

THIS PACK PROVIDES INFORMATION ON HOW TO APPLY FOR ADVERTISING BOARD AND TABLES AND CHAIRS LICENCE. AN ADVERTISING BOARD AND TABLES AND CHAIRS LICENCE ALLOWS YOU TO PLACE FURNITURE UPON THE HIGHWAY.

TABLES AND CHAIRS & A-BOARD LICENCE APPLICATION PACK

WHY YOU NEED A LICENCE

The aim of licensing is to balance the needs of businesses and residents with the public expectation of an unobstructed footway. We have provided this pack to help you make your application.

Because the licences are issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation including, **Highways Act 1980**, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982) Traffic Management Act 2004, and Disability Discrimination Act 2005

THE APPLICATION PROCESS

In order to process the licence and ensure the co-ordination of works you will need to apply at least **EIGHT WEEKS** in advance. Failure to enclose the correct documentation could delay the process. We are obliged by legislation to consult interested parties and give members of the public and other council officers the opportunity to comment.

WHAT YOU HAVE TO DO?

On request of an application you should make a site visit arrangement to assess your request. This will allow us to advise you of what is appropriate and guide you through the application process.

WHAT YOU HAVE TO SEND BACK TO US

- a) Completed application form that provides the following; (pages 10-14)
 - Exact proposed of advertising board and tables and chairs on a scale drawing indicating the dimensions of A-Board, width of pavement and proximity to the kerb
- b) Photo or illustration type of A-Board propose to use.
- c) A Signed Agreement form for fees, public liability and conditions. All applicants must hold a public liability policy in for the sum of **£3 million** or above.
- d) Payment of Admin licence fee for the relevant band in which your street falls within.

PLEASE NOTE- A-BOARDS AND TABLES AND CHAIRS ARE NOT PERMITTED TO BE PLACED ON THE HIGHWAY UNTIL A LICENCE HAS BEEN AGREED AND ISSUED.

CONTACT AND ADDRESS DETAILS

Georgina Fitch / Monina Torres Kwiecinski

Streetworks Section - TCA Applications,

Highways, Public Realm - Environment and Regeneration

Islington Council

Non-Laycock Wing 4th Floor, 222 Upper Street, London N1 1YA

Telephone No: 020 7527 6487 / 2844 (Application queries)

Email streetworks@islington.gov.uk **Contact Islington** - 0202 7527 2000 complaints

OTHER USEFUL CONTACTS

Streetworks Team

TCA Applications

Public Realm

Environment and Regeneration

222 Upper Street

London N1 1YA

Tel 020 7527 2000

Fax 020 7527 2194

e-mail streetworks@islington.gov.uk

web www.islington.gov.uk

Noise and Pollution Team

Public Protection

Environment and Regeneration

222 Upper Street

London N1 1YA

Tel 020 7527 3258

e-mail noise.issues@islington.gov.uk

web www.islington.gov.uk

Contact Islington

222 Upper Street

London

N1 1YA

Tel 0207 527 2000

Fax 0207 527 5001

e-mail contact@islington.gov.uk

web www.islington.gov.uk

LICENCE FEES SCHEDULE FOR TABLES AND CHAIRS

Fee Type	BAND A	BAND B	BAND C
Admin Fee	£375.00	£375.00	£375.00
Price per seat (1-12)	£65.00	£45.00	£25.00
Price per each subsequent seat	£45.00	£30.00	£18.00

Change of licensee name	
Cost of change	£52.50

Change to number of tables and chairs	
Cost of change	£150

LICENCE FEES SCHEDULE FOR ADVERTISING BOARD

Change per item per annum	Fee (with Tables & Chairs)
Band A	£245.00
Band B	£175.00
Band C	£70.00

ADVERTISING BOARDS

An A-Board licence **MAY** be granted if the following criteria are met.

- The board must be of the “feet” type where the base is the widest part of the board. If a central stem type is used, a lower tapping rail is required to prevent hazard to visually impaired footway users.
- The board must be of sufficient contrast to its surrounding area.
- The board must be of a construction that will cause minimal damage if there is a collision. There must be no sharp edges or protruding parts.
- The board must not be fixed to the highway or any furniture on the highway.
- The board is located in a suitable and agreed position.
- A minimum of 1.8 meters of footway remains along the line of the board between the edge of the object and either the kerb or other highway boundary. Thus allowing safe passage for all highway users.
- The board is not permanently fixed to the highway.
- The board does not contain any material or information that would prejudice the council or break and current legislation.
- The type of board used is of an agreed type with the council. No decision will be made until an inspection has been completed.

No licence will be granted after 11 p.m. A-BOARD MUST BE STORED AWAY AT THE END OF LICENSING HOURS. Viewing of storage facilities maybe requested for inspection and must be agreed that they are practical and adequate for storage of furniture outside of licensed hours.

PREMISES THAT SELL / SERVE ALCOHOL

We ensure that Tables and Chairs licence applications for premises that sell alcohol are consistent with any other **on/off** sales licences. Before completing the tables and chairs application form you should contact us with any details of present or planned licence applications.

DETAILS OF SCALE PLANS

Please enclose a 1:50 scale plan which shows the area of footway to which the application relates. All dimensions of the front of the premises including dimensions of opening doors and adjacent buildings, location of all posts, columns and trees to show the full width of the footway and an indication of where the tables and chairs are to be placed.

Streets within Band A

Albion Place	Dominion Street	Packington Street
Aldersgate Street	Dufferin Avenue	Paul Street
Amwell Street	Dufferin Street	Pentonville Road
Archway Road	Eagle Court	Peter's Lane
Baltic Street East	Epworth Street	Phoenix Place
Baltic Street West	Errol Street	Platina Street
Banner Street	Exmouth Market	Ropemaker Street
Bard Street	Farringdon Lane	Roscoe Street
Bath Street	Farringdon Road	Rosebery Avenue
Benjamin Street	Featherstone Street	Rosoman Street
Bonhill Street	Finsbury Pavement	Rutland Place
Briset Street	Finsbury Square	Shrewsbury Court
Britton Street	Finsbury Street	Singer Street
Broad Yard	Fortune Street	Skinner Street
Bunhill Row	Fox and Knot Street	SmokeHouse Yard
Cahill Street	Garret street	South Place
Camden Passage	Glass House Yard	Spafield Street
Carthusian Street	Golden Lane	Spencer Street
Central Street	Great Sutton Street	St John Street
Chapel Market	Hat and Mitre court	St John's Lane
Charterhouse Buildings	Hercules Street	St John's Place
Charterhouse Mews	Highbury Corner	St John's Square
Charterhouse Square	Highgate Hill	Sun Street
Charterhouse Street	Holloway Road	Suttons Way
Chequer Street	Islington Green	Tabernacle Street
Cherry Tree Walk	Islington High Street	Theberton Street
Chiswell Street	Islington Park Street	Turks Head Yard
City Road	Kings Cross Road	Turnmill Street
Clere Place	Lamb's Buildings	Tysoe Street
Clere Street	Lamb's Passage	Upper Street
Clerkenwell Close	Leonard Street	Warwick Yard
Clerkenwell Green	Mallow Street	Whitecross Street
Clerkenwell Road	Memel Court	Whithers Place
Cowcross Street	Memel Street	Wilson Street
Cowper Street	Moor Lane	Worship Street
Crescent Row	Moreland Street	Young's Buildings
Christopher Street	Nags Head Court	
Cross street	Old Street	

Streets within Band B

Arlington Avenue	Hornsey Rise
Baldwin Terrace	Hornsey Street
Balls Pond Road	Jerusalem Passage
Baring Street	Junction Road
Benwell Road	Kingsland Green
Blackstock Road	Kingsland Passage
Blythwood Road	Liverpool Road
Boleyn Road	Matthias Road
Brecknock Road	Mountgrove Road
Caledonian Road	Mountview Road
Camden Road	New North Road
Canonbury Road	Newington Green
Cloudesley Road	Newington Green Road
Colebrooke Row	Parkhurst Road
Copenhagen Street	Penton Street
Crouch Hill	Pyrland Road
Dartmouth Park Hill	Riversdale Road
Dickenson Road	Seven Sisters
Drayton Park	Shepperton Road
Essex Road	Southgate Road
Fonthill Road	St Paul's Road
Goswell Road	St Peter's Street
Green Lanes	Stroud Green Road
Hannay Lane	Tollington Road
Herbal Hill	Tufnell Park Road
Highbury Grove	Wharf Road
Highbury Park	Wharfedale Road
Hillmarton Road	White Lion Street
Hornsey Lane	York Way

Band C charges will apply to all other streets.

Where premises are located at the junction of two bands, the higher rate shall apply.

CONDITIONS OF LICENCE

In accordance with the Highways Act 1980, we **MAY** grant permission for the use of A-Board and Tables & Chairs on the highway.

The licence does not relieve the licensee from compliance with or being subject to the London Building Act.

The Town and Country Planning Act, or any other Acts, Regulations, other by laws and General Statutory provisions in the area and shall not be regarded as dispensing with such compliance. Application must be made to the licensing authority for any alteration or extension to a licence to sell intoxicating drink.

Any disturbance or damage to utility plant will be the responsibility of the licensee.

The signatory of this application is the person accepting responsibility for the compliance of all conditions and regulations associated with A-Board and Tables & Chairs on the highway.

The licence agreement will become invalid if any of the conditions are not adhered to or the licensee no longer has an interest in the project.

The licence granted will be exercised in such a manner as not to cause a nuisance, disturbance or danger to the occupiers of adjoining property or the users of the highway.

The highway will at all times be kept in a neat and tidy condition and free from obstructions.

The council is indemnified against all claims resulting from an incident caused by the A-Boards and tables & chairs. All applicants must have public liability insurance of **£3 million** to validate their occupancy of the public highway. Failure to have insurance would result in your licence becoming invalid.

All licences issued **MUST** be displayed on site.

The permission shall run from the date of issue for a period of one year.

The permission will terminate earlier if any of the conditions are not adhered to, the licensee no longer has an interest in the property, or the licence was granted for a special event, under these circumstances no fees will be refunded.

The amount of furniture and position shall be specified and agreed before a licence is issued.

The permission is valid only between the specified hours.

The area so permitted for tables and chairs to be used solely for the purpose of consuming refreshments.

No charge shall be made by the Licensee for the use of the chairs and tables.

The licensee shall make no claim against the Council in the event of the A-board and tables & chairs or other objects being lost, stolen or damaged in any way from whatever cause.

The Licensee shall remove the furniture from the Highway to allow the Highway to be cleaned or maintained by the Council its servants or agents, or if required to do so, to permit works in or use of the Highway by the Council its servants or agents. If required to do so, to permit works in or by the Council, the Police, fire, ambulance services, statutory undertaker, telecommunications code operator, service vehicles, hearses and furniture removal vans.

The furniture is not to be permanently fixed to the highway.

The licence does not give permission to serve alcohol unless your premises licence states that you have on/off sales.

The furniture shall not interfere with or affect the rights of any statutory undertakers having apparatus in the highway.

The tables are to be **regularly** cleared of glasses, plates, ashtrays, etc and the surrounding area to be swept clear of litter, food and smoking deposits etc. Receptacles must be provided at the tables to allow for the smoking debris to be extinguished. Waste deposited on the Highway must be removed each day at the Licensee's expense or at more frequent intervals as may be required by the Council under the Environmental Protection Act 1990.

This licence does not include the licensing of parasols, heaters, planter's, canopy's and awnings if you need to apply for a canopy application you need to contact planning on 0207 5272813 or email planning@islington.gov.uk <<mailto:planning@islington.gov.uk>>.

There are to be no permanent fences or other means of enclosure of the area.

Storage facilities maybe subject to inspection and must be practical and adequate for the storage of furniture outside of licensed hours.

Any conditions that are required in your premises licence must apply to your A-Board and tables & chairs licence.

No licence will be granted after 11 p.m. And all furniture on the highway will be stored away at given time on the licence.

A licence issued does permit the use of the tables to be used solely for smoking.

You are reminded that wilful obstruction of the public highway is an offence (s137, Highways Act 1980). Recent legislation changes now allow the Council to issue a FPN (Fixed Penalty Notice) to persons deemed to be responsible for such obstructions. The current level of fine is £100, £50 if paid within 28 days of issue.

The A-board must be of a construction that will cause minimal damage if there is a collision. There must be no sharp edges or protruding parts.

Any changes to the A-Board type agreed by the Council must be approved by the Islington Streetworks team.

APPLICATION DETAILS REQUEST FORM

Name of Applicant	
Address of Applicant	
Office Tel No. Mobile Fax Email	

Name of Premises to be licensed	
Address of Premises to be licensed. (If different from Applicant)	

Name of Licensee	
Address of Licensee (If different from above)	

Is this a renewal of a previous licence OR a new application?	
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If this is a renewal of a previous licence are there any changes to your application? If yes please state what they are.	
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Date your licence expired? (If applicable)	
Where do you intend to store your furniture outside licensed hours? (No furniture is to be stored on the public highway.)	

FURNITURE DETAILS

No. of Tables	
Dimensions of tables	

No. of chairs	
Dimensions of chairs	

No. of benches	
Dimensions of benches	

Width of the footpath from building line to Kerb edge.	
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Width of unobstructed footway remaining from Furniture to Kerb edge.	
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The hours you would like to be licensed. The times will be determined and agreed with the licensing officers.

Between the hours of

AM		PM	
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A-BOARD DETAILS

Do you require A – Board Licence? Yes (please fill out details below) No

Type of A-Board? (Please submit photo or illustration)	
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Dimension of A-Board?	
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Please confirm your ideal location for the placement of A-Board i.e. near kerb or next to premises (Subject to approval)	
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Width of the footpath from building line to Kerb edge.	
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Width of unobstructed footway remaining from A-Board to Kerb edge.	
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Where do you intend to store you're A-Board outside licensed hours? (No A-Board is to be stored on the public highway.)	
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Tables and Chairs and A-Board Credit Card Payment details

You may now pay for a Licence with your credit or debit card, please give your details below, alternatively please make a cheque payment payable to Islington Council.

I wish to pay by Credit/Debit Card

Please delete as appropriate Visa/ MasterCard / Delta / Switch / Maestro

WE DO NOT ACCEPT AMERICAN EXPRESS CARDS

Credit/Debit Card Number: _____

Expiry Date: _____ start date: _____

Delta/ Switch /Maestro users only: Issue Number: _____

Security Code _____(The last three digits from the signature strip)

Name of cardholder: _____

Address of cardholder: _____

_____ Postcode: _____

Tel No: _____

Site Address of application _____

Please debit the above card to the sum of

Fee £ _____

The signatory below is the person accepting responsibility for the compliance of all conditions of the attached licence application

Signature of Cardholder: _____

Date: _____

AGREEMENT OF LICENCE FEES AND DAMAGE

Any damage to the public highway resulting from this application will be repaired by the council and I agree to pay the full costs for any damage.

Signature of applicant:

Date:

LICENCE FEE

I agree to pay the cost of the licence.

Signature of applicant:

Date

AGREEMENT OF OWNERSHIP OF A PUBLIC LIABILITY INSURANCE DOCUMENT

I agree that I hold a Public liability insurance policy for the said amount of **£3million** and that will cover for the period in which I occupy the public highway as required in the conditions.

Signature of applicant:

Date:

DECLARATION OF APPLICATION

I confirm that the above details are correct, and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the Street Authority.

I also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority.

Signature of applicant:

Date: