



Pavement Cafe Policy

(Proposed changes have been made in red)

Contents

	Page
Introduction	
Definitions	
Legal	
Private Land	
Rights of Access	
Advertising	
Size and Layout of Café	
Space Criteria – External	
Space Criteria – Internal	
Lighting	
Tables and Chairs	
Parasols	
Space Heaters	
Other Furniture	
Barriers	
Accessibility	
Alcohol	
Smoking	
Food	
Noise	
Fees	
Insurance	
Management	
Hours of Operation	
Application – Process	
Consultation	
Terms and Conditions	
Contacts	
Summary of Procedure Chart	
Standard Conditions	

1. GENERAL

Definition

Introduction

Alfresco dining is becoming a more widespread aspect of urban life and the presence of tables and chairs on the pavement can make a positive contribution by adding vitality, colour, life and interest to an area. Darlington Borough Council (DBC) supports and encourages the provision of pavement cafes in the town as they can help maximise the use of public spaces and aid the local economy by adding to the facilities offered to people who live, visit and work in Darlington.

The idea of a pavement café is to offer the public the chance to eat and/or drink outside. It is not aimed at increasing the overall size of a public house. If the Council considers that the overall effect of an application will result in a significant increase in customers, additional facilities may be required at the premises to meet that need eg. Toilets.

A pavement licence is granted by the local authority, which allows the licence-holder to place **removable furniture** over certain highways adjacent to the premises where the application has been made.

General requirements

Whilst the provision of pavement cafes is encouraged, it is important that they are properly administered and managed to ensure that they meet the high standards expected in Darlington. They should not obstruct the highway or create a hazard for pedestrians, especially for those who are **visually impaired or have mobility disabilities**.

The area to be used must take into account other needs in the immediate vicinity e.g. kerbside parking, bus stops and pedestrian crossings. Pedestrian needs must be paramount. The expanse of the pavement café must not conflict with any access or dropped crossings that are required for free passage of road users. Barriers and tapping rails should be positioned and maintained to the satisfaction of Darlington Borough Council and should be totally removed outside the permitted hours of operation of the café, **except where approval has been given following consultation with all interested parties/agencies**.

The pavement café should occupy an area directly in front of and be visible from the existing premises. Emergency exit routes from this premises and adjacent buildings should not be obstructed by the pavement café and emergency service vehicles must have access along all streets at all times, even in pedestrianised areas.

In general, all parts of the highway may be used for pavement cafés, assuming all safety and non-obstruction requirements are met. The exceptions are:

- Any carriageway or 'shared use surface'
- **Mandatory cycle lanes**
- Any highway verge
- Where width of the pavement makes it impractical/unlawful

- Where authorised street furniture makes it impossible

Licences will not normally be granted where:

- A significant effect on road safety would arise either from the siting of tables and chairs, or from customers visiting or leaving the licensed area.
- Where access to the pavement café from the premises or use of facilities at the premises for customers involves crossing a live carriageway
- Where there are concerns over the recorded level of personal injury accidents in the locality where the tables and chairs will be sited
- There is a conflict with Traffic Orders such as waiting restrictions
- The site obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger when in use
- There would be a significant loss of amenity caused by traffic; noise; rubbish; potential for the harbourage of vermin; odour or fumes
- The tables and chairs obstruct the safe passage of users of the footway or carriageway
- The area to be licensed interferes with sight lines for any road users such as at road junctions, or pedestrian crossing facilities
- The site does not allow the licence holder, staff and customers to park in a safe manner
- The trading activity is carried out after dusk and the site is not adequately lit to allow safe access and egress from the site for both customers and staff
- The existing toilet and washing facilities are not adequate to accommodate an increased number of customers using the pavement café
- The Council is not satisfied that applicants have made satisfactory arrangements for the storage and collection of all refuse associated with their business
- The Council is not satisfied that applicants have made satisfactory arrangements for the storage of all tables and chairs off the highway without impeding any access or egress from the premises.

In considering the above matters, the standard guidance will be that a licence will only be issued if an unimpeded pedestrian route can be maintained at all times. The route shall ensure that all pedestrians and particularly those with a disability can maintain their normal path where feasible. All applications will be considered on their own merits.

Pavement café licences will only be issued to cafes, restaurants, public houses or other establishments that serve food and/or drink within the premises and employ sufficient staff to service the outside area.

Pavement café licences will not be issued to self-service premises or takeaway food shops.

The Council will carry out periodic inspections to make sure that all the terms and conditions of the licence are being observed.

DBC needs to take into consideration safety of all Publicly Accessible Locations (PALS) and this will be assessed before any pavement café licence is granted. Counter-terrorism awareness and training is available free of charge at <https://ct.protectuk.police.uk/>

A pre-licensing visit will be made to each premises upon receipt of an application for the grant, renewal or variation of a pavement café licence, to discuss the application process, the proposed operation of the cafe etc. to provide advice and information to the applicant.

Once the pavement café licence has been issued, further visits will be made to the premises to review the practical day-to-day operation of the café. Where possible an additional assessment will be made at the end of the 'season' to evaluate the operation of the café over that period and to determine if any revision of the operating schedule is necessary.

Any other visits to the premises will be made on a risk rated rationale determined by the findings of the above visits and/or complaints received during the period of the licence.

2. DEFINITIONS

In this Policy, the following phrases shall mean:

Pavement Café:	Pavement cafés are considered to be tables and chairs placed on the public highway (includes pavements) where food and/or drink is served.
Market Day:	As decided by the market management
Event Day:	Days when special events take place in the Borough
Normal Day:	Any day other than a Market Day and when no special event is taking place

3. LEGAL SITUATION

Prior to 2020 all pavement licences were issued under the Highways Act 1980. To assist businesses recover from the effects of Covid-19, the Business and Planning Act 2020 introduced temporary provisions to reduce barriers for restaurants and pubs using outside space when social distancing was required. The Business and Planning Act was subsequently made permanent (with amendments) by the Levelling-up and Regeneration Act 2023, which came into effect in 2024. Ordinarily, all pavement licences will now be issued under the Business and Planning Act 2020.

If the furniture is not removable and appropriate planning permission is in place, in exceptional circumstances and with approval of key agencies, an application must be made for permission under the Highway Act 1980. If granted under the Highway Act, all relevant conditions in this policy will apply.

Tables and chairs placed on the highway without permission are an illegal obstruction and the Council will take enforcement action in such cases.

Granting a licence to operate a pavement café does not imply an exclusive right to the area. The operator of the café should be aware that the Council reserves the right to gain access to the café area for cleaning, repairing and maintaining the highway or street furniture. Other statutory organisations may also require access for maintenance and repair of their equipment. The Council therefore reserves the right to suspend the licence temporarily if, for any reason, it becomes necessary.

If it appears to the Council that a person granted a licence has committed a breach of conditions, they may serve a notice requiring steps be taken to remedy that breach within a specified time. If the licence-holder fails to do so, the local authority may amend the licence, with the consent of the licence-holder; revoke the licence or take steps to remedy the breach.

Where the Council has incurred expenses in the exercise of its powers, those expenses, together with interest at a reasonable rate (the Council may determine this from the date of service of a notice of demand for those expenses) may be recovered by the Council from the licence holder.

Under the terms of the Highways Act 1980, the Council **will not** grant permission unless it obtains the express consent of interested frontages who may be materially affected by the proposal.

Section 115A(7) of the 1980 Act states that 'frontages' means: *the owners and occupiers of any premises adjoining the part of the highway on, in or over which facilities for recreation or refreshment or both, have been, are being or would be provided.*

Where required, express consent must be provided in writing before an application will be accepted.

The pavement café must operate in accordance with the conditions of the licence. Any breach of the conditions may lead to action by the Council and for a licence to be refused in the future.

On expiry of the licence, where there has been an application to renew the licence prior to its expiry, these conditions shall be deemed to remain in force whilst the premises lawfully continue to operate as if a licence was in force.

The Licence holder shall make no claims or charge against the Council in the event of the street furniture being lost, stolen or damaged except where it is attributable to negligence on the part of the Council or any of its Officers.

If a public liability insurance policy is not in force, the Council shall withdraw the licence for the period in which the policy is not in force and the licence holder may be liable to prosecution for obstruction of the highway.

The licence holder shall not cause or undertake any alterations to the highway surface.

The licence holder shall not assign, sub-let or part with this interest or possession of a licence.

The Council may at any time vary the conditions of a licence.

The Council will not grant a licence to persons under the age of 18 years.

The Council may suspend or terminate a licence if any of the conditions of the licence are breached.

A licence holder may terminate a licence at 21 days' notice by informing the Council in writing.

The licence does not take precedence over police powers to preserve order.

There is no statutory appeal process for these decisions, however as an internal review any decision may be referred to the Licensing Committee.

4. PRIVATE LAND

This policy relates only to pavement cafés on a public highway. (Cafes on private land are not covered.) Although a pavement cafe licence is not required on private land, planning permission may be required if the structures and fittings are not of a temporary nature.

Land that might be considered private may in fact have become highway if the public have enjoyed access over it for at least twenty years without challenge, or if the Council have formally adopted the land. Before proceeding, it would be wise to check with the Planning Department to establish if planning permission is necessary and with the Highways Authority to confirm land ownership.

5. RIGHTS OF ACCESS

Authorised Officers of the Council and Police Officers shall have access to a pavement café at all times whilst it is in operation.

6. ADVERTISING

Advertising of **gambling services, vaping products** or irresponsible alcohol promotions will not be permitted on the barriers or furniture within the pavement café area. **Please note that tobacco advertising is already prohibited under the Tobacco Advertising and Promotion Act 2002.**

Advertising requires prior approval of Darlington Borough Council.

7. DESIGNING THE PAVEMENT CAFÉ

7.1 Size and Layout

The size and layout of the proposed pavement café will be dependent upon the characteristics outside the premises, particularly the space available, taking into account the needs of other users. It is not therefore appropriate for this Policy to set a standard size for the pavement café – see Layout Guide Dimension Criteria below:

Plans to be submitted with an application shall be drawn to scale, with dimensions, including areas required, the number of tables and chairs to be provided and pinch points detailing width and length. Space should be left between the tables and chairs to allow access for all, including wheelchair users.

The layout of furniture and means of enclosure will only be approved if adequate provision has been made for customers with disabilities.

The pavement café should:

- occupy an area directly in front of the Applicant's premises;
- be visible from these premises; and
- not extend beyond the width of its frontage (unless you have express consent from adjacent premises).

Emergency routes from adjacent buildings and the applicant's premises should not be obstructed by the Pavement Café. If the emergency services object to the proposal on safety grounds, it is very likely that the Council will refuse it.

7.2 Minimum Unobstructed Space Criteria

On a normal street, there must remain at least 2.0 metres (6.6 feet) of unobstructed space between the carriageway and the front of the pavement café to allow pedestrians to pass by safely.

On streets with high pedestrian usage, there must remain at least 2.75 metres (9 feet) of unobstructed space.

Each case will be judged on its merits and the unobstructed space will be set between 2.0 and 2.75 metres according to the frequency of pedestrian usage and other relevant parameters.

The requirement may however be waived by the Council in certain locations where it is considered safe to do so. A minimum width of 1.5 meters could be regarded as the minimum acceptable distance between two obstacles in certain locations with approval of key stakeholders.

A 1.5 metre wide access to the premises should be kept clear at all times.

7.2 Layout Guideline Dimension Criteria

A table and two chairs are deemed to occupy a minimum of 2.0 metres by 1.0 metre. (This does not include space for circulation.)

A table and four chairs are deemed to occupy a minimum of 2.0 metres by 2.0 metres. (This does not include space for circulation.)

An allowance must also be made for any other equipment and circulation requirements within the area applied for, particularly wheelchair access and movement within the pavement café area.

7.3 Lighting

The Applicant for a pavement café licence should, if intending to open beyond dusk, carefully consider the level of lighting in the proposed pavement café area. Whilst street lighting may be perfectly adequate for a public highway, it may need supplementing to allow the pavement café to operate safely.

Any additional lighting equipment and supply must be specified in the application to enable its impact upon the highway to be considered.

7.4 Tables and Chairs

All furniture shall be of high quality constructed of wood or metal and approved by the Council. **High quality furniture made from a composite material may also be considered on a case by case basis.** Parasols must not have any advertising on except for the name of the business. The advertising of **gambling services**, alcohol or **vaping products** is not allowed. All proposed furniture and parasols will be inspected by an Officer from the Council to ensure that they are of satisfactory quality, construction and colour prior to a licence being issued.

When choosing furniture, regard should be given to the highway surface, as uneven or sloping surfaces may require more sturdy styles of tables and chairs, whilst narrow legs may cause damage to certain paving. It is advisable to discuss this at an early stage and certainly before any furniture is purchased.

Full details, including dimensions, materials and colours of proposed furniture, ideally accompanied by photographs or illustrations, will be required as part of the application.

The Council reserves the right to reject applications where inappropriate furniture is proposed.

Tables, chairs, parasols, barriers, etc. shall not be stored on the highway when the pavement café is not operating **unless, in exceptional circumstances where permission has been granted following consultation with key stakeholders.** If furniture is stored within the premises, any fire exit or escape route must not be blocked by stored furniture.

The Council reserves the right to refuse a licence to any applicant who has not made suitable arrangements for the internal storage and collection of refuse, and to withdraw the licence if the approved arrangements are not adhered to.

The layout of the café's furniture and means of enclosure must provide adequate access and circulation space for all customers including wheelchair users and those with pushchairs, buggies, etc.

Tables and chairs should not be located where they will impede drivers' sight lines or obscure highway signs.

All necessary items shall be removed from the highway if requested by a police officer, an authorised Council Officer or representative of a public utility. These items shall remain off the highway for as long as is required.

7.5 Parasols

To protect customers from excessive sun light, parasols shall be available for use at each table if the pavement café area is in direct sunlight, and a customer requests that a parasol be provided.

Parasol's metric dimensions, materials and colour must be specified as part of the application and their proposed locations shown on the site layout plan.

The design and colour of parasols will not be restricted to a particular type but they should be made of high quality materials and fabric and be of a uniform design and colour. Bright, garish or reflective colours should be avoided.

Parasols, when opened must not overhang the boundary of the pavement café and must remain closed in periods of high winds. They should be safely secured and contained entirely within the boundaries of the pavement café to ensure they do not cause an obstruction or create a hazard.

In some circumstances, it may be appropriate for larger freestanding parasols **or outdoor shade structure** covering several tables at once to be used. Each case will be dealt with on its merits.

Garden style umbrellas are not acceptable.

7.6 Space Heaters

If space heaters are used their dimensions, materials and colour must be specified within the application and their proposed locations shown on the site layout plan.

A formal risk assessment is required by the Management of Health and Safety at Work Regulations 1999 to support the application. This should be carried out by a competent person (someone who has knowledge of the law, British Standards, and Health and Safety Executive Codes of Practice and Guidance).

In considering an application, the Council will have regard to the inherent safety of the equipment, its location, storage of Liquid Petroleum Gas cylinders, maintenance and training arrangements.

The use of electric heaters will be considered subject to a risk assessment taking into account the siting of the heaters, location of electrical points, cables and protection from the weather.

The Council will consider the adequacy of the risk assessment, which must:

- identify the hazards e.g. fire, explosion, burns, impact from falling equipment / cylinders
- decide who may be harmed and how
- evaluate the risks and decide whether proposed precautions will be adequate or whether more could be done
- record findings
- review assessment and revise if necessary

7.7 Other Furniture

If planters are to be used within the pavement café, good quality composite materials may be permitted as a means of reducing their weight to maintain portability.

At least one child's high chair must be available for customers to use within the pavement café.

7.8 Barriers

Barriers or other means of enclosure are required in order to ease pedestrian movement, guide the visually impaired, protect users of the facility and contain the licenced area.

The entire pavement café (excluding entrances) **shall be enclosed in its entirety** using a suitable barrier with sufficient space for access, along with circulation inside the enclosed area.

Barriers should consist of at least two solid horizontal elements; the lower element should not be more than 155 mm above the ground and the second element between 800 and 1000 mm above the ground. They must be sturdy enough to prevent collapse if accidentally walked or stumbled into.

Hoops or post and chain type barriers and low-level objects will not be acceptable

Barriers must not be permanently fixed to the ground where this is public highway.

The barriers should be supported by suitable 'feet' that do not cause a trip hazard to pedestrians, particularly those who are visually impaired.

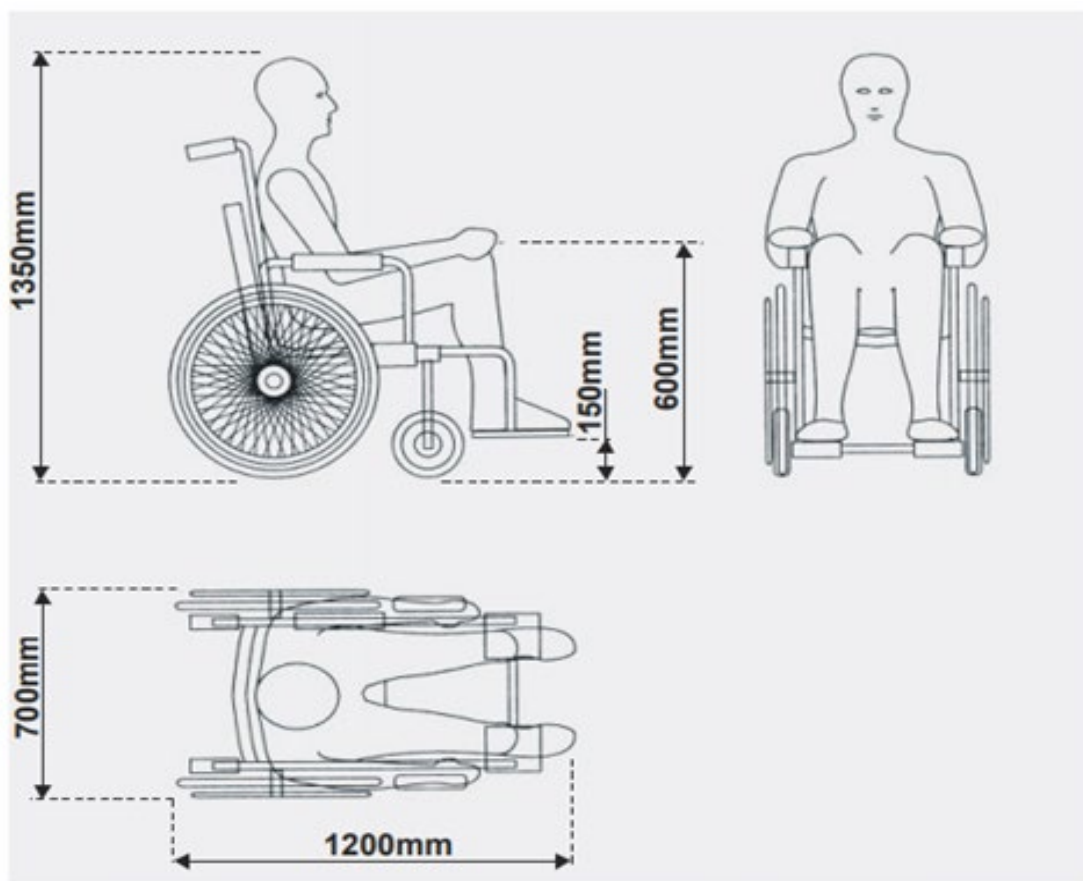
Each barrier can incorporate the café logo if desired.

A collaborative approach may be considered where a number of small pavement cafes wish to combine their space into one pavement café area provided they all consent, and this will only be subject to approval if all key agencies agree. Where granted, should problems occur because of this agreement the Council reserves the right to require barriers to delineate each pavement café.

7.9 Accessibility

All pavement cafes should be accessible for wheelchair users.

Where access to the pavement café is not level, a suitable and stable ramp, **sufficient to allow access by a reference wheelchair must be available at all times.** (A reference wheelchair has: (a) total length of 1200mm including extra-long footplates (b) total width of 700mm.)



8. ALCOHOL

In order to supply alcoholic drinks in the pavement café, a premises licence under the Licensing Act 2003 will be required. This is an entirely separate matter to granting a pavement café licence.

Drinks shall not be served to people standing outside the boundary of the pavement café, nor shall people purchasing drinks within the area be permitted to stand and drink or to take them outside of the area.

No alcohol shall be sold or consumed within the pavement café area unless in compliance with a premises licence.

A pavement café licence should not be a means of extending the overall capacity of a public house. It is expected that a pavement café will enhance facilitates by offering food and/or drink in a pleasant outdoor environment. If the service of alcohol leads to anti-social behaviour or disorder, the pavement café licence may be reviewed, revoked or not renewed.

Drinking alcoholic beverages directly from bottles is not permitted in the pavement café area. Wine however, may be served from the bottle at outside tables. **Soft drinks may be allowed in bottles on the provision that they are removed and safely disposed of immediately after the contents have been consumed.** Drinks should be served in glasses made of toughened or tempered safety glass, polycarbonate, plastic or paper cups.

The café area should supervised at all times with customers seated.

9. SMOKING

There will be a zero tolerance **no smoking** policy for all pavement cafes. A no smoking sign will be displayed at the entrance and a sign will be placed on each table. This ban is to include the use of vaping products.

Pavement cafes are not to be used as an outdoor smoking area and those wishing to smoke should be directed to a location away from the barriers where smoke will not drift across tables. **Applicants will be asked to identify an area where they will direct smokers to.**

10. FOOD/DRINK

Food businesses are required by law to be registered with the local authority. This is an entirely separate consideration to granting a pavement café licence and can be done by contacting Environmental Health.

The pavement café area is to be used only for the service and consumption of food and/or drink.

Customers must be seated at a table when consuming food and/or drink

It is imperative that good food hygiene practices are followed at all times.

All the food and drink consumed within the pavement café area should be ordered and purchased there.

The crockery and cutlery used in pavement cafes should be good quality and uniform style.

Food should be served on plates, not in plastic or cardboard containers, paper bags or other wrappers.

Tables must be cleared of all uneaten food, used crockery, cutlery etc. and properly cleaned of any spillage immediately after they are vacated by customers.

Any food spilt on the highway must be removed immediately and the area washed at the earliest opportunity. This will minimise the likelihood of birds scavenging in the area.

If birds roost on buildings or in trees adjacent to the pavement café, applicants should consider providing parasols or some other form of cover in order to minimise the risk of food contamination.

Food should never be placed in an unprotected area where a passing assistance dog could be drawn to it.

The licence holder will be responsible for the cleanliness of the pavement café area at all times. Care should also be taken to ensure that litter does not stray or get blown further afield.

Menus should be readily available either at the tables or on request. A-boards must not be used to display menus or advertise the cafe as they can cause dangerous obstructions to pedestrians.

An area of approximately 5 metres around the site should be kept clear of any stray or windblown litter from the café.

The area should be swept when necessary to keep it clear of litter and refuse. Spillages and breakages, especially of glass and crockery, should be cleared up immediately. Care must be taken to avoid nuisance to customers and to ensure that hazards are not created during this work. The café area should be cleansed at the end of the trading day or as soon as practicable.

If a bin is provided in the pavement café area it should have a lid to prevent the contents being blown by the wind and also prevent flying insects being attracted to the location. Commercial wheelie bins are not suitable for this purpose.

The use of barbecues, rotisseries, ice cream machines, drinks machines or any other equipment for the preparation and/or sale of food and drink for consumption on or off the premises will not be permitted within the pavement café area **without prior approval from the Council following consultation with responsible authorities.**

11. NOISE / NUISANCE

Background music played at a low level may be permitted after consultation with Environmental Health provided it does not cause a nuisance to nearby residents or adjacent premises.

Television screens inside the premises will not be positioned to make them visible from the pavement café unless otherwise agreed in writing by the Council following consultation with key agencies. Where consent has been granted, the Council reserves the right to withdraw this at any time where there are concerns for public safety.

Advice on how to minimise noise disturbance can be obtained from the Council's Environmental Health team.

12. FEES

The current fees payable for the grant and renewal of pavement café licences are available from the Licensing Office and published on the Council's website.

Fees are determined by the Licensing Committee in accordance with statutory requirements and based on the size of the proposed pavement café area.

Fees are not refundable if the application is unsuccessful or where a licence is surrendered.

Variations to Fee Structure

The fee structure is reviewed annually as part of the budgetary process. Notice of the current fees will be supplied to applicants at the time of application.

13. INSURANCE

The Licence holder shall indemnify Darlington Borough Council against all liability made in consequence of the pavement cafe use, and for this purpose must take out a policy of insurance to the sum of £5,000,000. The holder must also produce to the Council, on request, current receipts for premium payments and confirmation of annual renewals of the policy. (Applicants are advised to inform their insurance company of the intention to obtain a pavement café licence, as an existing policy for the premises may not automatically cover this function.)

14. MANAGEMENT

The licence holder is responsible for the satisfactory conduct of people within the pavement café. Rowdy or unruly behaviour may lead to the suspension or termination of the licence. Premises may also wish to adopt their own dress code as a condition of entry.

15. HOURS OF OPERATION

The **maximum** permitted hours of operation will be between:

Monday to Sunday between the hours of 08.00 hours and 23.00 hours

Please note that these are maximum hours that may be applied for. If there are objections to the number of hours requested, shorter hours may be offered. If no compromise can be agreed, then the application will be referred to the Council Licensing Committee for consideration.

Hours may also be reduced where time limited traffic orders are in place.

Please also note that there is no drinking up period, therefore licence holders will be expected to manage the laying out and clearing of the pavement café within these hours. Posts, barriers, tables and chairs shall not be placed upon the highway before the commencement of operational hours and shall be removed entirely at the end of the operational hours.

The pavement café area shall be cleared of all waste and litter at the end of each and every licensed opening period.

16. APPLICATION REQUIREMENTS AND PROCESS

Each application for **grant and/or renewal** will be accompanied by:

- i) A completed application form; and
- ii) Risk assessments covering Health and Safety and
- iii) **Proof that the Action Counters Terrorism Awareness E-learning course has been completed;** and
- iv) The prescribed fee; and
- v) A certificate of Public Liability Insurance of at least £5 million that has specific cover for the outside pavement café area. This must indemnify the Highway Authority against all claims for injury, damage or loss to users of the public highway, arising from the use of the highway for the permitted purpose, and
- vi) Details of brand, type and materials of proposed furniture; and
- vii) Details of any external lighting and heating equipment; and
- viii) Details of opening and closing times, and

- ix) Contact details for the applicant and of the property owner (if different) and
- x) A site plan to scale of 1:100 (or 1:200 if considered adequate by officers). This should show:
 - The proposed boundaries of the café giving dimensions and distance from kerb line and street furniture such as bollards etc.
 - Building line
 - Kerb line
 - Layout and dimensions of tables and seating
 - Dimensions and points of access
 - Location and dimensions of parasols and any freestanding lighting and/or heating equipment.

If the plan is not to scale and/or does not contain full details with accurate dimensions, then the application will be rejected and returned.

Applications shall be sent to

Licensing, Darlington Borough Council, Town Hall, Feethams, Darlington, DL1 5QT.

Or e-mailed licensing@darlington.gov.uk

If a licence is transferred then the new licence holder shall produce their own certificate of Public Liability Insurance of at least £5 million.

17. CONSULTATION

Grant of Licence

Where the application is for the grant of a licence, the Council will undertake a full consultation, which will include the Police, and various sections within the Council (Planning, Environmental Health, Highways, Utilities, Darlington Association on Disability (DAD), and if the pavement café is to be located in the Market place, the Markets Officer will also be consulted).

The Council will publish applications and will consult with nearby frontages that may be affected.

On the day the application is made, applicants must fix a notice of the application to the premises so that the notice is readily visible to, and can be read easily by members of the public who are not on the premises. This notice shall remain in place until the end of the consultation period of 14 days (beginning the day after the application is made). The licensing authority then have a further 14 days in which to make a determination.

An example of a notice and guidance notes for completion can be found at the end of this policy

Renewal of Licence

Where the application is to renew the licence, the Council will consult with the Police and Environmental Health only, unless there is a variation to the hours of operation and/or the size or layout of the pavement café, in which case the Council will undertake a full consultation.

Variation of Licence

Where the application is to vary the terms of the licence i.e. to increase the number of covers, or to amend the layout of the pavement café, the Council will undertake a full consultation.

Transfer of Licence

Where the application is to transfer the licence, the Council will consult with the Police and Environmental Health only.

All Applications

Applications for a pavement café licence may be submitted with an alternative layout plan that would provide a bigger café area, at certain times however, only one pavement café layout may be used at any one time. Pavement cafe licensed areas may not be divided by splitting the café into two discreet areas.

The applicant shall provide a written assessment of the risks their employees are exposed to whilst at work and must also assess whether there are risks to members of public that arise out of the business. This is especially in relation to the highway and also the remedies to any such risks.

NB Reviews of risk assessments shall always be carried out when there is reason to suspect that it is no longer valid or on event days where activities may affect the premises. The result of the review must be documented.

18. TERMS AND CONDITIONS

Licences will run from the date they are issued to an end date specified in the licence, which will be no more than two years after the date of issue.

The pavement café licence must be displayed in a prominent position in an external window facing the frontage.

On certain event days, the pavement café may be required to close. Should this be required a notification will be sent from the Council advising of the times and reason for the closure.

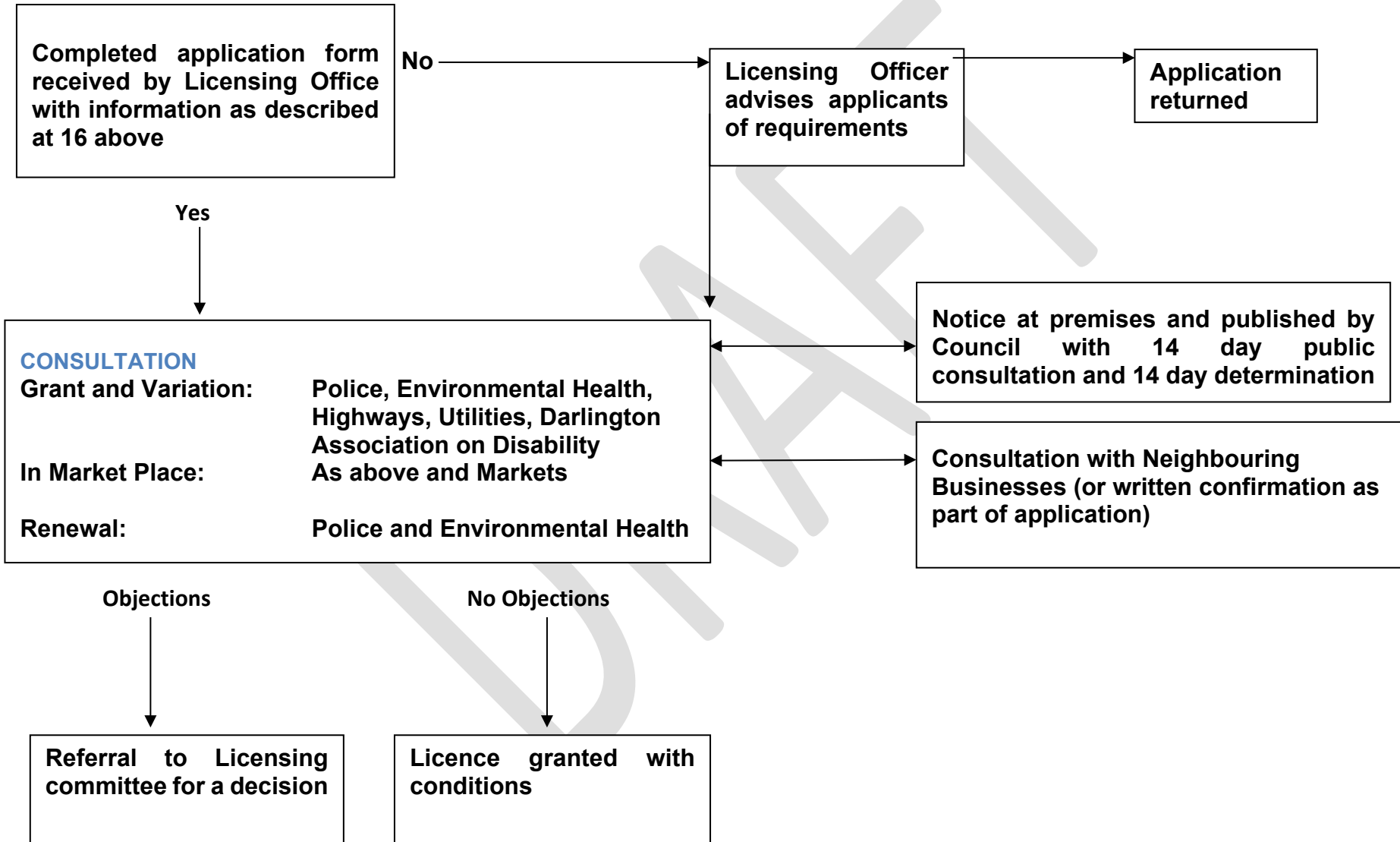
19. CONTACTS

To be added prior publication

20. SUMMARY OF PROCEDURE FOR GRANT OF PAVEMENT CAFÉ LICENCE

Complete Information

Not Complete



21. STANDARD CONDITIONS FOR PAVEMENT CAFÉ LICENCES

General

1. A copy of the licence and pavement café layout plan must be displayed at the premises at all times.
2. Smoking will not be permitted within the pavement café at any time. This includes the use of vaping products.
3. **“No Smoking/Vaping”** sign will be prominently placed at the entrance and on each table.
4. Posts, barriers tables and chairs shall not be placed upon the highway before the commencement of operational hours and shall be removed entirely at the end of the operational hours. The area shall be left clean and tidy and free of any rubbish.
5. The use of advertisement boards is prohibited
6. The advertising of **gambling, irresponsible alcohol promotions or smoking/vaping products** is prohibited
7. The café area must be supervised at all times whilst it is operational
8. **The use of sound amplification equipment to play live or recorded music will not be allowed without approval from the Council following consultation with Environmental Health.**
9. **Use of television sets is prohibited**
10. **Television screens inside the premises will not be positioned to make them visible from the pavement café unless otherwise agreed in writing by the Council following approval from Responsible Authorities**
11. **The licence holder shall not cause or permit any alterations to the highway surface and any damage to the highway will be restored to the satisfaction of the Highway Authority at the expense of the licensee.**
12. The licence holder shall not assign, sub-let or part with his/her interest or possession of a licence.
13. A licence holder may terminate a licence at any time by informing the Council in writing.
14. Authorised Officers of the Council and Police Officers shall have access to a pavement café at all times whilst it is operating
15. If requested by a police officer or an authorised officer of the Council by notice, all items shall be removed from the highway. These items shall remain off the highway for as long as is required.

Management

16. The licence holder shall be responsible for the conduct of people, both patrons and employees, within the pavement café area.
-

17. The named licence holder is required to complete the Action Counters Terrorism Awareness E-learning course <https://ct.protectuk.police.uk/> and provide proof of completion
18. Patrons shall not be permitted to remove food, drinks, crockery or any cutlery from the pavement café.
19. Only patrons seated at tables shall be served or permitted within the pavement café

Service

20. All tables must be cleared of uneaten food, used crockery, cutlery etc. and properly cleaned of any spillage immediately they are vacated by customers.
21. All the food and drink consumed within the pavement café area must be ordered and purchased there.
22. No alcohol shall be sold or consumed within the pavement café area unless it is in compliance with a premises licence.

Articles used in the Café

23. All furniture shall be of high quality, constructed of wood, metal or **suitable composite** and approved by the Council.
 24. Parasols shall be available for use at each table if the pavement café area is in direct sunlight, and a customer requests that a parasol be provided.
 25. Parasols, when opened must not overhang the boundary of the pavement café and must remain closed in periods of high winds.
 26. All alcoholic drinks shall be decanted from the bottle except when a customer has ordered a particular bottle of wine, in which case, the opened bottle may remain on the table or be decanted into a polycarbonate wine container. Staff shall ensure that all empty bottles are removed from the pavement café immediately.
 27. Permitted receptacles to be used within the pavement café are:-
 - Glasses made of toughened or tempered safety glass
 - Glasses made of polycarbonate or plastic
 - Paper Cups
 - Non-disposable tableware for service of food
 - Metal or non-disposable cutlery
 28. At least one child's high chair must be available for customers to use within the pavement café.
 29. The use of barbecues, rotisseries, ice cream machines, drinks machines or any other equipment for the preparation and/or sale of food and drink will not be permitted within the pavement café area **without prior approval from the Council following consultation with responsible authorities.**
-

Boundary and Barriers

30. The entire pavement café (apart from entrances) shall be enclosed in its entirety with a suitable barrier, the design and dimensions of which must be agreed, in writing, by the Council. Space will be required for circulation and access within the enclosed area in addition to that for tables and equipment.
31. All activity associated with the pavement café shall be contained within the boundary including tables, chairs and other permitted equipment.
32. The agreed boundary and layout of the pavement café as defined by the plan attached to the Licence shall not be altered without the express permission of the Council.
33. Where express permission to use neighbouring frontages is withdrawn, pavement café furniture will be removed and new plan will be submitted for approval.
34. Barriers must not be permanently fixed to the ground on a public highway.
35. Where access to the pavement café is not level, a suitable and stable ramp shall be provided at all times.
36. Under normal circumstances a minimum distance of 2.0 metres between the edge of the pavement café and the edge of any adjacent carriageway or vehicle route shall be maintained. If the pavement café is on a street with a high pedestrian usage this minimum may be increased to 2.75 metres. A minimum width of 1.5 meters could be regarded as the minimum acceptable distance between two obstacles or edge of carriageway in certain locations with the approval of key stakeholders. Free an unobstructed passage of pedestrians on the highway must be maintained at all times.

Litter

37. The licence holder shall keep the area within the boundaries clean and litter free. Any litter that escapes from the inside of the licensed area to the outside of the area shall be collected by the licence holder

Insurance

38. If for whatever period or reason a public liability insurance policy is not in force, the Council shall be deemed to have withdrawn this Licence for the period during which the said policy is not in force and the licence holder may be held liable for obstruction of the highway and prosecution under Section 137 of the Act.

The licensing authority may impose additional conditions taking into account information disclosed by the applicant as well as any representations received during the public consultation.

EXAMPLE NOTICE FOR DISPLAY BY AN APPLICANT FOR A PAVEMENT LICENCE.

Section 2 Business and Planning Act 2020.

I/We (1),
give notice that on (2) [I/we] applied to (3) for a 'Pavement Licence' at: (4)

known as (5)

The application is for: (6)

Any person wishing to make representations regarding this application may do so by writing to: (7)

by: (8)

The application and information submitted is published (9).

Signed

Dated (10)

Guidance notes:

Substitute the numbers with the following information:

- (1) *name of applicant*
- (2) *date the application is made (i.e. submitted)*
- (3) *name of local authority*
- (4) *postal address of premises*
- (5) *name premises is known by*
- (6) *brief description of application (e.g. outdoor seating to the front of the premises for serving of food and drink)].*
- (7) *address to which where representations can be sent (for example council email address or via a council portal).*
- (8) *last date for representations being the date 14 days after the date the application is submitted to the local authority (excluding public holidays)*
- (9) *the place where the application and accompanying material can be viewed (for example council website)*
- (10) *date the notice was first displayed (must be the same date as (2))*

DRAFT

DRAFT