

Tables and Chairs (Amenities) on the Highway

This guide has been produced to help you complete the application form for a Tables and Chairs (Amenities) Licence

Relevant legislation

Under Section 38 of the London Local Authorities Act 1990, it is an offence to place amenities on the public highway without permission from the local authority. If the area forms part of the public highway, you will need to apply for a street trading licence.

Applicant's details

Q. Who should fill in the application form?

A. It will depend on the business. In the case of a small restaurant or café that is managed mainly by the owner, then the owner should make the application. If you are a branch manager of a chain then it will most likely be you. It is probably best to check with your area manager. The person who applies for the licence should have day-to-day management control of the business.

Agent's details

Q. Should I use an agent to complete my licence application?

A. You do not have to use an agent to make your application. If you do decide to get some professional help please make sure your agent is aware of who will have day-to-day management control of the business. This person should be named in the Applicant's details section and your agent will complete their details in the Agent's details section of the form.

Business name and address

Q. What address should I give for the business?

A. You should give the name and address of the premises the amenities will be placed outside.

Amenities (your tables, chairs and other items you want to place outside such as umbrellas and heaters)

Q. Do I need to include other amenities I want to put on the highway in addition to my tables and chairs?

A. Yes. You need to tell us all the types of amenities and how many of them you want to put outside your business. There is space in the application form in this section for 'Other' amenities which includes things such as planters, heaters and lighting columns.

Q. Do I have to pay for separate areas if my business is on a corner?

A. For most businesses one licence will cover the area outside a premises on a corner. In some cases where a premises is on more than one level, for example in a shopping mall, then each level is classed as a separate area and you will need to complete separate applications forms and pay for each area individually.

Q. Can I use picnic benches?

A. Yes, separate tables and chairs are preferred but picnic benches are acceptable. Where picnic benches are provided, space should be kept clear at each end for wheelchair users or the benches should be modified to provide space for a wheelchair. **Please be aware, for charging purposes, any bench will be counted as the equivalent of six chairs.**

Things to note:

- Tables and chairs should be heavy enough to stop them being moved by the wind. Chains used to secure furniture can cause safety hazards and may not be acceptable
- The type and style of furniture is your choice, however furniture must be suitable for outdoor use. Indoor furniture such as upholstered chairs for example is not acceptable.
- Damaged tables and chairs must be replaced or taken out of use
- Umbrellas must be attached to a substantial base or firmly secured.

Q. How is the cost of a licence calculated?

A. If you are applying for a new licence, renewing your licence with changes to the existing licence, or you are applying for your licence after 31 March, you will need to pay an application fee as well as the licence fee.

The licence fee is based on the number of chairs you want to put on the public highway. If you want to have your amenities outside your premises in the evening, there is an extra charge in addition to the licence fee for every hour the amenities are outside from 7pm. For example, if you want to have your amenities outside until 10pm you will need to pay for three hours in addition to your licence fee. Please refer to the pricing guide to see which fees will apply based on your number of chairs.

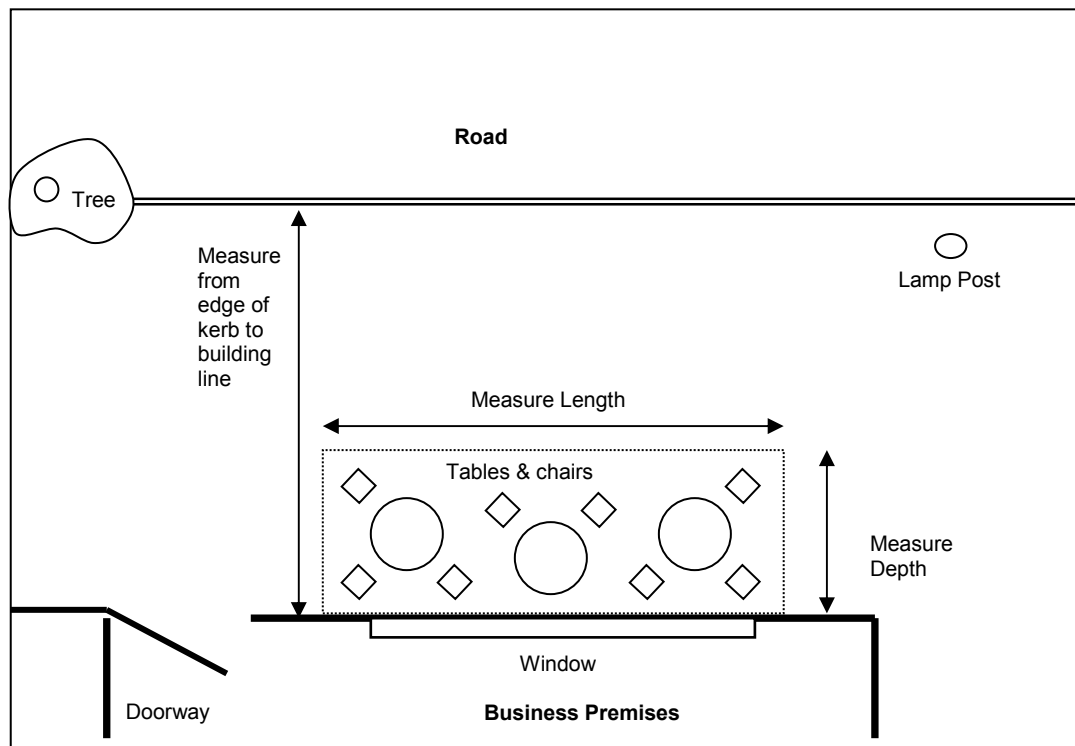
Make sure you complete the times you want to place your amenities on the public highway in 24 hour format. For example, if you want to have your amenities outside from 10am until 8.30pm, in 24 hour format this would be 10.00 until 20.30.

Documentation

Together with your signed and completed application form, signed copy of the Terms and Conditions and the correct fee; you will also need to send:

- Proof of your address such as a utility bill, council tax bill or bank statement. Your proof of address must be an original document (copies will not be accepted) and it must be dated within three months of submitting your application.
- You will also need to submit an A4 sketch, your sketch should include:
 - The location and dimensions of the proposed area of the highway you plan to use to place your amenities (if there is a private forecourt please also show this on the sketch)
 - Tables, chairs and any other amenities you propose to place on the highway
 - The building line, including accesses
 - Any street furniture and obstructions on the footway e.g lamp posts, railings, benches, trees
 - The width of the footway from the building line to the kerb edge – at least 1.8 metres is required between the edge of the proposed area and the curb edge for pedestrian movement (2 metres on the Transport for London managed Red Route).

Example sketch:



Please make sure you take care when filling in your application form. Any deliberate attempt to avoid paying the correct fee will be regarded as an offence and the council may initiate legal proceedings.

If you would like help with any part of the application form please telephone our Business Support Team on **020 7926 0524**.

You can return your completed application, accompanying documentation and fee either in person or by post to the address below. If coming in person you can pay by cheque, cash (please bring the correct amount as change is not available), credit or debit card. If you are posting your application you can pay by cheque or postal order.

All cheques should be made payable to London Borough of Lambeth.

Please return your completed application form, documentation and the correct fee to:

**London Borough of Lambeth
Environmental Services and Highways
Ground Floor Service Team House
185-205 Shakespeare Road
London SE24 0PZ**