

# TABLES & CHAIRS and ADVERTISING BOARD (A-BOARD) NEW APPLICATION PACK

This information pack explains the process and requirements associated with a Tables & Chairs and A Board Licence and includes the schedule of fees and an application form.

Fee schedule for A-Board and Tables & Chairs					
<b>See Street Bands Table on page 4 to find if your property falls within Band A, B or C</b> <i>Where premises are located at the junction of two bands the higher rate shall apply</i>					
		Band A	Band B	Band C	Fee Due
1.	Tables & Chairs management fee	£417.00	£417.00	£417.00	£
1.	A-Board Fee	£285.00	£204.00	£82.50	£
3.	Tables & Chairs – price per seat for 1– 12 seats	£77.00	£52.00	£31.50	£
4.	Tables & Chairs – price per subsequent seat	£57.00	£37.00	£26.50	£
5.	Change of licensee name	£60.00	£60.00	£60.00	£
6.	Variation of Licence fee	£160.00	£160.00	£160.00	£
Calculate Total relevant fees due					£

## 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.

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

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

A Tables & Chairs and A-Board licence allows you to place furniture on the highway, **with the exception of Red Routes** where the placing of A Boards on the public highway **is not permitted**.

The relevant legislation regarding pavement licensing is the Highways Act 1980 (chapter 66) which can be viewed on the government's legislation website. The part of the Act relevant to tables and chairs licences is Part VII. Other relevant legislation is also referred to in the guidelines below.

**Tables and Chairs A-Boards and are not permitted to be placed on the highway until a licence has been agreed and issued.**

## Application Process

Applications must be submitted at least **eight weeks** in advance of a licence being granted, and does not automatically grant permission.

Your application must include:

1. Application form fully completed – see page 7
2. Declaration and agreement form – see page 8
3. Payment of licence fee for the relevant band in which your street falls within – see page 4
4. Proof that you have Public Liability Insurance of up to 5 million
5. Photo or illustration of the type of tables & chairs and A Boards proposed to use

Scaled plans 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 which the tables and chairs to be placed. A licence will not be approved unless there is a minimum of 1.8 metres of unobstructed pavement remaining between your furniture and any other obstruction.

Failure to enclose the correct documentation could delay the application process.

## Use of Barriers/Planters

The council may insist on the use of barriers in some cases where containment of furniture is of concern. The look of these barriers must not detract from the look of the building or any other street furniture or infringe any advertising regulations. The use of planters as barriers may be approved on application. All furniture must be included in the measurements provided.

## Premises that sell or 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 on Tel: 020 7527 3394 with any details of present or planned licence applications

**On receipt of your application** your case will be assigned to a licensing officer who will:

- arrange a site visit in order to assess the footway
- advise and guide you through the process
- (may) request for inspection your storage facilities to agree they are practical and adequate for storage of furniture outside of licensed hours.
- consult with relevant stakeholders
- report your application to the Street Trading Officers Panel (Panel) with an appropriate recommendation based on all the findings and representations.

## **Consultation Period**

Before a tables and Chairs application is granted all applications are subject to a 28 period of consultation. Public notices will be displayed in the neighbouring area setting out the intentions. Members of the public, highway authorities and other council officers will be given the opportunity to comment. The application, together with representations are then referred to the Panel.

## **Panel Decisions**

The Panel will consider each application and will either:

- Grant consent
- Grant consent with added conditions
- Refuse to consent

Before the panel makes a decision they will consider all comments and any objections to ensure a balanced outcome is determined. Having considered any objections and/or comments the panel may decide to include additional conditions.

**There is no given right for any business to occupy a public pavement. If consent has been refused or you are not happy with a condition imposed on a licence granted, there is no statutory right of appeal under the Highways Act 1980 the Panel's decision will therefore be final.**

## **Complaints Procedure**

If are unhappy about the way your application has been handled, not satisfied with final resolutions; you may wish to a complaint to the council. If this is the case see [www.islington.gov.uk/complaints](http://www.islington.gov.uk/complaints) or write to: Central Complaints, 7 Newington Barrow Way, N7 7EP or telephone Contact Islington on 020 7527 2000.

**Street Bands – to be used in conjunction with Fee Schedule Table on page 1**

**Streets within Band A**

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

**Streets within Band B**

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

**Band C - charges will apply to all other streets**

## CONDITIONS OF LICENCE

1. The signatory of this application (Licensee) is the person accepting responsibility for the compliance of all conditions and regulations associated with the furniture placed on the highway as per the licence.
2. The licence will become invalid and permissions will terminate if any of the conditions are not adhered to, the licensee no longer has an interest in the project or the licence was granted for a special event; under these circumstances no fees will be refunded.
3. The licence does not relieve the licensee from compliance with any other legislation enforced by the Council or other Agencies, e.g. Environmental Health, Health and Safety, Food Safety, Trading Standards, Fire Prevention, Waste Management and Highways Regulations. Application must be made to the licensing authority for any alteration or extension to a licence to sell intoxicating drink.
4. **All licences issued MUST be displayed on site.**
5. The permission shall run from the date of issue, for a period of one year.
6. Any disturbance or damage to utility plant will be the responsibility of the licensee.
7. 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.
8. The highway will at all times be kept in a neat and tidy condition and free from obstructions.
9. The council is indemnified against all claims resulting from an incident caused by the furniture on this licence. All applicants must have public liability insurance of £5 million to validate their occupancy of the public highway. Failure to have insurance would result in your licence becoming invalid.
10. The amount of furniture and position shall be specified and agreed before a licence is issued.
11. The permission is valid only between the specified hours.
12. The area permitted for tables and chairs is to be used solely for the purpose of consuming refreshments.
13. Ashtrays should be portable and windproof and frequently emptied into appropriate bins.
14. 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.
15. A licence issued does not permit the use of the tables to be used solely for smoking
16. The licence does not give permission to serve alcohol unless your premises licence states that you have on/off sales.
17. No charge shall be made by the Licensee for the use of the Tables and Chairs.
18. 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.
19. The Licensee shall remove the furniture from the highway to allow the highway to be cleaned or maintained or allow access to works by the Council its partners or agents. Licensees must also ensure access if required to do so by the Council, the Police, fire, ambulance services, statutory undertaker, telecommunications operators, service vehicles, hearses and furniture removal vans and access to premises.
20. The furniture is not to be permanently fixed to the highway.
21. The furniture shall not interfere with or affect the rights of any statutory undertakers having apparatus in the highway.
22. This licence does not include the licensing of parasols, heaters, planters, canopies and awnings if you need to apply for a canopy application you need to contact planning on 0207 527 2813 or email [planning@islington.gov.uk](mailto:planning@islington.gov.uk)
23. There are to be no permanent fences or other means of enclosure of the area unless agreed by the Council.
24. Storage facilities maybe subject to inspection and must be practical and adequate for the storage of furniture outside of licensed hours.
25. Any conditions that are required in your premises licence must apply to your A-Board and Tables & Chairs licence.
26. 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 unless agreed otherwise by the council.

### Conditions specific to A Boards

27. The type of board used is of an agreed type with the council. No decision will be made until an inspection. Any changes to the A-Board type must be agreed by the Council.
28. 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.
29. 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
30. The board must be of sufficient contrast to its surrounding area
31. The board is located in a suitable and agreed position
32. The board does not contain any material or information that would prejudice the council or break any current legislation
33. The board must be positioned by the premises and 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, allowing safe passage for all highway users.

**Please see page 7 for application form**



## A-Board and Tables & Chairs

### NEW Licence application form

Highways Act 1980

Full name of applicant			
Address of applicant			
Telephone number		Email address	
Name of Premises to be licensed			
Address of premises to be licensed (if different from applicant)			
Name and address of Licensee (if different from applicant)			
<b>A-BOARD</b> - description of type of A-Board and submit photo or illustration:			
Location for placement of A-Board:		Location of A-Board storage outside licensed hours:	
Width of footpath from building line to kerb edge:		Width of unobstructed footpath remaining with A-Board:	
<b>TABLES AND CHAIRS</b> - location of furniture to be stored outside licensed hours:			
No of tables:	Dimensions of table:	No of chairs:	Dimensions of chairs:
No of benches:	Dimensions of benches:	Will barriers be used to contain utilised area YES /NO	
		Dimensions of total area to be occupied inc barriers:	
No of seats:	Total No. of seats:		
Width of footpath from building line to kerb edge:			
Width of unobstructed footway remaining from occupied area to kerb edge:			
Hours to be licensed: between _____ am, and _____ pm			

*For office use - request for further info:*

*Date:*

*Initials:*

## Declaration and agreements

### **Agreement of licence damage**

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

### **Agreement of ownership of a Public Liability insurance document**

I agree that I hold a Public Liability insurance policy for the said amount of five million pounds and that will cover for the period in which I occupy the public highway as required in the conditions

### **Declaration of application**

I confirm that the all details submitted are correct will 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.

### **Signature of applicant**

Print name \_\_\_\_\_ Date \_\_\_\_\_

## Enclosures

### **You must enclose the following items with this application form:**

- Application form fully completed
- Signed declaration and agreements above
- Copy of Public Liability Insurance policy for the said amount of five million pounds
- Photo or illustration type of A-board and tables and chairs proposed to use
- Scaled plans at 1:50 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
- Payment of licence fee by cheque made payable to Islington Council, or you can choose to pay by card by entering a contact name and telephone number below:

Name \_\_\_\_\_ Tel \_\_\_\_\_

State best Day / time(s) for officer  
to telephone for payment \_\_\_\_\_

The Council will use the information you provide for the purpose of administering your Tables and Chairs & A-Boards licence, in accordance with our obligations under the Highways Act 1980 and for managing and improving the delivery of service to you.

We may share the information with other Council departments and external bodies such as –

- The National Fraud Initiative – for the investigation of fraud
- The Police – for the investigation of offences or crimes

Data will be stored for a period of maximum of 3 years

Further information about the way the Council handles your information can be found on our website at:

[www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice](http://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice)