



A GUIDE TO APPLYING FOR A TABLES AND CHAIRS LICENCE

INTRODUCTION

This guide sets out the process of how to apply for a licence to place furniture on the public highway or City Walkway. The criteria and procedures for granting licences are currently being revised.

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.
- Pavement shall be at least 3.048 metres (10 feet) wide with a residual width of at least 1.83 metres (6 feet).
- 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.

Access for people with disabilities, existing fire escape routes, refuse disposal and noise and disturbance levels will also be considered. An appropriate design for furniture will be sought for the vicinity, which has regard to the needs of people with disabilities. Picnic benches are not considered to be appropriate other than in exceptional circumstances.

CONSULTATIONS

Before a licence can be granted it is necessary for the City of London Corporation to obtain the consent of all the “frontagers”* and 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”** must be obtained from the relevant parties.

A number of City of London Corporation Departments are consulted including the Commissioner of Police, Director of Public Cleansing, Director of Environmental Services, 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.

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.

* 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.

** 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 (Continued)

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.

MAKING AN APPLICATION

To apply for a licence, an application form should be completed and returned to the address given at the back of this guide. 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 and will not be reimbursed should the licence be refused or withdrawn.

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.

APPLICATION CHECKLIST

The application should be accompanied by the following:	Tick Here
▪ A location plan to a scale of 1:250 which clearly defines the premises	<input type="checkbox"/>
▪ A plan to a scale of 1:50m or larger. This should show:-	
➤ The proposed area to be licensed outlined in red in relation to the premises and to the kerb line	<input type="checkbox"/>
➤ The precise position of the tables and chairs with the furniture drawn to scale	<input type="checkbox"/>
➤ The position of any street furniture and trees in the immediate vicinity of the site	<input type="checkbox"/>
➤ The position of dropped kerbs, pelican crossings, cycle lanes, parking bays and market pitches, along with any adjoining private forecourt and cellar hatches	<input type="checkbox"/>
▪ A photograph or brochure detailing the furniture including the make, finishes and dimensions	<input type="checkbox"/>
▪ A completed Tables and Chairs indemnity Certificate (see application form)	<input type="checkbox"/>
▪ The appropriate annual licence fee* payable to the City of London Corporation	
▪ Details of the proposed hours and days of the week that the licence is required.	<input type="checkbox"/>
▪ Details on the location of fire exits and escape hatches next to or within the proposed licence area	<input type="checkbox"/>

* The fees are set by the City of London Corporation and are subject to review.