

## Guidance for Hospitality Businesses

Below is a summary of the key points for hospitality businesses after May 17<sup>th</sup>. Please ensure you also read the full guidance found here.

[Restaurants, pubs, bars and takeaway services - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

Hospitality businesses can open indoors and serve groups of up to 6 or two households. Outdoors you can now serve groups up to 30 people.

Ensure customers understand they cannot seek shelter inside in adverse weather unless there is seating available.

If your venue serves alcohol, table service will still be required both indoors and outdoors. Even if no alcohol is ordered, this means customers must order, be served and eat/drink while seated. Customers cannot be served unless they are seated.

If your venue does not serve alcohol, customers can order and collect food and drink from a counter. But they must consume food and drink while seated at a table.

There is no curfew for indoor trading, you can now trade your agreed licensing hours.

Indoor entertainment is allowed, including soft play areas.

To ensure you are Covid secure inside you may want to reconfigure seating and tables to maintain social distancing guidelines (2m, or 1m+ with risk mitigation where 2m is not viable) between groups of customers. For example, increase the distance between tables.

You can manage entry numbers to reduce congestion and therefore your venue does not become overcrowded, with:

- reservation systems
- social distancing markings
- having customers queue at a safe distance for toilets
- bringing payment machines to customers

## Utilising Outdoor Space

In order for you to use your outdoor space there are two conditions which need to be met.

In order for you to serve alcohol you must have an appropriate premises licence. Sales of alcohol for consumption off the premises can only be made with an off sales permission on your premises licence. Licences can be temporarily amended to include off sales until 30 September 2021 by submitting a notification to our Licensing Section under the [Business and Planning Act 2020](#).

For further information email [Licensingoffice@wakefield.gov.uk](mailto:Licensingoffice@wakefield.gov.uk)

You also require a **Pavement Café Licence** if your premises are not on private land. Through the Business and Planning Act, the process has been simplified and replaces the existing Pavement Café Licence and policy. This licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with, the use of the premises **between the hours of 7:30am and 10pm**

The application form can be found [here](#)

### Outdoor Shelters

You may wish to erect outdoor shelters. To be considered 'outdoors', shelters, marquees and other structures can have a roof but need to have at least 50% of the area of their walls open at all times whilst in use. Visit [hse.gov.uk - temporary-demountable-structures](https://www.hse.gov.uk/temporary-demountable-structures) for more information.

### NHS QR Code

You must display the official NHS QR code poster. [Official NHS QR posters can be generated online.](#)

Ask every customer or visitor aged 16 and over to check in to your venue or provide their contact details. This can be done quickly and easily using the NHS COVID-19 app to scan in the NHS QR code poster.

Have a system in place to ensure that you can collect information from your customers and visitors who do not have a smartphone or do not want to use the NHS COVID-19 app. You must keep this data for 21 days and provide it to NHS Test and Trace if they ask for it. [Check what data you need to collect and how it should be managed.](#)