



## **A GUIDE TO APPLYING FOR A TABLES AND CHAIRS LICENCE**

### **INTRODUCTION**

This is a brief guide to the process of how to apply for a licence to place furniture on the public highway or City Walkway. Full details of the City of London's Policy and Procedure regarding the licensing of tables and chairs on the public highway/City Walkway can be found on our website [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk) or on request from [licensing@cityoflondon.gov.uk](mailto:licensing@cityoflondon.gov.uk).

### **CRITERIA FOR THE ASSESSMENT OF A LICENCE APPLICATION**

Under the 1980 Highways Act a licence is required to place tables and chairs on the public highway or City Walkway. The City of London Corporation assesses the suitability of a site against the following criteria: -

- Road safety which takes precedence over all other considerations.
- There should be a minimum width of unobstructed footway of 2.2 metres between the edge of the permitted area and the edge of the footway. The criteria give discretion to seek a greater width of footway if deemed necessary.
- Pedestrians should not be forced to walk in the carriageway.
- Tables and/or chairs shall not be placed on a carriageway.
- Sight lines for pedestrian movement and any other obstructions close to the area.
- Changes of direction of movement at junctions, pedestrian crossings and similar locations.
- Whether planning permission is required.

In addition the following specific factors will be taken into account: -

- The proximity and nature of any road junctions and pedestrian crossing points;
- The volume of pedestrian footfall especially at peak times;
- Whether the proposed permitted area would enable suitable access to all members of the public using the road or pavement;
- The presence of existing street furniture;
- Any other factors which might put safety at risk;
- Whether the proposed permission might have a negative effect on pedestrian amenity and the character and appearance of the area in particular around heritage sites, conservation areas and listed buildings;
- Impact of the proposed permission on noise and the amenity of neighbours;

- The number of other permissions issued for areas in or near the proposed permitted area.
- Existing fire escape routes and refuse disposal

Tables and chairs should normally be placed adjacent to the premises at the rear of the footway. This will only be waived in exceptional circumstances.

Permission will not normally be granted to place tables and chairs on the public highway earlier than 07.00 hours or later than 23.00 hours.

## **FURNITURE**

An appropriate design for furniture will be sought for the vicinity, which has regard to the needs of people with disabilities. For example, some tables should permit access to wheelchair users and some seating should have backs and arm rests. Items should be sufficiently robust to withstand daily use and not present a hazard to the user.

Picnic benches and benches are generally not considered appropriate other than in exceptional circumstances. Plastic 'garden' type furniture will not be permitted.

Umbrellas/parasols are permitted but all parts of the umbrella must be completely contained within the licensed area.

Barriers and heaters (of any kind) will not be permitted.

## **CONSULTATIONS**

Before a licence can be granted it is necessary for the City of London Corporation to obtain the consent of all the frontagers<sup>1</sup> and consult all those considered to be materially affected. A public notice is also placed on site and any comments received are taken into consideration. In the case of the City Walkway, walkway consent<sup>2</sup> must be obtained from the relevant parties.

A number of City of London Corporation Departments are consulted including the Commissioner of Police, Transportation & Public Realm Director, Director of the Built Environment, the Access Officer, the City Surveyor and the Chamberlain. In the case of GLA roads administered by Transport for London, their consent is also required. Details of such roads can be provided on request.

In view of the lengthy consultation required, you should allow three months for the processing of the application. It may be possible to process the application more quickly if all the necessary information is submitted with the application form.

<sup>1</sup>Frontagers are owners and occupiers of any premises adjoining the part of the highway on, in or over which an object or structure would be placed or on which facilities for recreation or refreshment or both have been, are being or would be provided. Frontagers have an interest under the Highways Act in proposals to place objects or structures or to provide or operate the facilities wholly or partly between their premises and the centre of the highway.

<sup>2</sup> Walkway consent means the consent of any person who is the owner or occupier of premises adjoining the Walkway and is a person who, in the opinion of the City of London Corporation is likely to be materially affected or is the owner of the land on, under or above which the walkway subsists. Refer to the Highway Act 1980 Part VIIA for the full definition.

## **CONDITIONS**

Licences are issued on an annual basis with standard terms and conditions. Other conditions may be added. These conditions must be adhered to and the site will be monitored throughout the year to ensure compliance.

It is a condition of any licence that: -

- The licence is displayed in a prominent position during the period that the furniture is located on the public highway or City Walkway.
- The tables and chairs are available for the use of the general public as well as customers.
- The furniture is removed from the highway or walkway outside the permitted hours.
- The licensee is responsible for the removal of all litter from the licensed area and adjacent carriageway and public footway.
- The licensee is required to pressure wash the area at a minimum of six monthly intervals.
- Tables and chairs must be capable of being stored off the highway at the end of the permitted hours. No items may remain on the public highway overnight.

A copy of the full standard conditions are available on our website or on request to [licensing@cityoflondon.gov.uk](mailto:licensing@cityoflondon.gov.uk).

## **MAKING AN APPLICATION**

To apply for a licence, an application form should be completed and returned to the address given on the application form. To ensure that your application is processed quickly, you should include all the elements listed in the following section. A fee must be paid with the submission of your application. Please refer to fee details for current costs and information regarding refund of the fee in the event of refusal.

An applicant is recommended to speak to a Licensing Officer if they need advice as to how to complete the form or for advice regarding an application. Please contact 020 7332 3406 or e-mail [licensing@cityoflondon.gov.uk](mailto:licensing@cityoflondon.gov.uk).

## APPLICATION CHECKLIST

The application should be accompanied by the following:	Tick Here
<ul style="list-style-type: none"> <li>▪ A location plan to a scale of 1:250 which clearly defines the premises</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A plan to a scale of 1:50m or larger. This should show: -               <ul style="list-style-type: none"> <li>➤ The proposed area to be licensed outlined in red in relation to the premises and to the kerb line</li> <li>➤ The precise position of the tables and chairs with the furniture drawn to scale</li> <li>➤ The position of any street furniture and trees in the immediate vicinity of the site</li> <li>➤ The position of dropped kerbs, pelican crossings, cycle lanes, parking bays and market pitches, along with any adjoining private forecourt and cellar hatches</li> </ul> </li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A photograph or brochure detailing the furniture including the make, finishes and dimensions</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A completed Tables and Chairs Indemnity Certificate (see application form)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ The appropriate annual licence fee payable to the City of London Corporation (Fees are set by the City of London Corporation and are subject to review)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Details of the proposed hours and days of the week that the licence is required.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Details on the location of fire exits and escape hatches next to or within the proposed licence area</li> </ul>	<input type="checkbox"/>