



**Application for Café Licence, Outside Trading Area or  
Advertising board(s)**

Company Name: .....

Company registration number (if applicable).....

Applicant Name: .....

Address:

.....  
.....  
.....

Post Code: .....

Tel: .....

E-mail: .....

**What are you applying for:**

**Please tick**

**Quantity**

**Tables & Chairs**

☐

.....

**Benches**

☐

.....

**Outside Trading of Goods Under 5 square meter**

☐

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**Outside Trading of Goods Over 5 square meter**

☐

.....

**Advertising Boards (Max 2)**

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.....

## **Vale of Glamorgan Council Fee:**

### **Street Café Licence**

Charges are applied annually and will run from 1<sup>st</sup> July yearly for outside trading areas.

It is the responsibility of the licensee to pay the fee and the licence does not automatically renew. Any missed direct debit payments will result in business owner potentially having their equipment removed.

- 1 – 2 tables with up to 8 chairs / seats - £275 per annum
- 3 – 4 tables with up to 16 chairs / seats - £550 per annum
- 5 -10 tables with up to 40 chairs / seats - £1,100 per annum
- 11+ tables with over 40 chairs / seats - £1,650 per annum, plus £35 for every extra chair/ seat over 40

For the purpose of the fee, a standard bench equals 3 seats.

For the purpose of the fee, a traditional picnic table equals 1 table and 4 seats

These costs include a maximum of 1 advertising board within the space.

Permissions to use the footway for outdoor trading areas are granted under Section 157 of the Highways Act (1980).

### **Outside trading area for the sale of goods**

Under 5 square meters - £275 per annum

Over 5 square meter - £550 per annum

These costs include a maximum of 1 advertising board within the space.

Outside trading area to be no greater than 10 square meters on the adopted footway.

### **Advertising boards**

Charges are applied annually and will run from 1<sup>st</sup> July.

It is the responsibility of the licensee to pay the fee annually and the licence does not automatically renew.

An application for advertising board costs £122.50 each with a maximum of **two** advertising boards per business. This includes any permitted under the outside trading space.

Permissions to use the footway for outdoor trading areas are granted under Section 157 of the Highways Act (1980).

## **Insurance Details:**

**A copy of a valid Certificate of insurance will be required to be attached with this application.** A minimum of £5 million is required in respect of any one incident to cover liability against all third-party risks. If you have a combined policy, please also provide evidence of Public Liability cover.

Name of Insurance Company: .....

Policy Number: ..... Renewal Date: .....

## **Payment Option:**

**Please tick**

Annual Fee (Invoice will be sent to business)

☐

## **Authorised Signature:**

I confirm I have read and accept the terms and conditions of the policy.

☐

**Signature:** ..... **Date:** .....

*(Signature must be by the Company Director or Authorised Officer of the company)*

**Completed form, certificate of insurance and payment option to be returned to:**

**[highwaymaintenance@valeofglamorgan.gov.uk](mailto:highwaymaintenance@valeofglamorgan.gov.uk)**

**or : Vale of Glamorgan Council**

**Highway Maintenance Department**

**The Alps Depot**

**Quarry Road**

**Wenvoe**

**CF5 6AA**

**“This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg.”**

*Internal use only*

**Authorising officer** ..... **Date** .....