

## Tables and Chairs Application Guidance Notes

### Consultations

All of the applications we receive must go through a 28-day period of consultation. Local residents, businesses and council officers are asked if they have any objections to a premise placing amenities on the public highway.

### Panel Decisions

Where objections are received during a consultation, a panel of council officers will meet to discuss the application further and we will take all comments into account. A decision will be made to either:

- issue the consent as per application
- issue the consent with amendments to the proposal
- reject the application

Whatever the outcome, the panel of officers make sure that any objections received are relevant to the application and work hard to ensure that all applications are issued fairly.

### General Guidelines

#### General guidelines and guidelines for design and disabled access when making an application to place tables and chairs on the public highway

1. There should be a minimum clear width of 1.8 metres between the edge of the chairs and the kerb. 'Clear width' is the width available to pedestrians either on a footway or a shared surface between the area being used for tables and chairs and any other obstructions e.g., trees or parking metres.
2. Tables and chairs should be placed so as not to obstruct drivers' sight lines.
3. Emergency access should not be obstructed.
4. Access to utility's equipment (e.g. manhole covers) should be easily achievable.
5. Sturdy fencing etc. to be acceptable as a means of defining area.
6. Tables and chairs to be visible from within the premises.
7. Tables and chairs to be removed at the end of the permitted period day: except picnic benches.
8. Consents to be limited for 12 months.

9. If consent is granted it must be prominently displayed in the window of the premises where the tables and chairs are located.

### Determination of Applications

1. The Council undertakes a 28-day period of public consultation on all applications including renewals and variations to current permits. Tables and chairs must not be placed on the public highway during this period unless the premise has a current valid consent.  
The fee for placing tables and chairs on the public highway is **£486.67** per new application and **£429.54** for a renewal application. Please note that all application fees are non - refundable
2. A fee of **£45 per chair** is also required. It is this part of the fee that will be refundable if the application is refused.

### Tables and Chairs

1. Separate tables and chairs, rather than integral units (picnic bench style) are preferred.
2. Tables and chairs should be heavy enough to resist movement by wind etc. Chains and other similar devices to secure furniture from theft are unacceptable.
3. The type and style of the furniture is the choice of the licensee. However all tables and chairs should be of the same design and material: a mixture of design of either tables or chairs is not acceptable. The material of furniture will be suitable for outdoor use. Indoor furniture, e.g., upholstered chairs, is not acceptable.
4. Damaged tables and chairs must be withdrawn from use.
5. If umbrellas are fixed, it must be to a minimum height of 2 metres.
6. A direct route of at least 1 metre wide must be available from the pavement to the entrance of the premises. This width must be maintained at all times.

### Barriers

1. Barriers should define the side boundaries of the area occupied by tables and chairs and should extend from the building to the front of the licensed area.
2. Barriers should fill the area between 100mm to 800mm from the ground. They should not be higher than 900mm from the ground.
3. Barriers should be of railed construction, either vertical or horizontal. Rails should be of bright contrasting colours, e.g., black and white, blue and yellow. If a property is listed or lies within a conservation area, only black and white rails will normally be permitted. In all other areas other colours will be given consideration, provided they do not detract from the building and other street furniture.

4. The design and materials of barriers should take into account the safety of pedestrians and patrons; e.g., sharp corners should be avoided.
5. Where tables and chairs occupy a street position, an appropriate corner barrier must define the outer corner of the approved area.
6. Damaged barriers must be replaced immediately.
7. Fixings for barriers should not protrude above ground level when the barriers (and planter) have been removed.

### Lighting

Where natural or street lighting is insufficient, the management of the premises should provide lighting for the area occupied by tables and chairs. Any external light fittings should be fixed to the façade of the building and will require planning permission.

### Outdoor Heaters

Heaters will only be permitted once the Council's Health and Safety Representative have agreed an acceptable risk assessment.

### New Applications

For new applications the Council will generally apply hours of operation between 9am to 6pm from Monday to Sunday for all permits, although, subject to location and consultation, applications will be considered between the hours of 8am to 9pm. Exceptions to the hours of operation outlined in the paragraph above may be made.

### Renewal Applications

Where an application is made to renew a permit for the same activity, hours of operation and conditions as previously permitted, there may be presumption to grant the renewal application. However, the Council will take into account:

1. Evidence of past demonstrable impacts from the activity on the safety and amenity of local resident.
2. Whether appropriate measures have been agreed and put into effect by the applicant to mitigate any adverse impacts.

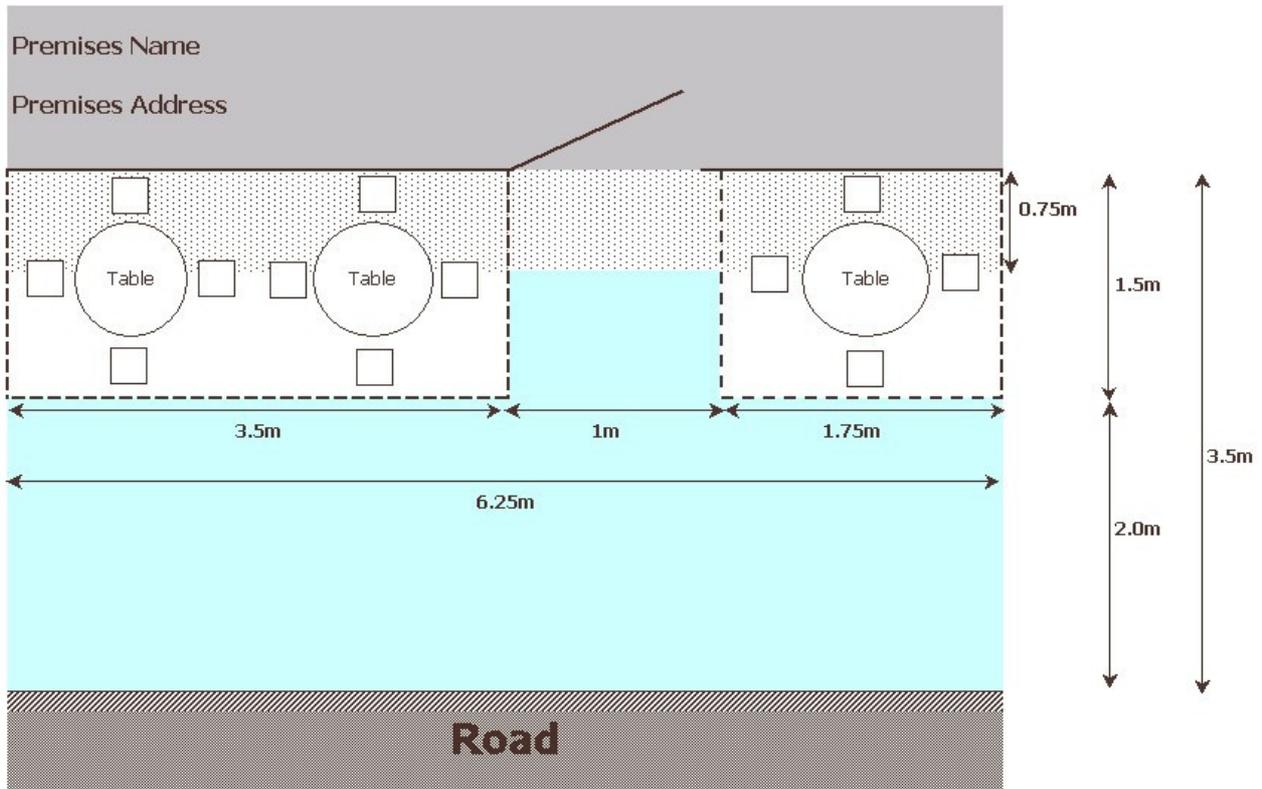
### Variation of Conditions

Where an application is made to vary the consent in terms of the hours of operation or number of amenities as previously permitted, the Council will take into account the criteria set out in points 1 and 2 above.

## Seating Plan -This is an Example

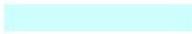
Below is an example of how we would like the seating plan to look, detailing your proposal. We require two copies of this plan. The seating plan must clearly indicate all amenities (including heaters) to be placed on both public highway and private forecourt. If the tables and chairs go onto the public highway – clearly indicate the point at which the private forecourt ends. Please ensure the area you propose to place the amenities is clearly outlined and exact measurements are given.

Please indicate the area you are leaving for pedestrian access – this must be a minimum of 1.8m. Please also ensure that a minimum of 1m is allowed for access to your premises.



 Area of Private Forecourt

 Area to be occupied by Amenities

 Area for Pedestrian Access - This must be a minimum of 1.8m between the road and the area designated to for your amenities and a minimum of 1m leading into your premises.

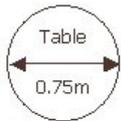


Table dimensions  
0.75m x 0.75m



Chair dimensions  
0.5m by 0.5m