

Please ask for: Sean O'Meara

Your Ref:

Extension No: 4244

My Ref: SOM/COPC2017

E-Mail: licensingunit@cannockchasedc.gov.uk

24 November 2017

Dear Business Owner,

Highways Act 1980.

Commercial use of the Highway Policy 2017.

Further to the recent consultation exercise on the Council's Draft Pavement Café & Commercial Obstructions Policy 2017, I now write to advise you that an amended policy was approved and adopted by the Council on 18 October 2017. The policy is available on the council website at:

http://www.cannockchasedc.gov.uk/sites/default/files/commercial_use_of_highway_policy_2017_final.pdf

As a consequence, the Council's Licensing Unit is now preparing to fully implement the new policy by April 2018 and we will be taking applications for A-Boards and Pavement Cafes from January 2018. Application forms etc, will be available on the Council's website at that time.

In preparation for implementation of the new policy, I would now ask you to ensure that A-Boards are only placed outside your premises. They must be placed so as to be touching the front wall of the premises and at right angles to it. The cost of a 3 year permit is £85.

Pavement Café Licence application forms will also be available from January 2018. The application process can be time consuming and I would encourage those who wish to benefit from such a Licence to contact the Licensing Unit at an early stage. There are specific requirements about the design and positioning of the Pavement Café as well as the furniture that may be used and how the licence area should be enclosed.

Pavement Café fees are payable per Unit. A Unit is defined as a table and up to 4 chairs. By way of example, placing 2 tables and 8 chairs outside your premises will cost £170 per annum.

I shall contact you again in January 2018 but in the meantime, I am available on 01543 464244 should you wish to discuss how the policy might specifically relate to your premises.

Yours sincerely,





Sean O'Meara
Senior Licensing Officer

Looking for help or support for your business growth? Contact: EconDev@cannockchasedc.gov.uk

Tony McGovern | Managing Director

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