

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 use?

A. The pavement used needs to be proportional to your premises and not to restrict the footway beyond our requirements; exact widths are given in the general conditions.

Q. Am I allowed to serve alcohol?

A. Please check the restrictions on your premises licence. Please contact the Licensing Team for further details.

Q. Is planning permission required?

A. Planning permission may be required for a change of use of a pavement for the siting of chairs and tables. Please contact the Customer Services Centre on 0345 678 9004 to confirm the position for your proposal for confirmation

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

A. Yes, any equipment on the pavement needs a permit; for example, tables, chairs, benches, gazebos, umbrellas, shelving, storage units or fencing. However, A-boards are not managed through the pavement permit process and will need to be addressed by Shropshire Council's Highways Team.

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 1.2 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 and after 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. A fee of £135.00 is required for a new application and £50 to renew an existing permit.

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

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 to renew the permit within 28 days provided they are going to continue to use the area in the same way or if they wish to make any changes then they would be required to submit a new application. In either case the applicable fees at the time will be required.

Q. Do I need to display my permit?

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

Q. I have submitted my application can I use the pavement whilst my application is being considered?

A. Yes, by using the area in the way intended it will provide the opportunity for the public and other interested parties to consider how your application may affect them. During this time you will be required to display a notice, clearly visible from the outside of your premises, outlining your proposals and inviting representations from interested parties. This notice will be supplied to you by Shropshire Council and must be displayed from the date of the notice until your application has been determined.