limited
Policy number:	Y125054QBE0123A
Cover period:	20th June 2025 to 19th June 2026
Indemnity limit:	£10,000,000 – Any one occurrence

Products Liability

Policyholder:	Better Taste Holding 1 Ltd and Subsidiary Companies
Insurer:	QBE UK Limited
Policy number:	Y125054QBE0123A
Cover period:	20th June 2025 to 19th June 2026
Indemnity limit:	£10,000,000 – Any one occurrence and in the aggregate

A General Principals Clause is included in respect of Employers and Public Liability only. Please note this document is intended for use as evidence that the insurance as described herein, has been effected and shall be subject to all terms and conditions of the policy and that in the event of any inconsistency herewith, the terms and conditions of such policy shall prevail.

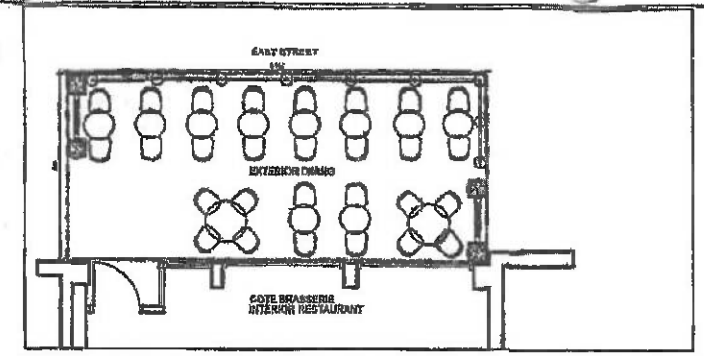
We trust the above meets with your approval, but if you do require any further assistance then please do not hesitate to contact us.

Yours faithfully,

Richard Parker ACII

Verlingue Limited
Email: richard.parker@verlingue.co.uk

2.5m0 distance from end of licensed area to the kerb



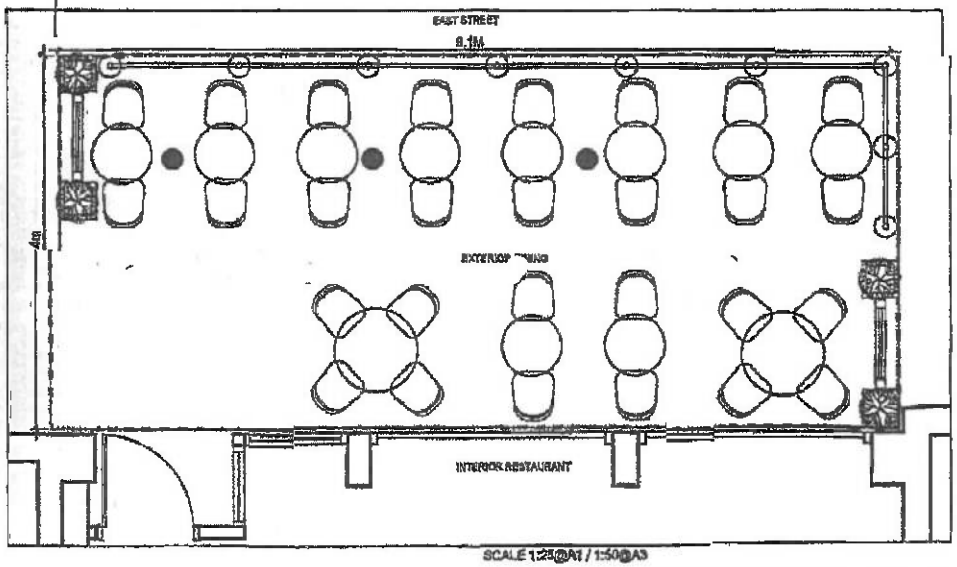
(A) PROPOSED EXTERIOR PLAN
SCALE 1:50@A1 / 1:100@A3

SCALE 1:50@A1/ 1:100@A3

0 1M 5M

N

Position of parasols



SCALE 1:25@A1 / 1:50@A3

0 1M 5M

(B) ENLARGED EXTERNAL SEATING AREA
SCALE 1:25@A1 / 1:50@A3

REVISION	DATE	DESCRIPTION

CANTOR MASTERS
INTERIOR DESIGN

No1 The Colour House
7 Bell Yard Mews
London SE1 3UA
Tel: +44(0)20 7407 5434
e: info@cantormasters.com
www.cantormasters.com

CLIENT
COTE RESTAURANTS

PROJECT
COTE BRASSERIE
1 EAST STREET
HORSHAM RH12 1HH

TITLE
PROPOSED
EXTERNAL SEATING AREA PLAN

SCALE: AS SHOWN
DATE: 24.08.20

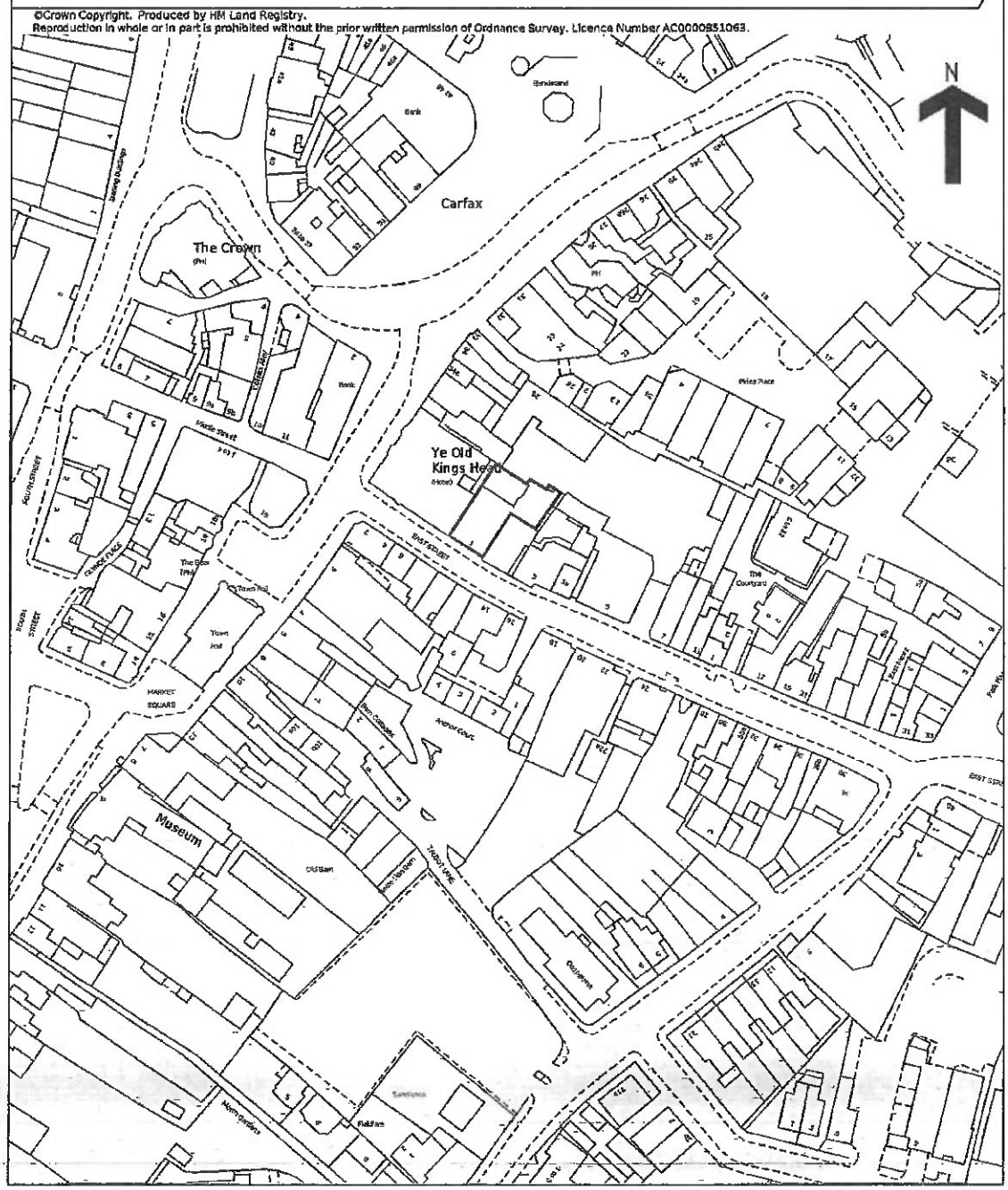
DRAWING NO: LL01
SIZE: A3/A1 SHEET


CÔTE
BRASSERIE
Thai Restaurant
CÔTE
BRASSERIE
CÔTE
BRASSERIE
Prix Fixe
Set Menu


CÔT
BRASS

HM Land Registry
Current title plan

Title number **WSX328957**
Ordnance Survey map reference **TQ1730NW**
Scale **1:1250**
Administrative area **West Sussex : Horsham**



This is a copy of the title plan on 15 JUL 2025 at 10:15:21. This copy does not take account of any application made after that time even if still pending in HM Land Registry when this copy was issued.

This copy is not an 'Official Copy' of the title plan. An official copy of the title plan is admissible in evidence in a court to the same extent as the original. A person is entitled to be indemnified by the registrar if he or she suffers loss by reason of a mistake in an official copy. If you want to obtain an official copy, the HM Land Registry web site explains how to do this.

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This title is dealt with by HM Land Registry, Durham Office.