

**Annex B – 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 **Welwyn Hatfield Council**  
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: [Licensing@welhat.gov.uk](mailto:Licensing@welhat.gov.uk)

by: (8)

The application and information submitted is published on the  
licensing pages at [www.welhat.gov.uk](http://www.welhat.gov.uk).

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 by email)*
- (3) name of local authority (completed)*
- (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). (completed)*
- (8) last date for representations being the date 7 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) (completed)*
- (10) date the notice was first displayed (must be the same date as (2))*