

## How to Apply for a Pavement Licence

1. Go to the website at: <https://licensing.ipswich.gov.uk/PAforLalpacLIVE/1/WcaHome>
2. Click Register which will take you to the following page:

The screenshot shows a web browser window with the URL <https://licensing.ipswich.gov.uk/PAforLalpacLIVE/1/Login/PreCreate>. The page header includes the Ipswich Borough Council logo and navigation links for Home, Register, and Log in. The breadcrumb trail reads 'You are here > Home > Data Protection Act'. The main heading is 'New Online Client Account - Data Protection Act 1998'. Below this is a section titled 'Data Protection Act 1998' containing several paragraphs of text. At the end of the text, there is a checkbox and a 'Continue' button. A blue callout box with the text 'You must tick the box and then 'Continue'' has an arrow pointing to the checkbox. Another arrow points from the callout box to the 'Continue' button. The footer contains 'Copyright © 2004 - 2020 Idox Group Version 1.6.1.10 | Privacy policy'.

Which will take you to the following page:

The screenshot shows a web browser window with the URL <https://licensing.ipswich.gov.uk/PAforLalpacLIVE/1/Login/SelectCreateType>. The page header is identical to the previous screenshot. The breadcrumb trail is 'You are here > Home > Data Protection Act > Select Account Type'. The main heading is 'Account Type'. Below this is a section titled 'Select the type of account you require:' followed by two paragraphs of text. The first paragraph says 'If you do not have any existing Licences or an account with this Licensing Authority, please select 'NEW CLIENT/LICENCE HOLDER' below.' and has a blue callout box pointing to the 'New Client/Licence Holder' button. The second paragraph says 'If you do currently have/had existing Licences or an Activation Key from this Licensing Authority, please select 'EXISTING CLIENT/LICENCE HOLDER' below. You may obtain your Activation Key by contacting the Licensing Authority prior to registering.' and has a blue callout box pointing to the 'Existing Client/Licence Holder (I have an activation key)' button. The footer is the same as the previous screenshot.

If you clicked New Client/Licence Holder, it will take you to the following page:

https://licensing.ipswich.gov.uk/PAforLalpacLIVE/1/Login/Create

Intranet - Home

You are here » Home » Create Account

### New Online Client Account

**Create Account**  
Enter details below to register

**1. Personal Details**

Title:*	<input type="text"/>
Forenames:*	<input type="text"/>
Surname:*	<input type="text"/>
Gender:*	<input type="text"/>
Date of Birth:*	<input type="text"/>
Place of Birth:	<input type="text"/>
National insurance no.:	<input type="text"/>
Ethnicity:	<input type="text"/>

**2. Address Details**

Main Address

Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
Town:*	<input type="text"/>
County:	<input type="text"/>
Postcode:*	<input type="text"/>
Telephone:	<input type="text"/>
Alternate Telephone:	<input type="text"/>
Fax Number:	<input type="text"/>
Mobile:	<input type="text"/>
Email:*	<input type="text"/>

Correspondence Address (if different from above)

Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>

You must complete all fields with a \* You will be prompted to choose a password:

The screenshot shows a web browser window with the URL <https://licensing.ipswich.gov.uk/PAforLalpacLIVE/1/Login/Create>. The page title is "New Online Client Account". The form is divided into several sections:

- Contact Information:** Fields for Alternate Telephone, Fax Number, Mobile, and Email.\*
- Correspondence Address (if different from above):** Fields for Address Line 1.\*, Address Line 2, Town.\*, County, Postcode.\*, Telephone, Alternate Telephone, Fax Number, Mobile, and Email.\*
- 3. Security:** Fields for Password.\* and Confirm Password.\*. A note below states: "Passwords must be at least eight characters long and contain at least one number, upper case letter and lower case letter."
- 4. Declaration:** A checkbox next to the text: "The information provided is correct to the best of my knowledge and belief. I understand that the giving of misinformation may lead to my account being terminated."
- 5. Submit:** A button labeled "Create Account".

At the bottom of the page, there is a footer: "Copyright © 2004 - 2020 Idox Group Version 1.6.1.10 | Privacy policy".

When all the fields have been completed, click 'Create Account'.

You will receive an email requesting you to click a link to activate your account, you must click this link or you will not be able to access the system.

Once you have activated your account, follow the instructions below:

You are here » [Home](#) » [Login](#)

## Login

### Login below

Enter your email address and password. Then click 'login'.

Email:

Password:

[Forgotten Password?](#)

If you cannot remember your password, click 'Forgotten Password' and an email will be sent to you with instructions on how to re-set it.

You are here » [Home](#) » [Login](#) » [Login Successful](#)

## Login Successful



Welcome DEBBIE DEVINE

Your last login was on Monday 18 May 2020 03:05 PM

Please confirm this was the date and time of your last login.

If you do not agree with this, exit the system immediately and contact Ipswich Borough Council \*\*\*\*\*TEST\*\*\*\*\*'s licensing office on **01473 432063**.

**Once your session is inactive for longer than 120 minutes, you will be automatically logged out.**

Click 'Continue'

home Search...

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**IPSWICH**  
BOROUGH COUNCIL

Home    debbie.devine@ipsv

You are here > Home

Ipswich Borough Council - Licensing

**Public Registers**

- Hackney Carriage
- Hackney Carriage Driver
- Private Hire Operator Licence
- Private Hire Vehicle
- Private Hire Driver
- Dangerous Wild Animal
- Animal Welfare Licence
- Combined HCFPH Driver
- Special Events Vehicle
- Scrap Metal Dealer - Site Licence
- Scrap Metal Dealer - Mobile Collector

**Licensing Act**

- Personal Register
- Premises Register

**Licence Validation**

Licence no.:

Go

e.g. STC0001

**Client Account**

- Update user details
- Change Password

**Applications Online**

- New online application
- Application Status

Ipswich Borough Council  
Licensing

**My Portfolio**

**My Saved Applications**

These are the applications that you have started but not submitted to the licensing office

App Number	Type	Reason	Continue	Cancel
There is no data to display.				

**My Submitted Applications**

These are the applications that have been submitted to the licensing office.

App Number	Type	Reason	Licence Number
There is no data to display.			

**My Current Licences/Notices/Permits and Registrations**

Licence Number	Licence Type	From	To	View
PAVE0001	Pavement Licence	07/07/2020	06/10/2020	<a href="#">View</a>
PAVE0003	Pavement Licence	14/07/2020	13/10/2020	<a href="#">View</a>

Page 1 of 1 (2 items)

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Click 'Home' to return to the main page.

If you are completing an online application, you can save the application at any point and come back to it at a later time. The application will be shown in this section

When you have submitted an online application, you can track the progress and view when it has been granted.

Click 'New online application' to start the process.

You can view any licences held with Ipswich Borough Council in this section.

Home    debbie.devine@ipswich.gov.uk    Log off Search...

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You are here > Home > Online Application Type Selection

**Online Application**

**Select the Licence Application Type**

As Licence Applications widely vary, this selection process will help you to select the right Licence Application which will then setup the Application Process based on your selection.

If you are unsure of the Application to complete, please call 01473 432063 for assistance.

**Online Application**

Licence Module:	General Module <input type="button" value="v"/>
Licence Group:	Miscellaneous <input type="button" value="v"/>
Licence Type:	Pavement <input type="button" value="v"/>
Licence Reason:	Online - New Application <input type="button" value="v"/>

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Using the drop-down lists, ensure these selections are made.

Click 'Next' to continue.



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You are here » Home » Online Application Type Selection » Online Application Wizard

### Online - New Application for Pavement

by DEBBIE DEVINE

Read the instructions and then click 'Next' to proceed.

#### Instructions

Step 1 of 10

You have chosen to make a New Application for a Pavement Licence.

#### Instructions

Data Protection Act 1998

Before starting the application you should have read the guidance notes available this Council's main Licensing webpage. To be taken to the website [click here](#)

Applicants

Please note that you will be required to submit original supplementary documents, and failure to include any of those outlined below could result in your application being rejected, or unduly delayed. The documents required are -

Correspondence

Premises

No. of Tables

Additional Questions

Declaration

Validation

Submit Application

- A scale plan showing the dimensions of the area to be used including the number of tables and chairs and any other items to be placed within the consent area (e.g. parasols, planters, heaters)
- Details (or photograph) of the type, size and appearance of barriers and furniture to be used
- The public liability insurance certificate to the value of £5,000,000 covering the area to be used
- A fee of £33.00 per table to a maximum of £100

Please click NEXT to proceed with your application



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You are here » Home » Online Application Type Selection » Online Application Wizard

### Online - New Application for Pavement

by DEBBIE DEVINE

#### Data Protection Act 1998

Step 2 of 10

Ipswich Borough Council is a controller of personal data under the General Data Protection Regulation and the Data Protection Act 2018. For information on how we process your personal data please visit our website at: [www.ipswich.gov.uk/privacy](http://www.ipswich.gov.uk/privacy)

Data Protection Act 1998

The personal information you have supplied may be used for the consideration of a Licence/Permit application. You should note that your information may also be shared with the Police and other public bodies for the prevention or detection of crime as permitted under the Data Protection Act 1998.

Applicants

Correspondence

Premises

No. of Tables

Additional Questions

Declaration

Validation

Submit Application

I agree for my information to be held and processed for the purpose(s) shown above

You must click in the box to proceed with the application.

Then click 'Next'

Remember you can click 'Save' at any time in the application and return to it later.



Home    debbie.devine@ipswich.gov.uk    Log off

You are here > Home > Online Application Type Selection > Online Application Wizard

### Online - New Application for Pavement

by DEBBIE DEVINE

  

Step 3 of 10

Instructions

Data Protection Act 1998

**Applicants**

Correspondence

Premises

No. of Tables

Additional Questions

Declaration

Validation

Submit Application

  

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#### Applicants

#### Applicants Entered

Name	Address	Update	Remove
DEVINE DEBBIE	123 Anywhere Street, IPSWICH, Suffolk	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Check that your name and address are displayed. If correct, click 'Next'. If the details are wrong, you need to contact [licensing@ipswich.gov.uk](mailto:licensing@ipswich.gov.uk).



Home    debbie.devine@ipswich.gov.uk    Log off

You are here > Home > Online Application Type Selection > Online Application Wizard

### Online - New Application for Pavement

by DEBBIE DEVINE

  

Step 4 of 10

Instructions

Data Protection Act 1998

**Applicants**

**Correspondence**

Premises

No. of Tables

Additional Questions

Declaration

Validation

Submit Application

  

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#### Correspondence

If you would like correspondence sent to you. (button disabled once correspondent entered)

If you would like correspondence sent to another person/company. (button disabled once correspondent entered)

This is the address for correspondence, if you wish correspondence to be sent to you, click 'Add Self'. If to a different address, click 'Add 3<sup>rd</sup> Party' and enter the new details. Then click 'next'



Online - New Application for Pavement

by DEBBIE DEVINE

Back Next

Step 5 of 10

- Instructions
- Data Protection Act 1998
- Applicants
- Correspondence
- Premises
- No. of Tables
- Additional Questions
- Declaration
- Validation
- Submit Application

Cancel Save

Premises

You must provide a premises.

Add Licensed Premises

Add Licensed Premises (button disabled once premises added)

Search for Premises

Please enter the information to see whether the licensed premises you wish to include in this application already exists within the local authority database. (Please search even if this is your first application).

If the premises does not exist you will be prompted to enter a new premises.

Premises Name:

Postcode:

Search

In Premises Name, enter the first few letters and click 'Search', a list of premises will show, click on the correct premises and then click 'Add Licensed Premises' then 'Next'



Online - New Application for Pavement

for Debs Test by DEBBIE DEVINE

Back Next

Step 6 of 10

- Instructions
- Data Protection Act 1998
- Applicants
- Correspondence
- Premises
- No. of Tables
- Additional Questions
- Declaration
- Validation
- Submit Application

Cancel Save

No. of Tables

Existing No. of Tables (if applicable)

Description	Time From	Time To	No. of Tables	Update	Remove
There is no data to display.					

Add New

Click 'Add New'



Home    debbie.devine@ipswich.gov.uk    Log off

You are here > Home > Online Application Type Selection > Online Application Wizard

### Online - New Application for Pavement

for Debs Test by DEBBIE DEVINE

Step 6 of 10

#### Instructions

- Data Protection Act 1998
- Applicants
- Correspondence
- Premises
- No. of Tables**
- Additional Questions
- Declaration
- Validation
- Submit Application

#### No. of Tables

##### Existing No. of Tables (if applicable)

Description	Time From	Time To	No. of Tables	Update	Remove
There is no data to display.					

##### Edit

Description: Area in Premises:

Times of Operation: Time From:

Times of Operation: Time To:

No. of Tables:

Enter the description of the area, such as Pavement in Front, the time you want tables and chairs out and the time they will be put away and the number of tables, then click 'Create'. If you have different times for different days, add the days to the description and follow the above for each time period. Then click 'Next'

### Online - New Application for Pavement

for Debs Test by DEBBIE DEVINE

Step 7 of 10

#### Instructions

- Data Protection Act 1998
- Applicants
- Correspondence
- Premises
- No. of Tables
- Additional Questions**
- Declaration
- Validation
- Submit Application

#### Additional Questions

Please state the days and times that you wish the consent to cover (e.g. Mon-Sat 10 am to 6 pm):

Maximum 500 characters.

If you intend to site the furniture after 2300 hours Sunday to Thursday, or midnight Friday and Saturday, please give details of the measures you will take to ensure public order and prevent nuisance:

Maximum 500 characters.

If the tables and chairs, or other furniture, are sited away from the premises, please give details of the measures you will take to ensure public order, prevent nuisance and monitor compliance with social distancing requirements:

Maximum 500 characters.

Please state the dimensions of the area to be used:

Maximum 500 characters.

How many chairs will be sited within the area:

You must answer all of the questions and then click 'Next'



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You are here » Home » Online Application Type Selection » Online Application Wizard

### Online - New Application for Pavement

for Debs Test by DEBBIE DEVINE

Back   Next

Step 8 of 10

Instructions

Data Protection Act 1998

Applicants

Correspondence

Premises

No. of Tables

Additional Questions

Declaration

Validation

Submit Application

Cancel   Save

#### Declaration

The information contained in this form is correct to the best of my knowledge and belief.

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a licence or permit. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale (£5000).

#### Declarations

I declare the information given is correct

You must tick the box. Then click 'Next'



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You are here » Home » Online Application Type Selection » Online Application Wizard

### Online - New Application for Pavement

for Debs Test by DEBBIE DEVINE

Back   Next

Step 9 of 10

Instructions

Data Protection Act 1998

Applicants

Correspondence

Premises

No. of Tables

Additional Questions

Declaration

Validation

Submit Application

Cancel   Save

#### Validation

Please check the data below to confirm this is correct before

#### Online - New Application for Pavement

##### Applicant(s)

###### DEBBIE DEVINE

Date of Birth:	14/05/1973
Address line 1:	123 Anywhere Street
Address line 2:	
Town:	IPSWICH
County:	Suffolk
Postcode:	
Telephone:	
Alt Telephone:	
Fax Number:	
Mobile:	
Email:	debbie.devine@ipswich.gov.uk

Check that the information is correct and then click 'Next'.

##### Correspondent

###### DEBBIE DEVINE

Date of Birth:	14/05/1973
Address line 1:	123 Anywhere Street
Address line 2:	
Town:	IPSWICH
County:	Suffolk



Home   [debbie.devine@ipswich.gov.uk](#)   Log off

You are here > Home > Online Application Type Selection > Online Application Wizard

### Online - New Application for Pavement

for Debs Test by DEBBIE DEVINE

 

Step 10 of 10

Instructions

Data Protection Act 1998

Applicants

Correspondence

Premises

No. of Tables

Additional Questions

Declaration

Validation

**Submit Application**

You have entered all the relevant information and are ready to submit this application you will be unable to amend the application online.

Are you ready to submit your application?

**Pay and Submit Application**

Please pay £100.00 electronically and submit your application (upon success and payment will be sent to your registered email address.

**Submit Application without Payment**

If you wish to submit your application and make payment of £100.00 for the application how to make payment will be shown after the application is submitted.

 

Click 'Pay and Submit Application'.  
If you click 'Submit application without payment' you will need to ring licensing to make a payment over the phone, which may delay your application.

You will then receive an email confirming your application and containing details of what you must do next.

If you experience any difficulties with making an application online, please email [licensing@ipswich.gov.uk](mailto:licensing@ipswich.gov.uk) with contact details and a member of the Team will contact you.