

## APPLICATION FOR THE GRANT OF A PAVEMENT LICENCE



| APPLICANT DETAILS – if applying on behalf of applicant please complete agent box in addition |                            |          |
|----------------------------------------------------------------------------------------------|----------------------------|----------|
| Title:                                                                                       | First name(s):             | Surname: |
| Postal Address:                                                                              |                            |          |
| Post Town:                                                                                   | Post Code:                 |          |
| Phone (Home):                                                                                | Phone (Mobile):            |          |
| e-mail address:                                                                              |                            |          |
| Date of Birth:                                                                               | National Insurance number: |          |

| AGENT DETAILS                                               |                     |          |
|-------------------------------------------------------------|---------------------|----------|
| Title:                                                      | First name(s):      | Surname: |
| Postal Address: Absolute Licence Solutions, Western Avenue, |                     |          |
| Post Town: Brentwood                                        | Post Code: CM14 4XR |          |
| Phone (Home): 01277415799                                   | Phone (Mobile):     |          |
| e-mail address: info@absolutelicencesolutions.com           |                     |          |

| BUSINESS PREMISES DETAILS                                                                                                                                                                                                                                                                                                       |                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Trading Name: Kinnaree Thai restaurant<br>Company Name: <b>CHUI CHOK 2016 LIMITED</b>                                                                                                                                                                                                                                           |                                                  |
| Postal Address:<br><br>Kinnaree Thai restaurant, 23 High Street, Shepperton, TW17 9AJ<br><br>Registered Office address (if limited company and different to the postal address):<br><br><b>1-2 Charterhouse Mews, London, England, EC1M 6BB</b>                                                                                 |                                                  |
| Company Registration Number:<br><br><b>10167599</b>                                                                                                                                                                                                                                                                             | Telephone number: as above<br><br>Email address: |
| What is your interest in the premises? Please detail below and attach details of the lease, tenancy or other arrangement:<br><br>Lease holder and premises licence holder                                                                                                                                                       |                                                  |
| Which of the following is the above premises used for? (please <b>tick</b> 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 (the premises does not hold a Premises Licence to carry out licensable activity under the Licensing Act 2003)<br><br><i>Please note that if you are not licensed for the sale of alcohol this licence does not give you permission to do so.</i> |                                                  |
| Both of the above uses:<br><br>Please quote premises licence number                                                                                                                                                                                                                                                             | X<br><br>19/00395/LAPRE                          |

## AREA OF HIGHWAY PROPOSED TO BE USED

Please note you are required to submit a scale plan of this area with your application. We will expect the plan to show:

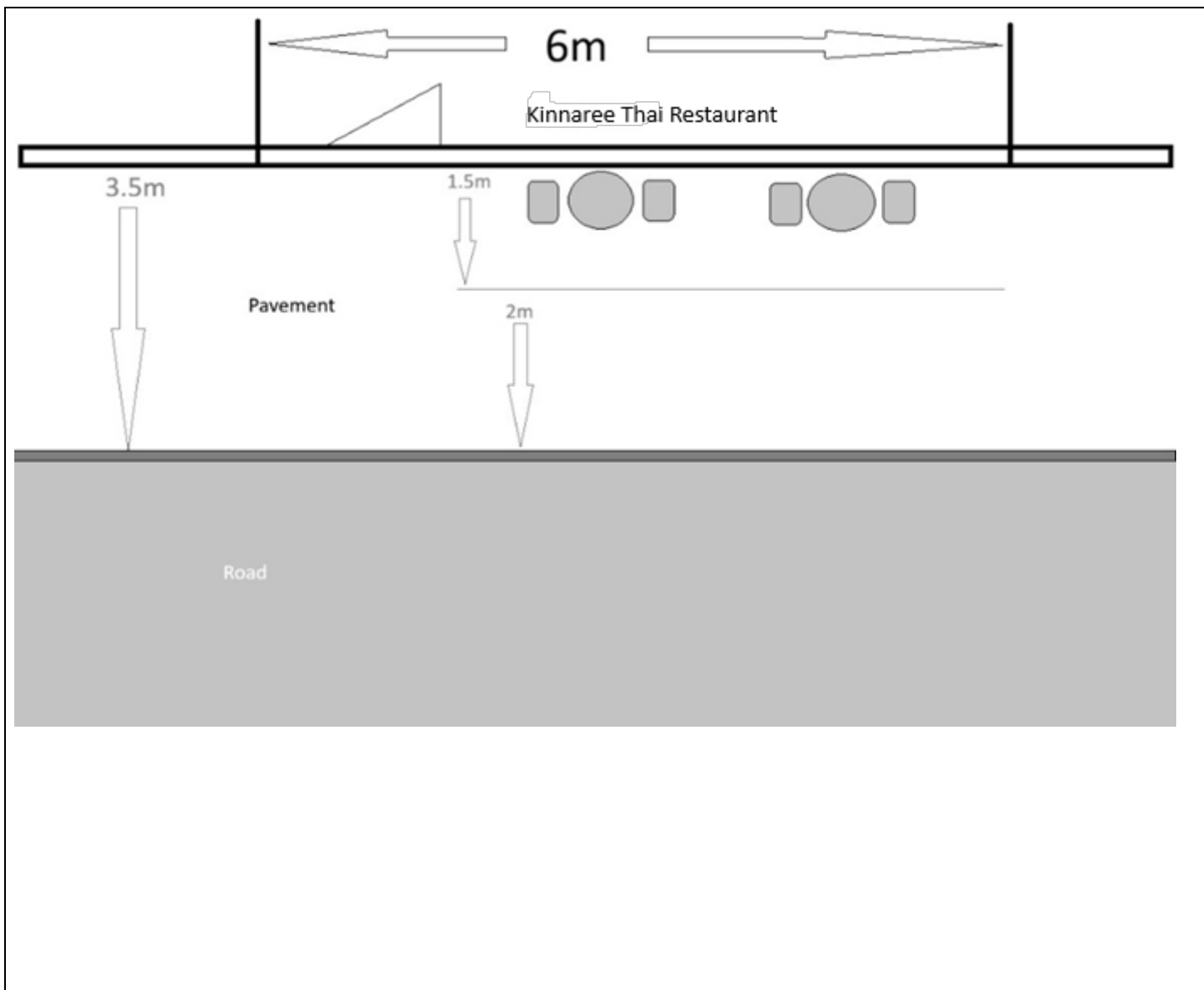
- Proposed area covered by licence in relation to highway. Please show the width of the existing footway with measurements clearly shown.
- Position and number of proposed tables and chairs, together with any other items that you wish to place on highway.
- How you are going to mark the boundary of where your furniture ends.
- Clear measurements of:
  - The pathway width and length (for example from the building boundary to the kerbside)
  - Building width of the premises
  - The dimensions of the area to be taken up by the objects to be places on the highway
  - Dimensions of street furniture already in place in front of the premises e.g. lamp posts, signs, bins etc. If such features exist please indicate their position on plan.

Example of plan required showing the area requested and street fixtures:

**Please provide a description of the area of the highway to which this application relates, together with how you propose to mark the boundary of the furniture:**

Two small tables shall be arranged as such below, the delineation will occur naturally through table and chairs being placed alongside the building line:





| RELEVANT PURPOSE THE APPLICATION RELATES TO:                                                                                            |   |
|-----------------------------------------------------------------------------------------------------------------------------------------|---|
| Which of the following relevant purposes do you wish to put furniture on the highway for?<br>(please tick one of the following options) |   |
| To sell or serve food or drink supplied from, or in connection with relevant use of, the premises (food sales table/counter outside)    |   |
| For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises                           |   |
| Both of the above purposes                                                                                                              | x |

| DAYS AND TIMES                                                                                                                                                                                                                         |                |           |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|----------------|
| During what times do you propose to place furniture on the highway on each of the following days:<br>Please use the 24hr clock. The hours you apply for will not necessarily be granted as this is considered on a case by case basis. |                |           |                |
| Mondays                                                                                                                                                                                                                                | 08:00 to 22:00 | Fridays   | 08:00 to 22:00 |
| Tuesdays                                                                                                                                                                                                                               | 08:00 to 22:00 | Saturdays | 08:00 to 22:00 |

|            |                |         |                |
|------------|----------------|---------|----------------|
| Wednesdays | 08:00 to 22:00 | Sundays | 08:00 to 22:00 |
| Thursdays  | 08:00 to 22:00 |         |                |

**FURNITURE TO BE PLACED ON THE HIGHWAY**

Please provide a description of the furniture you propose to place on the highway. (Numbers, dimensions, material and type)  
(Please note you are required to provide photographs or brochures of the proposed furniture with your application)

Two tables and four chairs (as per image above)

Please detail the quantity you intend to place on the highway:

| Items to be placed on highway:   | Number: |
|----------------------------------|---------|
| Tables                           | 2       |
| Chairs                           | 4       |
| Benches                          |         |
| Barriers                         |         |
| Umbrellas                        |         |
| Food Counters                    |         |
| Planters                         |         |
| Other furniture, please describe |         |

Please detail where furniture will be stored when not in use:

Internally in premises to rear

**Additional information:**

Please provide any additional information which is required or relevant to your application:

Please use this part of the form to check that your application is complete. If the answer to any of these questions is no, then your application is incomplete and should not be sent:

| Checklist:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes or no:                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Have you completed all relevant parts of the form?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes                                                                                                                                                                           |
| Have you paid the fee?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                                                                                                                                                                           |
| Has the form been signed?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes                                                                                                                                                                           |
| Have you included the plan of the proposed area?<br><br>A plan showing the location of the premises shown by a red line, so the application site can be clearly identified.<br><br>A plan clearly showing the proposed area covered by the licence in relation to the highway, 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 items that they wish to place on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area. | Yes                                                                                                                                                                           |
| Have you included evidence of identity and right to work?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <a href="#">CHUI CHOK 2016 LIMITED overview - Find and update company information - GOV.UK</a><br><br>Passport also below – please make application in the name of individual |
| Have you included your risk assessment?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes - Below                                                                                                                                                                   |

**DATE OF APPLICATION AND SITE NOTICE**

|                                                                                                                                                                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please state the date that this application for a Pavement Licence is being submitted                                                                                                                                                                                                                                                                  |  |
| Site Notice- an applicant for a pavement licence must on the day the application is made, fix a notice of the application to the premises so that the notice is readily visible to, and can be read easily by, members of the public who are not on the premises. The notice must be constructed and secured so that it remains in place until the end |  |

|                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>of the public consultation period. Evidence of the site notice requirement must be supplied to the Council.</p> <p>Please confirm what date the notice went on display:</p> |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| DECLARATIONS BY APPLICANT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I understand that I am required to give notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so will lead to the revocation of any licence granted.</p> <p>I understand I must hold and maintain public liability insurance up to a value of £10 million. <b>Evidence of which must be provided before the licence will be issued.</b></p> <p><b>I confirm that I have the right to occupy the premises specified in this application form.</b></p> <p>I understand my application will not be considered to be complete until all the required documents and information have been provided and the application fee has been paid.</p> <p>I understand that the application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| <p><b>I acknowledge that the Authority's published standard conditions as detailed in the Pavement Licence policy online will be attached to my Pavement licence, together with any conditions that the Secretary of State dictates as mandatory. There may also be non-standard conditions which are added to the licence which the Authority deems reasonable.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>Signature:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>Print Name:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Date: 19/07/2026</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## GUIDANCE NOTES

Please return this form with all relevant documents and proof that the application fee has been paid to:  
licensing@spelthorne.gov.uk

Should you have any questions in relation to this application please contact the Licensing Team.

## Risk Assessment

### Pavement Licence Application – Business and Planning Act 2020

**Premises:** Kinnaree Thai restaurant , 23 High Street, Shepperton, TW17 9AJ

**Activity:** Placement of 2 Tables and 4 Chairs on the Highway/Pavement

**Operating Hours:** 08:00 – 22:00 daily

#### 1. Business Details

| Item          | Details                                |
|---------------|----------------------------------------|
| Business Name | Kinnaree Thai restaurant               |
| Address       | 23 High Street, Shepperton, TW17 9AJ   |
| Activity      | Outdoor seating for customers          |
| Furniture     | 2 tables and 4 chairs                  |
| Location      | Directly outside the premises frontage |
| Hours of Use  | 08:00 – 22:00 daily                    |

#### 2. Risk Assessment

| Hazard                                                 | Persons at Risk                                                           | Risk   | Control Measures                                                                                                                                                                      | Residual Risk |
|--------------------------------------------------------|---------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Obstruction of pedestrians using the footway           | Pedestrians, wheelchair users, visually impaired persons, pushchair users | Medium | Furniture positioned adjacent to the shop frontage leaving a clear unobstructed pedestrian route of at least 2 metres Furniture shall not protrude beyond the approved licensed area. | Low           |
| Trip hazards from tables and chairs                    | Customers and pedestrians                                                 | Medium | Furniture will be stable, regularly inspected and appropriately spaced. Damaged furniture removed immediately. Staff to monitor throughout trading hours.                             | Low           |
| Reduced access for emergency services                  | Emergency service personnel                                               | Low    | Furniture layout maintained within the licensed area and capable of being quickly removed if requested by emergency services.                                                         | Low           |
| Furniture movement caused by weather conditions        | Customers and pedestrians                                                 | Medium | Heavy-duty commercial furniture used. Furniture will be brought inside during severe weather or high winds.                                                                           | Low           |
| Customers causing obstruction while seated or standing | Pedestrians passing the premises                                          | Medium | Staff will regularly monitor the external seating area and ensure customers do not obstruct the public highway.                                                                       | Low           |
| Slip hazards from spillages                            | Customers and pedestrians                                                 | Medium | Staff will routinely inspect the area and immediately clean any spillages. Suitable cleaning materials kept on site.                                                                  | Low           |
| Noise disturbance to neighbouring properties           | Nearby residents and businesses                                           | Low    | Seating area limited to four chairs. Staff will monitor customer behaviour and remind patrons to keep noise to a reasonable level. External area closes promptly at 22:00.            | Low           |
| Unauthorised use outside permitted hours               | Residents and public                                                      | Low    | Furniture will be removed from the pavement and stored securely inside the premises at the end of each day's trading.                                                                 | Low           |
| Smoking-related litter                                 | Public and neighbouring premises                                          | Low    | Suitable cigarette disposal receptacles provided if smoking is permitted. Area checked and cleaned regularly.                                                                         | Low           |

continued...

| Hazard                           | Persons at Risk  | Risk   | Control Measures                                                                                                                                                          | Residual Risk |
|----------------------------------|------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Accessibility for disabled users | Disabled persons | Medium | Sufficient clear pavement width maintained at all times. Furniture positioned to avoid tactile paving, dropped kerbs, pedestrian crossings, bus stops, and access routes. | Low           |

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### 3. Management Controls

- Outdoor seating area will be monitored by staff throughout operating hours.
- Furniture will only be placed within the approved pavement licence area.
- Furniture will be removed daily after 22:00 and stored within the premises.
- The pavement area will be kept clean, litter-free and free from trip hazards.
- Staff will respond immediately to any concerns raised by members of the public or the local authority.
- The premises will maintain public liability insurance with a minimum indemnity of £5 million (or otherwise required by the local authority).

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### 4. Emergency Procedures

In the event of an emergency:

- Furniture can be removed immediately by staff.
  - Emergency service access will be prioritised at all times.
  - Any accident or incident occurring within the licensed area will be recorded in the premises accident log and reviewed to prevent recurrence.
-