**COVID-19 Recovery**

**Application for** **Temporary Trading Area or Allocated**

**Outside Space for Food and Beverage**

Company Name: …………………………………………………………………………..

Contact Name: ……………………………………………………………………….….

**Sole Trader**

**Limited**

**Partnership**

Address:

……………………………………………………………………………………………..……

…………………………………………………………………………………………………..

Post Code: ………………………………..……. Tel: …………….…………………….

E-mail: .………………………………………………......……………………………..

**Address of Premises where Temporary Trading Area will be located.**

Business /Trading Name: ………………………………………………………………….

Premises Licence Number: ……….……………………………….………………………..

Contact Name: .…………………..……………………………………………..

Location Address:

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Post Code: …………………………….………. Tel: …………………….…………..

E-mail: ………………..……………………………………………………….

**Application Details.**

Total trading area available within existing premises (m2): …………………….…..

Total Temporary Trading Area / Outside Space applied for (m2): …………………

**Cost.**

Temporary Trading Areas will be **Free of Charge** during COVID 19 Recovery Period. After this period the Council will revert to its previous Street Café Licencing Policy, process and charges.

**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: ………………….………...

If the application is approved, the available Temporary Trading Area space will be marked or agreed on site.

**Additional Details.**

Please attach relevant supporting information to demonstrate how any temporary allocation of Temporary Trading Area space will be demarcated, furnished and managed to meet the published Vale of Glamorgan Temporary Terms & Conditions. This should include but not be limited to: -

* A plan of the location of the premises and proposed trading area.
* The duration of licence being requested – times and dates.
* Evidence of right to occupy e.g. lease
* Photo’s/brochures showing the proposed furniture and layout within the area applied.
* Photographic evidence of the notice being placed on site.
* Evidence of any existing or previous pavement licence.
* Evidence of how any the local and national conditions are satisfied.

**PLEASE NOTE:**

**This application form is valid for temporary street trading area or allocated outside space only from 27th July 2020 to 1st October 2020, to reflect the current UK Covid guidance and legislation.**

**All applications will be strictly subject to assessment in accordance with the Vale of Glamorgan Temporary Terms & Conditions for COVID-19 Recovery - Temporary Trading Areas for Food and Beverage.**

**Failure to comply with the Vale of Glamorgan’s Terms & Conditions will result in the application being rejected. Business may reapply using the same form.**

**AUTHORISED SIGNATURE:**

I confirm I have read and accept the Memorandum of Understanding attached showing terms and conditions for a temporary trading area for food and beverages. Please tick the box and sign below (*Signature must be by the Company Director or Authorised Officer of the company)*

**Signature: ……………………………..…….… Date: …..…………………………………**

**Completed form and certificate of insurance to be returned to:**

[**C1V@valeofglamorgan.gov.uk**](mailto:C1V@valeofglamorgan.gov.uk) **(preferred)**

**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.”