



TABLES AND CHAIRS LICENCE APPLICATION PACK

**THIS PACK PROVIDES INFORMATION ON HOW TO APPLY FOR A TABLES
AND CHAIRS LICENCE OR MAKE A RENEWAL APPLICATION. A TABLES
AND CHAIRS LICENCE ALLOWS YOU TO PLACE FURNITURE ON THE
HIGHWAY**

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. We have provided this pack to help you make your application for tables and chairs placed on publicly or privately maintained highway. Because the licences are issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation including, **Highways Act 1980**, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982) Traffic Management Act 2004, and Disability Discrimination Act 2005

THE APPLICATION PROCESS

In order to process the licence and ensure the co-ordination of works you will need to apply at least **EIGHT WEEKS** in advance. Failure to enclose the correct documentation could delay the process.

WHAT YOU HAVE TO DO?

If you wish to place tables and chairs **on the public highway** you will firstly need to apply for **planning permission** in order to change the use of the land. Please contact the duty planning officer on 020 8753 3440 or email **preapp@lbhf.gov.uk** or download the form from our website **www.lbhf.gov.uk** Please allow approximately **eight weeks** for the planning permission application process which will include a 1 month consultation period. Your planning application will not be processed until you have submitted all the required documentation and correct fee, so please check your application thoroughly before submitting it. You will be allocated a **planning reference number** which is **required** in order to process your Highways Tables and Chairs licence application.

If you wish to place tables and chairs on **privately maintained highway** such as a private forecourt which forms part of the highway and can be walked across by the public, you **may** require planning permission. If you are unsure whether planning permission will be required, please **contact the planning team** via the details given above. If the planning team confirm you **do not** require planning permission you will need to **obtain written confirmation** of this and **enclose** it with your Highways Tables and Chairs licence application.

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If your application is successful you will be sent two copies of your licence to sign, one of which should be displayed at the premises and the other returned to the licensing office. Please allow approximately four weeks for your application to be processed.

WHAT YOU HAVE TO SEND BACK TO US – CHECK LIST

- a) Completed and signed tables and chairs application form
- b) Plan clearly showing the exact location of where tables and chairs are to be sited on a scale drawing indicating the dimensions of tables and chairs, width of pavement and proximity to the kerb.
- c) Design of the proposed furniture giving details of dimensions, materials and the manufacturer's specification. Manufacturer's brochures and photographs will be sufficient in most cases.
- d) Proof of authorised planning permission decision notice reference number or written confirmation it is not required.
- e) Payment of licence fee - cheques should be made payable to London Borough of Hammersmith and Fulham or credit card details completed on application form

CONTACT AND ADDRESS DETAILS

Please send your completed Tables and Chairs application to:

Permit Coordination Team
Highways and Engineering
London Borough of Hammersmith & Fulham
4th Floor, Town Hall Extension
King Street
Hammersmith
London
W6 9JU

Tel: 020 8753 1081
Fax: 020 8753 3048

Your Planning application should be sent to Development Control at the address on form

LICENCE FEES

Road classification	Fee
Pedestrian squares	£362per annum, per table
Town centres	£612 per annum, for up to 16 tables
Other streets	£362 per annum, for up to 16 tables

Change of licensee name	
Cost of change	£50

ROAD CLASSIFICATION

PEDESTRIAN SQUARES

Lyric Square
 Jerdan Place
 Vanston Place

TOWN CENTRES

Fulham Broadway
 Fulham Road
 Goldhawk Road
 Hammersmith Broadway
 Hammersmith Road
 King Street
 New Kings Road
 Shepherds Bush Green
 Shepherds Bush Road
 Uxbridge Road

OTHER STREETS

Any other street in
 the borough

PREMISES THAT SELL /SERVE ALCOHOL

All Tables and Chairs licence applications for premises that sell alcohol will be considered with details of your premises licence. This is to ensure that the area occupied by tables and chairs has the appropriate legal on/off sales agreement to serve alcoholic beverages off premises.

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TABLES AND CHAIRS APPLICATION FORM

Name of Applicant	
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Address of Applicant	
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Telephone No. Office Mobile Fax Email	
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Name of Premises to be licensed	
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Address of Premises to be licensed	
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Name of Licensee	
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Address of Licensee	
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Is this a renewal of a previous licence OR a new application?	
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Date your licence expired? (If renewing)	
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Do you have a valid planning permission or written confirmation it is not required? Please add Planning permission reference number or enclose written confirmation from the planning team if it is not required	
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TABLES AND CHAIRS APPLICATION FORM - cont

Where do you intend to store your furniture outside licensed hours? (No furniture is to be stored on the public highway.)	
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FURNITURE DETAILS

No. of Tables	
Dimensions of tables (in cm)	

No. of chairs	
Dimensions of chairs (in cm)	

No. of benches	
Dimensions of benches (in cm)	

Width of the footpath from building line to Kerb	Metres
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The hours you would like to be licensed. The times will be determined and agreed with the licensing officers in conjunction with planning permission conditions

Between the hours of

AM		PM	
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PAYMENT DETAILS

Cheque		Credit card		Amount payable	£
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TABLES AND CHAIRS APPLICATION FORM – cont

AGREEMENT OF LICENCE FEES AND DAMAGE

Any damage to the public highway resulting from the placement of tables and chairs will be repaired by the council and I agree to pay the full costs for any damage.

Signature of applicant:

Name:

Date:

(IN CAPITAL LETTERS)

LICENCE FEE

I agree to pay the cost of the licence.

Signature of applicant:

Name:

Date:

(IN CAPITAL LETTERS)

AGREEMENT OF OWNERSHIP OF A PUBLIC LIABILITY INSURANCE DOCUMENT

I agree that I hold a Public liability insurance policy for the said amount of **£3million** and that will cover for the period in which I occupy the public highway as required in the conditions.

Signature of applicant:

Name:

Date:

(IN CAPITAL LETTERS)

DECLARATION OF APPLICATION/ INDEMNITY

I confirm that the above details are correct, and acknowledge that in signing this document I am legally responsible for complying with the Licence conditions and the requirements of the legislative acts and the associated legislation and codes of practice, together with any other condition imposed by the Street Authority.

Signature of applicant:

Name:

Date:

(IN CAPITAL LETTERS)

GENERAL INFORMATION & LICENCE CONDITIONS

(Specific conditions relating to individual premises will be given with the issued licence)

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

The licence does not relieve the licensee from compliance with or being subject to the London Building Act, The Town and Country Planning Act, or any other Acts, Regulations, other by laws and General Statutory provisions in the area and shall not be regarded as dispensing with such compliance. An application must be made to the licensing authority for any alteration or extension to a licence to sell intoxicating drink.

Any disturbance or damage to utility plant will be the responsibility of the licensee.

The signatory of this application is the person accepting responsibility for the compliance of all conditions and regulations associated with Tables and Chairs on the highway.

The licence agreement will become invalid if any of the conditions are not adhered to or the licensee no longer has an interest in the project.

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.

The highway will at all times be kept in a neat and tidy condition and free from obstructions.

The council is indemnified against all claims resulting from an incident caused by the tables and chairs. All applicants must have public liability insurance of £3 million to validate their occupancy of the public highway. Failure to have insurance would result in your licence becoming invalid.

All licences issued MUST be displayed on site. A laminated copy will be supplied.

The permission shall run from the date of issue for a period of one year.

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The permission will terminate earlier if any of the conditions are not adhered to, the licensee no longer has an interest in the property, or the licence was granted for a special event, under these circumstances no fees will be refunded.

The amount of furniture and position shall be specified and agreed before a licence is issued.

The permission is valid only between the specified hours.

The area so permitted to be used solely for the purpose of consuming refreshments. No charge shall be made by the Licensee for the use of the chairs and tables.

The licensee shall make no claim against the Council in the event of the tables and chairs or other objects being lost, stolen or damaged in any way from whatever cause.

The Licensee shall remove the furniture from the Highway to allow the Highway to be cleaned or maintained by the Council its servants or agents, or if required to do so, to permit works in or use of the Highway by the Council its servants or agents. If required to do so, to permit works in or by the Council, the Police, fire, ambulance services, statutory undertaker, telecommunications code operator, service vehicles, hearses and furniture removal vans.

The furniture is not to be permanently fixed to the highway.

The licence does not give permission to serve alcohol unless your premises licence states that you have on/off sales.

The furniture shall not interfere with or affect the rights of any statutory undertakers having apparatus in the highway. The tables are to be regularly cleared of glasses, plates, etc and the surrounding area to be swept clear of litter. 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.

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This licence does not include the licensing of parasols, heaters, planter's, canopy's and awnings if you need to apply for a canopy application you need to contact the duty planning officer on 020 8753 3440 or email preapp@lbhf.gov.uk

This licence does not give permission for advertising boards. (This includes A-boards, swing boards and rotating advertisements)

There are to be no permanent fences or other means of enclosure of the area.

Storage facilities maybe subject to inspection and must be practical and adequate for the storage of furniture outside of licensed hours.

Any conditions that are required in your premises licence must apply to your tables and chairs licence.

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.