

Application for a Smoking Enclosure

Permit on the Public Highway

Company Number _____ Name _____

Contact Name _____

Sole Trader

Limited

Partnership

Billing Address _____

Post Code _____ Tel _____

E-mail _____

Address of Premises where Smoking Enclosure will be located.

Business /Trading Name _____

Premises Licence Number _____

Contact Name _____

Location Address _____

Post Code _____ Tel _____

E-mail _____

Type of Application.

New

Renewal

Addition to existing

Fee Structure

- Up to 12 Square meters = £229.50
- Over 12 Square meters = £382.50

Means of Enclosure. (Please make a note of all other furniture, heaters, objects and equipment to be utilised. Please specify quantity). If a Renewal please indicate changes if any to the existing permit.

Please attach a plan of the exact location you wish to place your smoking enclosure along with dimensions i.e. how wide and how long is the area you will be taking up on the pavement.

Insurance Details.

Please attach a copy of your insurance certificate.

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: _____

PLEASE NOTE:

This is a separate permit to a Street Café Permit. It is for a separate area. No furniture, tables and chairs must be located in the smoking enclosure at any time.

All permits are granted annually. Failure to renew your licence may result in a Fixed Penalty Notice of £100.

This application is subject to approval. If the application is successful a member of the team will contact you for payment. Should the application be refused you will notified.

I confirm I have read and accept the Terms and Conditions for a permit for a Smoking Enclosure. Please tick the box and sign below (*Signature must be by the Company Director or Authorised Officer of the company*)

Signature _____ **Date** _____

Please send your completed application form with your attached documents to:
Cardiff Council – Neighbourhood Services, Room 301, County Hall, Atlantic Wharf,
CARDIFF CF10 4UW or - NeighbourhoodServices-BusinessSupport@cardiff.gov.uk

“This form is available in Welsh / Mae’r ffurflen hon ar gael yn Gymraeg.”