

Supporting al fresco hospitality in Kensington and Chelsea British Summer Time Licensing 2023





Regulation Act 1984. The essential design and management principles set out herein shall inform the determination of applications for pavement licences, made under the Business and Planning Act 2020, or any replacement legislation.

### Why the Council supports al fresco dining

The Council has long recognised the positive contribution that outdoor hospitality makes to enlivening our streets and creating attractive and successful places for residents and visitors to enjoy. For example, outdoor seating is key to the success of Pavilion Road and Bute Street as destinations. During the Coronavirus pandemic, when indoor dining was restricted, the opportunity to eat outdoors was valued and enjoyed by many who live, work or visit the Borough. Many new outdoor venues opened up and they have generally been very well received, safe and inviting. They have served to support our hospitality businesses and in turn the Borough's local economy. Since that time, residents have told us how much they value these new additions to our streets.

In Summer 2020 we modified our criteria for assessing proposals for tables and chairs on our footways to make it easier for businesses to provide seating outdoors. Using pavement licences, we licensed temporary terraces

on 'footway extensions' created with traffic cones on suspended car parking bays. These temporary terraces were popular and served to enhance our streets and spaces adding to their attractiveness and vitality.

Building on this success, in February 2022, the Council adopted a policy to support al fresco hospitality on streets and public spaces on a permanent basis. Under the policy, the Council offers businesses the opportunity to create summertime terraces in front of their premises on temporary footway extensions on suspended car parking bays and yellow lines during the period of Daylight Saving Time.

The licensing of tables and chairs on traditional footways and on other pedestrianised spaces is appropriate throughout the year.

The Council wishes to encourage hospitality businesses to trade outdoors during 2023. This guidance explains how to apply to the Council for outdoor seating areas this year.



## Clear width standards on footways and within other pedestrianised areas

Pavement furniture or outdoor hospitality activity must not obstruct pedestrians, especially those with pushchairs or particular mobility needs. In most circumstances 2.5m of clear footway width is recommended to prevent footways becoming congested. On our busiest high streets, 3.5m clear footway width is recommended. We will resist excessive encroachment onto the pavement, where walking on our streets becomes difficult, and the streets themselves become unattractive to use. Many of our older streets have narrow footways where it is not possible to provide 2.5 metres of clear footway width. On quieter

footways, where passing occurs infrequently, the minimum the Council can accept is 1.5 metres in line with Government guidance, "Inclusive Mobility" (2005) and to satisfy Section 149 of the Equalities Act 2010. The most appropriate width at a given location would be assessed against these standards subject to the overarching principle that consent is granted solely at the Council's discretion, in accordance with its policies and that we have discretion to depart from our standards, either above or below, when the Council considers it would be in the public interest to do so.

### What amenities can be approved on borough streets?

In appropriate locations, the Council will approve any pavement furniture items reasonably associated with external dining or the serving of food or drink. Speakers and music will not be permitted.

The following items could potentially be approved under a highway licence or a planning permission, if required.

- 1. counters or stalls for serving food or drink;
- 2. tables, counters or shelves on which food or drink can be placed;
- 3. chairs, benches or other forms of seating;
- **4.** safety barriers, up to waist height (approximately one metre above the ground);
- **5.** traffic cones;
- 6. removable platforms to achieve a level surface (roads slope down to the kerb; . these facilities should be designed to be accessible to those with wheelchairs and mobility needs);
- 7. planters;
- 8. lights and;
- 9. umbrellas and parasols. All items affording shelter should be retractable and removable. Fixed structures shall not be licensed. These items should be supported so as to ensure that all sides of the licensed area are open above waist level (approximately one metre above the ground) and do not block views of shopfronts from across the street.



On Pavilion Road, close to Sloane Square, the licensing of pavement furniture in conjunction with a street closure has transformed the locale, creating a green and inviting traffic-free dining destination.

#### **KENSINGTON PARK ROAD**



At Kensington Park Road the Council removed through traffic and has suspended car parking to widen the footways in front of the parades within this local neighbourhood, allowing customers to dine outside in a more amenable atmosphere. This has served to provide a focal point for the local community, whilst supporting valued businesses.

### **Summertime Terraces**

To help hospitality businesses the Council will take appropriate steps temporarily to extend footways at suitable locations during the warmer, brighter months of British Summer Time (i.e. from late March to late October) every year, by suspending parking bays and by providing traffic cones to demarcate the extent of additional footway areas. There is also potential to temporarily widen footways in some locations with yellow lines using traffic cones. This Council initiative seeks to broaden the opportunity for businesses to apply for consent to create "summertime terraces" and to animate our streets during the warmer months.

Summertime terraces can occupy up to two on-street parking bays (or an equivalent surface area where there are other kerbside markings). The Council will expect summertime terraces to be proportional to the size and offering of the premises. Locations directly in front of ground floor residential dwellings are not suitable for summertime terraces. The Council will only issue pavement licences for summertime terraces on footway extensions in respect of proposals that are open to the footway and separated from the roadway. The cumulative length of contiguous summertime terraces should not exceed 20 metres (or four parking bays) to ensure that there is ample

opportunity for pedestrians to cross the road safely. Gaps between summertime terraces should be a minimum of two metres wide.

Where platforms are provided, they must be easily removable in the event of resurfacing or utility works. Alternatively, streets may need to be cleared of pavement furniture to host public events and large crowds, during the Notting Hill Carnival for example. Modular designs are a favoured way to ensure that platforms can be removed quickly. In an emergency there may not be sufficient time for a joiner to come to disassemble timber constructions.

Summertime terraces should extend the footway in an attractive way that contributes positively to the street scene. The summertime terraces should be inviting and aesthetically engaging, with planting, sympathetic umbrellas, and attractive lighting. Clutter and unnecessary objects should be avoided. It is important that summertime terraces are accessible to everyone, including those with disabilities.

Some businesses with licences for summertime terraces may have to change their premises licences to allow off-sales. The premises licence variation application process is distinct from the application process for pavement licences.

### **Essential Design Principles**

The Council will only license installations that satisfy the following design principles. Each proposal will be assessed against each principle and a failure to address one within the proposed design will result in consent being withheld.

1. All summertime terraces should be **easily removable** to facilitate utility works, highway maintenance or public events, such as the Carnival. The Council will not license installations which do not have an obvious way of being dismantled, stored, and reassembled at short notice. The Council is open to suspending nearby parking bays for short periods to allow larger items of pavement furniture to be secured out of the way while vital street works are underway. The constituent elements of any installation should be capable of being reused and should not be discarded when removed. Waste is not environmentally sustainable or likely economic for licensees





- 2. All summertime terraces should **enhance the streetscape** by improving the visual and functional qualities of our streets. Although matters of aesthetics are subjective, the provision of well-designed installations in lieu of car parking offers bona fide opportunities to improve the appearance and the vitality of our streets. This is best achieved by being modest in scale and obviously secondary to the host premises. The materials and furniture employed should be tasteful. Proposal should not include advertisement displays.
  - Plastic sheeting, Perspex screens, tarpaulins or similar barriers, should not be used to shield summertime terraces from the street. Shelter can be provided from above in the form of umbrellas/ parasols. These should be supported in a way that ensure that all sides of the licensed area are open above waist level (approximately one metre above the ground) and do not block views of shopfronts from across the street.
- 3. All summertime terraces should add **greenery** to the host street. Summertime terraces offer great opportunities to introduce attractive colourful flower displays to the borough's street scene. Whilst we do not expect the terraces to compensate for the lack of feasible planting sites in our neighbourhood centres, they do provide an opportunity for the introduction of curated and well-maintained planting beds for the enjoyment of all the community. Fake greenery or other plastic adornments will not be permitted.



- 4. All summertime terraces must be **safe**. Public safety is vital and that is why we can only offer footway extensions in locations with limited traffic. Busier roads, usually those with bus routes, would not be suitable for footway extensions. Even in quieter locations, careful consideration will be given to the risks to public safety of any proposal. Examples of suitable locations are mixed use frontages, neighbourhood centres and areas adjoining these locations.
- 5. All premises with summertime terraces should provide tables accessible to those with pushchairs or wheelchairs. Accessibility and inclusivity must be integrated into proposed layouts at the outset. In some locations it may be possible to designate accessible tables adjacent to the building line on the footway. This would obviate the need to provide a raised platform for the summertime terrace. Where a raised platform is required to satisfy accessibility requirements, platforms should be modular. They should be designed so as not to block kerbside drainage channels.



## **Essential Management Principles**

- 1. All summertime terraces should form part of the street. As such we expect licensees to be welcoming to allcomers and to avoid fostering any sense of exclusivity. These opportunities to use the public highway are provided for the public benefit. Licensees should be cognisant of that at all times.
- 2. All summertime terraces should be **clean** and in good order at all times. Inadequate cleansing could fatally undermine the positive contribution that a summertime terrace makes to the street scene and could in the most serious cases warrant the revocation of a licence. The Council expects the licensed area and the environs of the parent premises to be kept clean. Refuse should be managed in line with agreed protocols in a given location. Waste should not be left in front of neighbouring premises. Waste should not be placed in the gaps between summertime terraces. An agreed waste presentation area remote from licensed areas and the frontages of
- neighbouring shops should be identified in discussion with the Council's Waste Contracts team.
- 3. Operators are expected to be **considerate** towards their neighbours at all times and to adopt procedures to limit noise disturbance, especially early in the morning and in the evening. As a general rule the Council will license summertime terraces to operate no later than 10pm. Last orders should be made before 9.30pm. In primarily residential contexts an earlier terminal hour of 8pm on Sundays will often be appropriate. Moving furniture at the beginning and end of the trading day can lead to noise nuisance. Noise at premises will be monitored and evaluated (where a statutory nuisance is suspected). Where premises have long operating hours and it is not possible to bring furniture inside, furniture should be safely secured within the licensed area. This advice is particularly relevant to cafes that serve customers in the early morning.

## Achieving consent for a summertime terrace a two stage approach

Applications for pavement licences in the form of summertime terraces can only be considered in locations where temporary footway extensions are already in place. Accordingly, there are two stages to securing consent for a summertime terrace.

**Stage 1** - A temporary footway extension must be arranged with the Council and put in place before an application for a pavement licence can be submitted.

**Stage 2** - Once an area of highway has been designated as a temporary footway extension by the Council, then a business can apply for a pavement licence in the form of a summertime terrace.

### Requesting a temporary footway extension (Stage 1)

A temporary footway extension must be arranged with the Council and put in place before an application for a pavement licence can be submitted. Proposals for temporary footway extensions will be considered by Council officers with reference to the guidance within this document.

Requests for footway extensions can be made by filling in the "Footway Extension" Expression of Interest form".

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If the proposal is acceptable Council officers will arrange for the footway to be temporarily extended by suspending car parking bays or arranging a dispensation on yellow line and providing traffic cones. An implementation fee of £536 will be sought from applicants to cover the Council's costs in assessing the proposal and implementing the temporary footway extension.

The Council will also levy a monitoring fee of £116 per metre length of temporary footway extension to cover the Council's monitoring costs over a British Summer Time season. The monitoring would be levied in tranches with charges levied on 1 May, 1 July and 1 September. A one bay footway extension would therefore cost £1,116 for a full season (£536 implementation fee; £580 monitoring fee). A double bay footway extension would cost £1696.

The Council will email applicants a link to an online payment page to allow the implementation fee to be paid and to agree to the payment of monitoring fees. On payment of the implementation fee, applicants will receive confirmation that the temporary footway is implemented and that it is possible to apply for a pavement licence for a summertime terrace.

Please note that a positive agreement to extend the footway does not guarantee that a pavement licence will be granted for that section of footway. These are two separate decisions.

If following due process, the Council refuses a pavement licence application for a summertime terrace, the associated parking suspensions and or/yellow line dispensation will be cancelled and the implementation fee received in respect of the temporary footway extension will be refunded to the applicant.



# Applying for a pavement licence for a summertime terrace (Stage 2)

Once an area of highway has been designated as a temporary footway extension, as confirmed by the Council by email, a business

can apply for a pavement licence in the form of a summertime terrace.

### How to apply for a pavement licence

Applications must be made online using our online application platform.

https://www.rbkc.gov.uk/business-andenterprise/regulation/apply-pavement-licence

Applications can only be made in respect of footway areas or closed roads. Where temporary footway extensions are required, these should be arranged in advance of making a pavement licence application (see Stage 1 above).

The application fee for a pavement licence is £100. We will process applications within two weeks.

### On the application form we will ask applicants to:

- specify whether the application is for external seating or for the serving/ vending of food or drink or for both purposes;
- specify the part of the relevant highway to which the application relates;
- describe the type of furniture to which the application relates;
- supply a scale plan (drawing);
- specify the days of the week on which, and the hours between which it is proposed to put furniture on the highway;
- supply evidence of public liability insurance (£5 million); and,
- confirm whether or not alcohol is to be served.

Following submission of the application form applicants will receive an acknowledgement by email within half an hour. Attached will be a site notice. Applicants are required by law to print the site notice and to post it in a prominent position on the premises frontage on the application date.

Applicants should take a photograph of the site notice in position and send a copy of the photograph have taken to tablesandchairs@rbkc.gov.uk on the application date.

There will be a one-week consultation period. The details of the application will be published online. The Council will take all representations into account before issuing any licence. Accordingly, there is a possibility that any licence application will be refused. The Council's intention is to license any proposal that adheres to this guidance.

### The Council will grant a pavement licence, if we are satisfied that the proposal:

- does not impede pedestrian movement;
- is safe;
- facilitates social distancing;
- would not unduly impact on parking supply;
- would not unduly impact on residential amenity; and,
- would not unduly impact on visual amenity.

We will generally grant pavement licences until 30 September 2023, the final date allowed under the Business and Planning Act 2020, as amended. In circumstances where we consider that issuing a licence for a shorter period would be prudent to monitor the impact of a proposal, we will issue a licence for three months.

The Council's policy on supporting al fresco hospitality in Kensington and Chelsea affirms that the Council will provide temporary footway extensions to facilitate the provision of summertime terraces until 29 October 2023, the last day of British Summer Time.

This will allow ample time for businesses to arrange for the pavement furniture to be cleared off the street.

All summertime terraces must be removed by Monday 31 October 2023. The Council will reserve the right to remove summertime terraces after this date and recharge the cost of this to the premises. Any failure by a premises to remove summertime terraces when required to do so will be a legitimate consideration for the Council when considering future requests for temporary footway extensions.

## What Conditions Will Apply?

The application site must be directly in front of the premises or, where the premises is on a street corner, to the side. It is important that any licensed pavement furniture can be seen from the application premises. We will only license pavement furniture in front of contiguous frontages if we are satisfied that those neighbouring businesses support the licence application. Applicants should provide evidence within their application submission of their neighbours' support for the proposals for the period being applied for.

In order to avoid external seating areas impacting unduly on residential amenity, licensed hours will normally be limited to between 8am and 10pm, Monday to Sunday. Any departure from these normal hours would need to be fully justified.

We require all licensed pavement furniture on footways to be easily removable. At the end time for the use of tables and chairs, they must be brought inside the premises or rendered unusable. In respect of summertime terraces it may be sufficient for tables and chairs to be put out of use and locked, in a safe manner. Planters, platforms and other means of enclosure can be left on street so long as they are secure, safe, include reflective strips and are protected by traffic cones.

The key to successfully managing summertime terraces beyond the kerb is the provision of a suitable enclosure to separate patrons from the roadway and to prevent activity spreading onto adjacent highway. Consequently, we require all proposals for summertime terraces to be enclosed with barriers on three sides

to separate tables and chairs from vehicular areas, so as to maintain customer safety. These barriers should not exceed one metre in height. The barriers should, like all pavement furniture, be tasteful and should serve to enhance the streetscape.

It is vital that any external facilities proposed on the highway (including on public footways) are covered by the applicant's insurance policy. We require public liability insurance to the value of £5 million. Any licence application for pavement furniture will be unsuccessful without proof of insurance. The safety of patrons and other highways users within the licensed area is the responsibility of the licensee.

Applicants must make reasonable provision for seating where smoking is not permitted. The application drawing should indicate which tables are to be smoke-free. Smoke-free seating areas must be a minimum of two metres from any tables where smoking is permitted.

Lighting associated with tables and chairs in pedestrianised streets and zones will be

expected to be battery-powered LED lighting, consistent with the work the Council is doing to improve the environmental efficiency of lamp columns across the borough.

The Council will not license the use of artificial heaters on the highway. Blankets can be used to provide warmth. The weather should be favourable on most days during British Summer Time. On days when it is not, patrons have the option of sitting inside.

All licences shall include a condition that specifies the clear footway width that must be maintained in front of a given premises. The figure for clear footway width will be informed by the paragraph on clear footway width stands on Page 3 of this document.

The standard conditions listed below will be applied to all licences issued under the Business and Planning Act 1980, whether they be for seating on footways or public spaces or for summertime terraces.

- 1. The Licensee must ensure that clear routes of access along the highway are maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by those with mobility or visual impairments are provided at all times the licence is in operation.
- 2. Where the furniture on the relevant highways consists of seating for use by persons, for the purpose of consuming food or drink, the licence holder must make reasonable provision for seating where smoking is not permitted.
- 3. This licence permits the use of table and chairs or other authorised furniture on the highway only in the area designated on the plan attached to the licence.
- 4. This licence permits the use of table and chairs or other authorised furniture on the highway only in connection with the use of the adjacent premises/ business at the application address.

- 5. No alcohol is to be sold or consumed from the designated area identified unless that sale and/or consumption is approved under the Licensing Act 2003 which includes any temporary authorisations for the sale of alcohol permitted pursuant to the Business and Planning Act 2020.
- 6. No furniture may be placed within the designated area identified on the plan other than that expressly permitted by the licence.
- 7. This licence does not allow the use of loudspeakers, amplification or other similar equipment.
- 8. All furniture approved for use, including tables, chairs, barriers, and umbrellas must be safe for public use and must be kept in good repair and condition.
- 9. No plastic sheeting, Perspex screens, plastic adornments or fake greenery shall be placed within the licenced area or be attached to the pavement furniture hereby licensed.

- 10. The licensee must ensure that good order and behaviour is maintained at all times by people using any tables and chairs or other authorised furniture pursuant to this licence and that no nuisance is caused to residential or business neighbours.
- 11. All tables and chairs and other licensed objects shall be removed immediately from the highway when required by the Council, Metropolitan Police or other emergency services in the interest of public safety, public order, safe and efficient highway operation or to facilitate necessary statutory undertaker or utility works.
- 12. All tables and chairs and other authorised furniture that is used in connection with this licence must be removable which means that it is not a permanent fixed structure and is able to be moved easily and stored off the highway if required.
- 13. The tables and chairs and other authorised furniture shall not be placed on the highway before the time specified and are to be put out of use no later than 22:00 hours. Service at the tables should cease at 21:30 hours in order for this to be achieved. Trading may only take place on the days and during the times specified on the
- 14. A copy of the licence shall be displayed during the hours of trading in a prominent position agreed by the Council, either in the front window of the premises or nearby so as to be clearly visible from the outside to anyone wishing to inspect it.
- 15. No fixtures to or excavation of any kind shall be made in the surface of the highway, which shall be left entirely undisturbed. Kerbside drainage channels shall not be obstructed – any licensed platforms shall not block kerbside drainage channels or gullies.
- 16. The Licensee shall not use this licence unless it has public liability insurance cover in the sum of not less than £5 million and has provided a copy of that policy to the Council.

- 17. Tables and chairs and other authorised furniture must be stored in such a way that they cannot be moved or used outside of licensed hours.
- 18. Staff must regularly monitor the licensed area to ensure it is kept clean and tidy. Any litter or waste arising from use of the licensed area must be cleared away as soon as is practicable. The licence holder shall ensure that any spillages are promptly removed from the highway and restore the affected area of highway to a clean and safe condition. It is the responsibility of the licence holder to ensure that the licensed area is washed down on a daily basis. The licence-holder shall put in place suitable pest control arrangements and measures. The Council will recharge the licenceholder the full cost of any remedial work to remove any residual staining of the highway outside his or her premises, including the replacement of the paving stones if necessary, by pavement stones of an equivalent quality and to an equivalent standard.
- 19. If the Council serves a Notice on the licence holder requiring him/her to take such steps as are necessary to remedy any breach of the terms of this licence, and the licence holder fails to comply with the notice the Council may itself take the steps required by the Notice and recover from the licence holder any expenses incurred.
- 20. All pavement furniture placed on "footway extensions" shall be enclosed with barriers on three sides to separate tables and chairs from trafficked areas, so as to maintain customer safety.
- 21. On footway extensions, planters, barriers, traffic cones and other prominent objects must be positioned on the roadway side of the licensed area to make it clearly visible and to physically separate the licensed area from trafficked areas. The maintenance of these items in position is the responsibility of the licence holder. Objects on the boundary of the licensed area must appear bright after dark with appropriate reflective markings so that they can be easily seen.

- 22. On footway extensions, well maintained flower displays and/or planting shall be provided within the licensed area to add greenery to the host street.
- 23. The licence holder shall ensure that the management team of the business to which the licence is attached register and successfully complete the nationally recognised counter terrorism training product referred to as ACT eLearning package within 10 days of the grant of the licence OR can demonstrate that the ACT eLearning product has been successfully completed within the preceding 12 months and that all staff employed by or at the premises complete the ACT eLearning within a reasonable period not exceeding 3 months from date of the licence (ACT eLearning Certificates are provided on successful on-line completion).
- 24. The licence holder shall ensure that the existing CCTV systems are working correctly, are compliant with the Data Protection Act 1998, Information

- Commissioner requirements, and any other CCTV Code of Conduct produced by the Police or Local Authority. Imagery shall be retained for at least 28 days and images produced given to a Police Officer or Local Authority Enforcement Officer upon reasonable request. Faults which render the CCTV system or parts of it inoperable should normally be rectified within 24 hours.
- 25. For premises situated to the north of the A402 road (i.e. the streets named Notting Hill Gate or Holland Park Avenue), no items of pavement furniture, including platforms, barriers or decks, shall be placed on the highway at any time during the period of the Notting Hill Carnival; that is on the three days up to and including the August Bank Holiday.
- 26. No advertisement or political slogans or symbols shall be displayed on the pavement furniture hereby licensed.
- 27. The licence holder shall provide public access to the premises' customer toilets (if available), without charge.

## Adhering to pavement licences

The Council is giving businesses the opportunity to trade from the public realm in the confident expectation that they will act considerately and adhere to all licence

conditions at all times. The Council has discretion in the granting of licences and the Council has powers to revoke licences issued under the Business and Planning Act 2020.

### The Council will take action to revoke any pavement licences that it considers to result in -

- undue risks to public health or safety;
- anti-social behaviour or public nuisance or;
- the highway being obstructed (other than by anything done by the licence-holder pursuant to the licence).

Standard pavement licence condition 20 requires "on footway extensions, planters, barriers, traffic cones and other prominent objects must be positioned on the roadway side cones on approval of a summertime terrace, of the licensed area to make it clearly visible and to physically separate the licensed area from trafficked areas. The maintenance of these cones will occasionally be removed by third items in position is the responsibility of the

licence holder". The Council will closely monitor adherence to this condition as it is critical to highway safety. The Council will supply traffic and the licence holder will be expected to maintain the traffic cones in position. Traffic parties. When that occurs, the licence holder

should contact the Council promptly to arrange for the delivery of replacement cones. Requests for replacement traffic cones should be made by email to tablesandchairs@rbkc.gov.uk.

Council officers shall prepare a case for revocation after a premises has been found to have committed four breaches of the pavement licence conditions, the fourth breach having

followed receipt of two documented verbal warnings and one formal written warning from an authorised officer. Any decision to revoke shall be made by the Director of Transport and Regulatory Services having first consulted the Chair or a Vice Chair of the Licensing Committee.

### **Premises Licensing**

Any business with a premises licence wishing to apply for a Summertime Terrace should notify the Licensing Team of their intention to do so at the earliest opportunity as changes to the premises licence for the business may be required. As the application process for full variations and/or new licences can take a minimum of 6 – 8 weeks, we would strongly recommend that any changes to the premises licence or new licence applications are submitted at least 12 weeks in advance. This will ensure that full discussion can occur between the premises licence holder and any other interested parties so that the desired proposals are provided with the minimum risk of crime and disorder, public nuisance and to the health and safety of residents, customers, and staff.

There is no difference in the application cost for a full variation or a new premises licence application and it is dependent on the rateable value of the premises. Applicants can expect the licence application fee to be between £100 and £635).

We would also recommend that applicants give due consideration to implementing a dispersal and external management policy to ensure disturbances to neighbouring residents are kept to a minimum.

Should it be intended for a bar to be sited externally, a new licence or a variation application to incorporate this additional area will be required. The provision of points of sale within the street would require a street trading licence and could not be covered by a pavement licence.

