City of Malmö’s general conditions and information for the commercial use of public places

CONDITIONS

Cityscape
The layout and colours of the fittings should follow the recommendations of the Malmö City Environment Programme and be approved by the City of Malmö. The layout of the café area shall follow "Riktlinjer för uteserveringar i Malmö" www.malmo.se/uteservering ("Guidelines for pavement cafés in Malmö"). Colours in the city's environments should be neutral and in harmony with neighbouring buildings and their surroundings.

The fittings that are approved by the City of Malmö are listed in the permit. No other fittings shall be installed. Fittings include tables, chairs, fencing, parasols, awnings, counters, signage equipment, advertising signs, flags, banners, posters, marquees, mobile trailers, containers, etc. The permit holder shall keep all fittings in good condition. Changes in layout require the approved by City of Malmö.

Planning permission is required for all fixed fittings such as buildings, ramps and fixed advertising facilities. If buildings are constructed or renovated, changes in colour scheme, repainting or layout of advertising offers on the facade, the City Planning Office should be contacted for information about how to apply for planning permission.

The boundary that marks the perimeter of the leased area shall comply with the City of Malmö's requirements regarding ease of access and design.

Traffic/accessibility
The area directly adjacent to the leased area shall be accessible to the general public so that ease of access is in no way obstructed.
Loose and fixed fittings shall be unconditionally removed when the permit has expired. When designing the layout of the area for leasing, ease of access for the disabled, the visually impaired, etc. must be taken into account.

Power cables shall not be placed directly on the ground. Power cables that cross walkways or carriageways shall be suspended at least 4.5 m above the walkway and 6 m above the carriageway. Swedish electrical installation standard SS 436 40 00 or later, if superseded, shall be followed. Access to the City of Malmö's electrical cabinets can be granted in certain places and at the permit holder's expense.

The permit holder does not have the right to occupy other spaces than the one specified in the permit. Fittings that are placed outside the leased space or are placed so that part of the fitting protrudes outside the leased space shall immediately be corrected by the permit holder or his/her personnel. Vehicles may not be parked next to the leased area but shall be parked in existing parking spaces. Other forms of parking require a parking permit. For information about local traffic regulations, green zones, traffic rerouting, etc. contact the City of Malmö's traffic control department at tel. 040 / 341000.

Municipal or central authorities have the right to decide about the installation of cables in or over the leased area. The permit holder is under the obligation to tolerate this infringement without compensation. Ease of access, customer flows and product displays can therefore be changed.
Environmental traffic improvements, traffic rerouting, detailed planning changes, construction activities and similar measures can affect the permit holder’s possibilities for remaining in the designated place.

**Maintenance of public places**
The permit holder shall keep the leased area and the immediate surroundings in a clean and tidy condition for the duration of the lease period, to be cleaned daily and immediately after the end of the permit period.

- Paper and other waste stemming from the business shall be removed daily. Litter bins shall be available in proportion to needs. Occupied or neighbouring areas should not be blocked by items of litter such as cartons, construction materials, etc. These shall be disposed of immediately. Businesses that handle food products shall collect their waste and fat in approved receptacles, containers or fat separators which shall be emptied by water and wastewater utilities. Public toilets should be available in the necessary quantity as defined by the Environment Department’s guidelines. Putting posters on trees, lampposts or electrical cabinets is not permitted and such posters will be removed immediately by the City of Malmö contractor at the permit holder’s expense. Fittings shall regularly be serviced and any graffiti removed.

- The permit holder is responsible for all cleaning of the occupied area, including both winter and snowless ground cleaning. The area shall be regularly weeded. Use of unsuitable chemicals is not permitted. Snow and ice clearance should be conducted so that ease of access is prevented. Snow or ice may not be disposed of in gutters or drains, placed on carriageways or other public places. For cleaning of occupied spaces on pedestrian walkways,” Stadga om renhållning av gångbana i Malmö kommun” Kf 14/12 1995 § 224, (“Statutes on the cleaning of walkways in the City of Malmö”) shall be followed. See www.malmo.se

- Pipes, cables and peripheral fittings (heating, ventilation and sanitation installations, fat separators, wells, cabinets, natural gas pipelines and similar) from the leased area and the service connection at the main junction belongs to the business. The permit holder is responsible for the maintenance, unblocking and plugging of pipes and the upkeep of ground supports such as fixed advertising signs, flagpoles, parasols, natural gas and paraffin heaters, fencing and other boundaries.

**Land use**
The space that may be used is marked in the drawing in accordance with the applicable permit. Spaces under or in the ground space for fixed supports for fixed advertising signs, flagpoles, parasols, natural gas and paraffin heaters, fencing, for cables relating to the business, for fat separators, basements and similar, may not be used without the approval of the City of Malmö. Drawings should be presented on request.

All digging in public spaces shall comply with” Grävningsbestämmelser för Malmö Stad” (“Digging regulations for the City of Malmö”) with accompanying recommendations, see www.malmo.se/gravning.

All work including the restoration of land shall be performed by a contractor approved by the City of Malmö at the permit holder’s expense.

The lease period applies from the date of erection to the date of restoration. The leased space shall be restored to its original condition when the lease expires unless the business has been sold to a new owner. Buildings with their own cables and other underground facilities shall on request be removed by the permit holder at his/her expense. Restoration of occupied land and the plugging of waste and wastewater pipes shall be performed by a contractor approved by the City of Malmö at the permit holder’s expense. Supports in the ground shall be removed or covered by a lid at ground level.
Environment
The permit holder shall ensure that inconveniences (e.g. noise and smells) do not affect the people and the environment.

Opening hours shall comply with the Environment Department’s guidelines. Normal business hours for businesses in residential areas are Sunday – Thursday until 11 pm, Friday – Saturday until 1 am.

INFORMATION

Fees
Fees shall be paid in advance without being requested unless otherwise agreed. If payment is not made at the right time the City of Malmö may charge penalty interest in accordance with the Swedish Annual Interest Act.

Damages and other costs
Malmö Stad will not accept any expenses in conjunction with or arising from the lease such as
- tampering with the ground surfaces
- traffic rerouting
- costs for electricity, water or waste
- cleaning
- restoration of ground
- damage

If the permit holder is forced to restrict or discontinue his/her business activities, he/she will be responsible for all costs arising therefrom. The municipalities will not under any circumstances be liable for loss of profit or reduced sales. A special control fee will be charged if a follow-up is needed to ensure that the permit holder has fulfilled the applicable conditions.

Revocation
The police authorities can revoke the permit if
- the permit holder does not comply with the specified regulations
- it is of special importance for the municipality
- it is called for with respect to traffic or public order and security
- non-payment of lease fee

The municipality can request the police authorities to revoke the permit.

Transfer
The permit may not be transferred or sub-leased to anyone. If the business is sold the seller shall revoke the permit and the buyer shall apply for a new permit from the police authorities. Permit holders who do not intend to use the permit shall cancel them.

Other permits
The permit holder shall contact the appropriate authorities for information about applications for other permits required for their business activities.
## List of contacts

<table>
<thead>
<tr>
<th>Category</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permits</td>
<td>Police</td>
<td><a href="mailto:tillstand.skane@polisen.se">tillstand.skane@polisen.se</a></td>
<td>010 – 561 72 26 (Mon – Fri 10:00 - 12:00)</td>
</tr>
<tr>
<td>Safety</td>
<td>Rescue services Syd</td>
<td><a href="mailto:tillsyndirekt@rsyd.se">tillsyndirekt@rsyd.se</a></td>
<td>046 540 46 99</td>
</tr>
<tr>
<td>Water &amp; waste</td>
<td>VASyd</td>
<td><a href="mailto:kund@vasyd.se">kund@vasyd.se</a></td>
<td>040 635 00 00</td>
</tr>
<tr>
<td>Noise &amp; Environment</td>
<td>Environment Department</td>
<td><a href="mailto:miljo@malmo.se">miljo@malmo.se</a></td>
<td>040 34 35 15</td>
</tr>
<tr>
<td>Food</td>
<td>Environment Department</td>
<td><a href="mailto:miljo@malmo.se">miljo@malmo.se</a></td>
<td>040 34 20 42</td>
</tr>
<tr>
<td>Planning permission</td>
<td>City Planning Office</td>
<td><a href="mailto:sbk.kunddisk@malmo.se">sbk.kunddisk@malmo.se</a></td>
<td>040 34 22 73</td>
</tr>
<tr>
<td>Alkohol licence</td>
<td>Permit department</td>
<td><a href="mailto:tillstandsenheten@malmo.se">tillstandsenheten@malmo.se</a></td>
<td>040 34 55 50</td>
</tr>
<tr>
<td>Customerservice</td>
<td>Streets and parks department</td>
<td><a href="mailto:kundservice.fgk@malmo.se">kundservice.fgk@malmo.se</a></td>
<td>020 34 45 00</td>
</tr>
<tr>
<td>Coordination</td>
<td>Företagslots</td>
<td><a href="mailto:foretagslots@malmo.se">foretagslots@malmo.se</a></td>
<td>040 34 30 00</td>
</tr>
</tbody>
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