Tandridge District Council | MoleValley District Council
Shared Environmental Health & Licensing Service

MVDC, Pippbrook, Dorking, Surrey RH4 1SJ
licensing@molevalley.gov.uk
Tel: 01306 879234

TDC, Station Road East, Oxted, Surrey, RH8 0BT
licensing@tandridge.gov.uk
Tel: 01883 732794

APPLICATION FOR A PAVEMENT LICENCE

BUSINESS AND PLANNING ACT 2020

Council applying to:	☒ Mole Valley District Council	☐ Tandridge District Council

Please read the guidance notes and standard conditions on our website before completing this form

SECTION 1a: APPLICANT DETAILS – INDIVIDUAL APPLICANTS		
Title:Mrs	First name(s):Madhubala	Surname: Coleman
Postal Address: [redacted] Post Code: [redacted]		
Phone (daytime): [redacted]		Phone (Mobile): [redacted]
e-mail address: [redacted]		

In the case of a partnership, please add separate sheet(s) confirming the above details for all parties

SECTION 1b: APPLICANT DETAILS – OTHER APPLICANTS (e.g. companies)	
Name:	
Registered Address: Post Code:	
Phone (daytime):	Phone (Mobile):
e-mail address:	
Registered number (where applicable):	

SECTION 2: BUSINESS PREMISES DETAILS
Trading Name: Piku and Lulu Co. Ltd, Subway Leatherhead
Postal Address: Piku and Lulu Co. Ltd, Subway, 14 High Street, Leatherhead, Surrey. Post Code: KT22 8AN

USE OF THE BUSINESS PREMISES	
Which of the following is the above business premises used for? (please select **ONE** of the following options)	
Use as a public house, wine bar or other drinking establishment	
Other use for the sale of food or drink for consumption on or off the premises	Yes
Both of the above uses	

SECTION 3: AREA OF HIGHWAY PROPOSED TO BE USED
Please provide a description of the area of the highway to which this application relates (**NB you are also required to submit a plan with this application**)

SECTION 4: RELEVANT PURPOSE THE APPLICATION RELATES TO:	
Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **ONE** of the following options)	
To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	
Both of the above purposes	Yes

SECTION 5: DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days:
Please use the 24hr clock, e.g. 10:00 to 20:00. NB We will generally only grant permission from 08:00 to 21:00.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Start	9am	9am	9am	9am	9am	9am	9am
Finish	10pm	10pm	10pm	10pm	10pm	10pm	10pm

SECTION 6: FURNITURE TO BE PLACED ON THE HIGHWAY	
Please provide a description of the furniture you propose to place on the highway – including quantity, brand, type and materials (please note you are required to provide photographs/pictures of the proposed furniture with your application) Aluminium tables and chairs.	
Do you intend to alter any of the building and/or frontage to accommodate this proposal?	**NO** (please delete as applicable)
If YES, please give details:	

SECTION 7: CONTACT DETAILS FOR CORRESPONDENCE (NB leave blank if same as applicant)		
Title:	First name(s):	Surname:
Postal Address: Post Code:		
Phone (daytime):	Phone (Mobile):	
e-mail address:		

SECTION 8: TYPE OF APPLICATION (please tick ✓)			
New (£500)	Yes	Renewal (£350)	

SECTION 9: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION	✓
Photographs/pictures/brochure or similar of the furniture proposed to be used	Yes
RENEWAL APPLICANTS – If there is no change to the furniture, please tick this box. There is no need to re-submit photos etc of the furniture unless you wish to make any changes.	
Site plan to a suitable scale or with clear measurements showing: • property boundary and proposed boundary of area to be covered by the pavement licence (NB you must use a red line to indicate the area to be licensed) • building and kerb lines • furniture layout • points of access and egress • position of any lighting columns, litter bins, road signs or other existing street furniture	Yes

RENEWAL APPLICANTS – If there is no change to the site plan (including the numbers of chairs and tables), please tick this box. There is no need to re-submit the site plan unless you wish to make any changes.	
Public liability insurance (for a minimum of £5 million cover)	Yes

SECTION 10: DECLARATION BY APPLICANT

I understand that I am required to display a notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so and to maintain the notice throughout the consultation period may lead to the revocation of any licence granted.

I understand I must hold and maintain public liability insurance for a minimum of £5 million.

I understand my application will not be considered to be complete, and the consultation period will not start, until all the required documents and information have been provided and the application fee of £500 or £350 respectively has been paid.

I understand that the application fee paid is non-refundable if my application is deemed invalid, refused or if any licence granted is subsequently surrendered or revoked.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes. I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

Signature: *Madhubala Singh Coleman*

Print Name: Madhubala Singh Coleman

Date:16 Sep 2026

Notes on completing the form

Section 1a Complete this section if you are applying for the licence as an individual

Section 1b Complete this section if you are applying in another capacity, for example as a limited company.

Section 2 Provide details of the business premises that the pavement licence will be used in conjunction with, and tick one of the options to indicate what purpose the business premises is used for.

Section 3 Describe the area of highway that you want to place the removable furniture on. The description should indicate the proximity of the area of highway to the business premises and give details of the dimension of the area. You should also tick one of the options to confirm the purpose of the furniture.

Section 4 A pavement licence can only be used to authorise the placing of removable furniture on the highway for certain "relevant purposes." Please tick one option to indicate what purpose(s) the removable furniture placed on the highway will be used for if a licence is granted.

Section 5 Please indicate the times you would like to place removable furniture on the highway for on each day of the week. Use the 24 hr clock (so for example you should put 19:00 rather than 7.00pm). Please note the Council's standard conditions for pavement licences generally only permit pavement licences to operate from 08:00 – 21:00 Monday to Sunday's and Bank Holidays. Applicants wishing to operate outside these hours may wish to include additional information as to how they will prevent nuisance affecting nearby residents.

Section 6 Use this section to describe the removable furniture you wish to place on the highway. You should provide full details including the nature of the furniture, the size of the furniture and the number of items of furniture you wish to place on the highway.

Section 7 This section should be used if there is a contact for correspondence different from the applicant, such as an agent.

Section 8 Tick the box to indicate if it is a new application or a renewal application.

Section 9 Use this checklist to make sure you have submitted all required documents with the application.

Section 10 The applicant must complete this section to confirm they have read and understood the declarations.

How to submit your application

Once completed, this form and all supporting documents should be submitted by emailing the completed application form and all supporting documents to us at the below email address. We will then contact you by telephone to collect payment. Please note that the application is not complete (and therefore the consultation period does not start) until payment has been taken. When emailing your application and documents, please send those all attached to a single email if at all possible, so that we can deal with your application as efficiently as possible.

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