**SOLIHULL METROPOLITAN BOROUGH COUNCIL**

**PART V11A HIGHWAYS ACT 1980**

**APPLICATION FOR PERMISSION TO PLACE A PAVEMENT CAFÉ ON THE HIGHWAY FOR FINANCIAL YEAR 2024/25**

This application must be completed in block letters and returned together with a cheque, made payable to Solihull MBC, for the fee to:- Highway Services, Managed Growth, Council House, Solihull B91 3QT.

**The cost of a pavement café is £31 per m2, there is a minimum charge of £233.00 for areas less than 8m2. This is an annual charge subject to review.**

To pay by online card payment: *A new code is created each year to make a payment against, so please email application first for a new link and code.* Please fill out the application form and scan onto a computer, make sure to attach any sketches photos and public liability insurance asked for to [highwaypermits@solihull.gov.uk](mailto:highwaypermits@solihull.gov.uk)

The Council has to notify any affected frontage of this application and requires details of all persons/companies owning and/or occupying all or part of the building within which your premises are situated. Failure to provide this information may result in a delay in processing your application.

**1.0 NAME AND ADDRESS: BUSINESS NAME:**

Of Applicant (if different)

Tel. No: Email:

**2.0 LOCATION OF PAVEMENT CAFÉ: PLANNING APP. NO.**

Give address or precise description (If new application)

**(A sketch plan, with dimensions in metres, must be submitted. Please show the calculation)**

**3.0 NATURE OF BUSINESS:**

**4.0 PUBLIC LIABILITY INSURANCE** – minimum £5 million

Give Name and Address of Insurer – copy supplied **yes/no**

Tel. No

Policy No: Renewal Date:

**5.0 DECLARATION**

I agree to comply with the conditions of any licence granted, to indemnify Solihull Metropolitan Borough Council against any and all actions arising or occurring from the placing of a Pavement Café and to pay any expenses the Council may incur in respect of repairs to the highway arising from the placing of a Pavement Café to which this licence relates.

NOTE: If the applicant is a sole trader then the owner of the company may sign the application. If it is a limited company then the company secretary may sign. If it is a partnership company, one of the partners must sign the application.

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| **Applicants Name:** | **Signed:** | **Date:** |
| **Position:** |

**For internal use only: Payment Code 01-220340-I20000-HW0012**