

Outdoor Area Occupation Permit

Guidance notes:

These guidance notes have been provided to help you complete the application form. All questions on the application form must be answered. If a question is irrelevant, please mark it “not applicable” unless otherwise stated.

Before lodging an application please ensure that you have read the following guidance

Please note: The application form must be fully completed and submitted electronically, together with all required supporting documentation and the appropriate fee, to the Licensing Section using our [online submission form](#).

Hours

Standard operating hours for areas outwith the Grassmarket are from 9am – 9pm daily. You can however apply for an extension to operate until 10pm

Standard operating hours for areas within the Grassmarket are 12 noon until 9pm daily. You cannot request an extension to operate until 10pm within the Grassmarket area

Fees

Fees are per square metre. The current cost of a permit is £140 per square metre for sites within the World Heritage site and £112 per square metre for areas out with this area.

See example below:

2.0m x 2.0m = 4sqm x £140 = £560 for an annual permit within the World heritage site

divide £560 /365 days = £1.53 per day multiply by no of days requested

*an additional one-off payment of £150 is payable if a 10pm extension is requested**

**An extension cannot be applied for areas within in the Grassmarket*

A Map showing the World Heritage site is attached.

Eligibility

Permits will only be considered where the primary business carried on at that premises is the serving of food and drink.

Processing timescales

You should allow at least a minimum of three weeks for the Council to process your application. The exact length of time required will depend on the complexity of your request, and so the Council is, unfortunately, unable to offer set guidance on this.

It is in the public interest that the authority must process your application before it can be granted.

Public Liability Insurance

Applicants must ensure that their present public liability insurance is sufficient to cover the outside area where the Tables and Chairs are to be placed.

Structural Surveys

The Council is committed to ensuring the safety of the public and particularly the customers using the Tables and Chairs. The application form asks if a survey of the building has been carried out and it is important that this is answered correctly. If no survey has been carried out, it is recommended that you arrange this as quickly as possible to ensure a safe environment for your staff, customers and the general public.

Barrier requirements

It is a **mandatory** requirement that **solid barriers** are placed at each end of the tables and chairs area specified in your permit. A **detailed description** of your barriers must be given with your application for Tables and Chairs consent. If you fail to include adequate details of your barrier proposals your application will not be considered

- At least one metre in height from the footway level
- Extend the full width of your tables and chairs area.
- Incorporate a tapping rail or other demarcation approximately 150mm above ground level to guide blind or partially sighted pedestrians.
- Be capable of withstanding winds of *Class B blowing from any direction.
- Be fixed to suitable mountings and substantial enough to resist collapse if walked or stumbled into
- Please note: Rope and pole fixtures are not acceptable.
- Should be of a colour and design that takes account of the needs of people with a visual impairment, ideally providing a contrast with its surroundings.
- Should be of a high-quality design and materials. Planters are encouraged, while other solutions including fabric banners and metal, or timber panels are also acceptable (as long as they meet the other requirements). Plastic is not acceptable.

- Co-ordination of colour schemes and canopy types with other businesses on the street is encouraged

Displaying of advertising boards

The City of Edinburgh Council has implemented a citywide ban on advertising boards ('A' Boards) and other temporary on-street advertising structures. This includes the display of 'A' Boards within your permitted tables and chairs area.

Use of additional equipment (Parasols, Gazebos and Canopies)

The area/s approved for tables and chairs use are intended primarily for the placing of tables and chairs furniture only. If you intend to place any other type of equipment within this pavement area you must first seek permission from the Council and provide full details of your proposals. Gazebos or other tent structures are not permitted within the world heritage site unless being used as a market trader or other event.

Please note that the uses of outside gas space heaters are prohibited.

Any covering for the seating area should meet the following safety and appearance requirements:

- Wind safety: you will need to submit a wind management plan - *a pro-forma and guidance are included in the application pack.*
- Open parasols should be safety secured and contained entirely within the boundaries of your tables and chairs area to ensure that they do not cause an obstruction or present a danger to any other users of the pavement.

Site Notice

It is a mandatory requirement that you complete and display this notice. Its purpose is to inform the general public and interested parties that you have made an application for consent to place Tables and Chairs in a public area. This affords all parties the opportunity to comment on or object to your application and informs the consent process.

If an objection is received during the 14day period, then the applicant will be asked to remove the tables and chairs until the objection is dealt with

Guidance on displaying the site notice

- Complete the site notice form, making sure that writing or typeface is clear and easy to read.
- Ensure the site notice is signed and that the date the application was lodged is clearly stated.
- The site notice must be positioned where it can be read easily by the public for a period of 14 days from the date on which the application is lodged.
- The notice should be sited within a 20-metre radius of the area to be occupied.

Take reasonable steps to protect the notice and replace it if necessary.

Objections and complaints

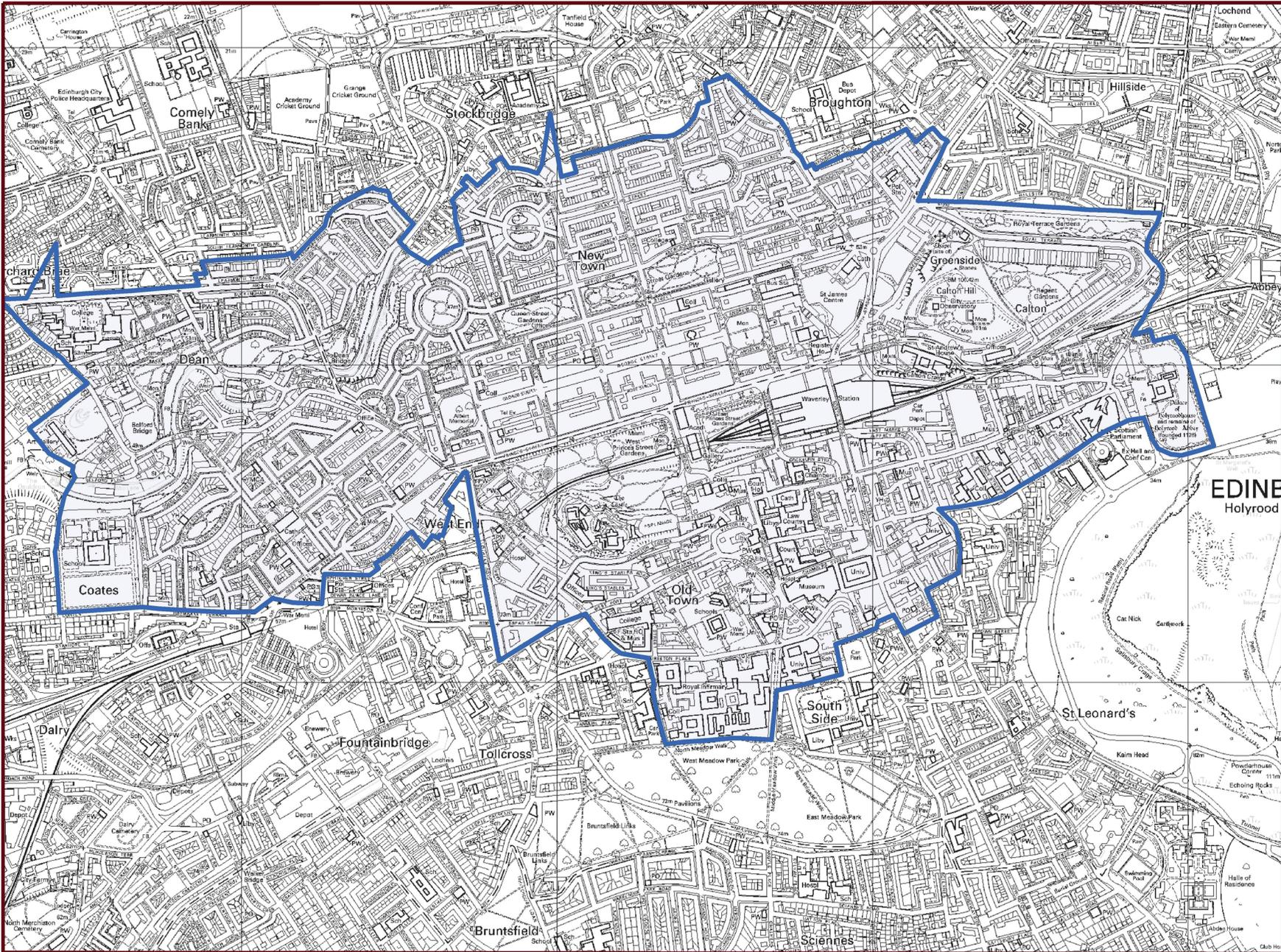
Anyone is entitled to raise an objection or make comment to an application. All objections/comments must be lodged within the 14-day period that corresponds with an applicant's mandatory obligation to display the site notice.

Objections must:

- Be in writing.
- Be signed by or on behalf of the objector.
- Specify the grounds for the objection.

General Complaints

Anyone may lodge a complaint at any time with the Council if they consider an existing permit holder to be causing undue public nuisance or threat to public order or safety.



NOTES

The areas within the delineated boundary are deemed to be within the World Heritage Site

EDINBURGH
Holyrood



World Heritage Site – boundaries

1:17632



Date: 07/10/2014

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Drawn By:

Dwg No: RS/TC/WH/001