

## **Shropshire Council Pavement Permits- FAQs**

### **Q. Do we need insurance cover?**

A. We do ask for public liability insurance cover for £5 million of Public Liability Insurance cover.

### **Q. My equipment is not next to the road do I still need to make an application?**

A. The pavement is part of the highway which extends from the centre of the road to your property boundary. Any equipment on this needs a permit. If you are in doubt where the highway is please contact the Highways Development Control team.

### **Q. Is there any limit to the amount of pavement I can apply to use?**

A. The pavement used needs to be proportional to your premises and not to restrict the footway beyond our requirements. A minimum width of pavement is to be maintained for public use at all times.

### **Q. Am I allowed to serve alcohol?**

A. If you sell food or drink then you need to obtain a Pavement Licence. Please contact the Licensing Team for further details.

### **Q. Is planning permission required?**

A. Planning permission will not be required for the addition of removable equipment on the pavement and associated goods for sale.

### **Q. Do I need a pavement permit to place an Advertising Board on the pavement.**

A. No, A-boards are not managed through the pavement permit process and will need to be addressed by Shropshire Council's Highways Team.

### **Q. Can I use wooden benches to display my goods?**

A. Yes, any equipment may be used to display goods for example benches, shelving, storage units etc.. All items exposed for sale should be so arranged to ensure they do not pose a trip hazard to pedestrians.

### **Q. What is defined as a pavement or footpath?**

A. A pavement (or footpath) is a through-fare for pedestrians, normally kerbed and separated from the carriageway. This also includes pedestrian zones. A minimum available width of at least 1.5 metres on footpaths and 4 metres on pedestrian areas must be maintained for pedestrians at all times.

### **Q. Do we need to clean up the pavement by our premises?**

A. Yes, you will need to clean up any litter which is as a direct result of your business. It's your pavement, so keep your local area clean and tidy. It may be best if you provide a litter bin for your customers which you empty regularly.

### **Q. I will only use the pavement for my business in the summer months do I still need to apply?**

A. Yes. The permit is applicable for a period of 1 year from date of issue so you can choose when you want to use the permitted area during hours in which the business premises are open either all year round or for just part of the year.

### **Q. Do I need to re-apply after the first year?**

A. Yes, to continue using the permitted area the permit must be renewed. Permits must be renewed annually and this can be undertaken within the renewal period which is any time in the period of 28 days before the expiry date of the permit. Whilst we will send you a renewal reminder prior to the expiry of your current permit it is the permit holder's responsibility to renew the permit.

### **Q What happens if I fail to renew my permit in the renewal period?**

A. If you wish to continue using the pavement then you will be required to submit a new application for a pavement permit including the applicable new application fee.

### **Q. How do I pay for the pavement permit?**

A. Information on the fees applicable to apply for a new pavement permit or to renew an existing pavement permit can be found on the Councils website. Payment can be made in the following ways:

**By BACS** – Account details are Account Name: Shropshire Council Licensing A.C, Sort code: 55-50-05, Account Number: 55904440, Bank Address: Natwest, Mardol Head, Shrewsbury.

**On-line** by debit/credit card at [www.shropshire.gov.uk/Licensing](http://www.shropshire.gov.uk/Licensing)

**By telephone** Tuesday to Friday on 0345 678 9026 between the hours of 9am and 5pm.

**By post** to the Licensing Team at the address detailed overleaf (cheques made payable to Shropshire Council)

### **Q. Can I transfer my permit if I sell my business?**

A. The permit is not transferable to another party. The new owner will need to apply for a new pavement permit providing all the required information within the new permit application form, providing proof of Public Liability insurance and paying the applicable fee.

### **Q. Do I need to display my permit?**

A. Yes, this should be positioned so that it can be viewed from the outside.