

# **GUIDANCE NOTES FOR APPLICATION FOR HIGHWAY PAVEMENT LICENCE**

Pursuant to The Permanent Pavement Licensing Regime Levelling Up and Regeneration Act 2023

## **New Applications**

The application will be assessed as quickly as possible within 14 working days excluding public holidays, and if considered to be safe and not affecting the ability for pedestrians to pass and not affect other land uses, a licence will be issued.

If objections are received during the formal 5 day consultation, or complaints are received regarding the temporary period, the consent or lease maybe be terminated, or the temporary withdrawn until such time that the objections and/or complaints are resolved.

The cost of a new application is £200.

## **Guidance notes for applicants**

- In order to access your application quickly please complete the form with as much detail as possible. Incomplete applications forms or missing additional documentation will be rejected.
- You must provide a plan of the proposed area. The plan does not have to be professional drawn, but must clearly show the area of highway or public space you require and if possible, showing how the furniture is to be arranged.
- Applicants are requested to provide photographs of the furniture to be used on the highway.
- A minimum 2m width of unobstructed footway must remain available to passing pedestrians (taking into account street furniture, street lights etc.) In areas of high foot fall more than 2m of unobstructed highway may be required to allow for social distancing of pedestrian traffic.
- It will be the applicants' responsibility to assess the layout of the customer seating area in relation to any government social distancing guidelines. Barriers with tapping bars could be required. You will be advised during the application process of any specific requirements you may need to adhere to.
- Tables and chairs should be selected to ensure:
  - that you can store them securely on your premises
  - that their visual impact is in keeping with the area
  - they are easy to clean, and are kept clean
  - they do not pose any risk to the public

- Gazebos or any type of canopy covering are not permitted except for parasols.
- You may wish to consider the use of parasols as part of your street café. Parasols need to be securely fastened. They must be high enough (minimum 2.1m) not to injure pedestrians and must not overhang the highway beyond the consent area.
- Patios heaters may be allowed but applicants will be asked to provide additional safety documentation.
- Furniture must not be stored on the highway or open space outside of the times specified on the licence or when the premises are closed.
- Amplified music either live or recorded is not permitted on public Highways.
- The hours of operation to permit tables, chairs and other furniture to be placed on the highway cannot be any earlier than 06:00 am and remain on the highway after 2230 hours Sunday to Thursday and 2300 hours Friday and Saturday. . If the proposal is located near to residential uses we would limit the hours of operation to 8.30 to 18.30 Monday to Saturday and 10.00 to 17.00 on Sundays and Bank Holidays.
- If a consent holder does not comply with the terms and conditions of the licence it will be withdrawn. Any furniture or other articles placed on the highway will be removed by the Authority and the owner charged for removal and storage.
- .The applicant should be aware the highway authority, statutory undertakers and the emergency services may require access at any time, for routine maintenance, access to underground services, and any emergency. In the event of the licensed pavement area being required for streetworks, no compensation will be made for any subsequent loss of business.

## **Renewing Pavement Licences**

All highway pavement licences are to be renewed annually. There is a £100 administration charge for the renewal of the licence which can be made online.