



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

.....

Outside Trading of Goods Over 5 square meter

.....

Advertising Boards (Max 2)

.....

Vale of Glamorgan Council Fee:

Street Café Licence

Charges are applied annually and will run from 1st 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 - £267 per annum
- 3 – 4 tables with up to 16 chairs / seats - £534 per annum
- 5 -10 tables with up to 40 chairs / seats - £1,067 per annum
- 11+ tables with over 40 chairs / seats - £1,601 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 - £267 per annum

Over 5 square meter - £534 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 1st 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 £119 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

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**