

## LEEDS CITY COUNCIL

### STREET CAFÉ POLICY ON THE HIGHWAY 2011/12

#### 1 Introduction

- 1.1 Leeds City Council supports and encourages the provision of street cafes in the city centre, as they make a positive contribution by adding vitality, colour, life and interest to the street scene. They can help maximise the use of public spaces, aid the local economy and add to the facilities offered to people who visit, live, and work in Leeds.
- 1.2 Whilst the provision of street cafes is encouraged, it is important that they are properly administered and managed to ensure that they meet the high standards expected in Leeds city centre. They should not obstruct the highway or create a hazard for pedestrians, especially for blind, partially sighted and other disabled people.
- 1.3 This guide is intended to help businesses understand where street cafes might be encouraged, the permissions needed from the Council and others and how applications will be assessed. Although each application will be considered on its merits this guide contains key points which must be considered in every case.
- 1.4 Should you wish to establish and operate a street cafe outside your premises please read this guide thoroughly to check that your proposal meets all the criteria. **City Council officers will be pleased to offer advice and help, which may prevent wasting time and money on applications which will not succeed.** Following the steps in this guide will help to minimise expenditure on fees although it cannot guarantee that permission will be granted.
- 1.5 Street café licences will only be issued to cafes, restaurants, public houses or other catering establishments that serve food and drink within the premises and employ sufficient staff to provide table service to the outside area. Street café licences will not be issued to self service premises or takeaway food shops.

#### 2 Legal Situation

- 2.1 For the purpose of this guide street cafes are considered to be tables and chairs placed on the highway where food and drink is served to customers.
- 2.2 Before agreeing to licence a street café on a highway, the Council must ensure that the public's rights to use the highway are not detrimentally affected.

- 2.3 The Council's bye-laws, policies and standards also need to be complied with for health, safety and environmental reasons.
- 2.4 This guide relates only to the possible establishment of a street café on a highway. (Cafes on private land are not covered by this guide. They may not need a street cafe licence, although if they don't they will require planning permission.) You should check with the Council to establish the status of the land in question. Land which you consider to be private may in fact have become highway if the public have enjoyed access over it for at least twenty years or if the Council have formally adopted the land.
- 2.5 Before proceeding it would be wise to check with Planning Services to establish if any permissions are necessary – see Contacts section at the end of the guide.

### **3 Permissions Required**

- 3.1 Permissions to use the highway for street cafes are granted by the issue of licences by the City Council as the Highway Authority under Section 115E of the Highways Act 1980. Tables and chairs placed on the highway without permission are an illegal obstruction and the Council will take enforcement action in such cases.
- 3.2 A proposal to extend the street café beyond the width of your own frontage also needs the express consent of any other interested frontager who is affected by the proposal.
- 3.3 If you wish to serve alcohol at the street café you will need the appropriate Premise Licence (Licensing Act 2003) from the Licensing Authority. The street café area must be included in the plan attached to the Premise Licence.
- 3.4 Food businesses are required by law to be registered with the local authority. This is an entirely separate consideration to granting a street café licence. This can be done by obtaining an application form from Environmental Services, please see Contacts section at the back of this guide.
- 3.5 As of 1<sup>st</sup> of July 2007 England joined Ireland and Scotland and became Smoke Free in all enclosed public places.

Leeds City Council consider that it is the premises' duty to ensure that all outdoor public areas have provision for non-smoking, as well as smoking clientele. It is a compulsory requirement that at least one third of the street café area is designated smoke free and a No Smoking sign placed on each table in this area.

## 4 Designing The Street Café

### Size and layout

- 4.1 To a large extent the size and layout of your proposed street café will depend upon the characteristics of the site outside your premises, the space available, the street furniture, the type of premises, etc. Ideally it should be seen as an integral part of the main premises rather than an unrelated after-thought. There are however a few fundamental principles to follow.
- 4.2 The street café should generally occupy an area directly in front of and be visible from your existing premises.
- 4.3 The needs of other users of the city centre should be taken into account e.g. pedestrians, tradespeople, adjacent businesses etc. Be a good neighbour!
- 4.4 A clear pedestrian route must be maintained for those walking past the premises. This must not be less than 2 metres wide. Two kinds of siting will be considered. On normal street pavements or narrow footways the tables and chairs should be placed against the building. In pedestrian streets or on exceptionally wide pavements it may be permissible to place tables and chairs in a clearly defined area away from the building providing this area is not well used by pedestrians or used for activities. However, café furniture must be positioned so that it leaves a minimum clearance of 450mm from the edge of any kerb. If it is intended to design the café with a pedestrian route passing through it, then that route should be as straight as possible, obvious and free from obstructions. The presence of tables and chairs should never discourage pedestrians from using the footway.
- 4.5 Emergency exit routes from your own and adjacent buildings should not be obstructed by the street café and emergency service vehicles must have access along all streets at all times, even in pedestrianised streets.
- 4.6 It is not appropriate to set a standard size for street cafés. Each application will be evaluated on its merits taking account of the site characteristics, the space available and the proposed layout.
- 4.7 The layout of the café's furniture and means of enclosure must provide adequate access and circulation space for all customers including wheelchair users and those with push chairs, buggies, etc.

- 4.8 Tables and chairs should not be located where they will impede drivers' sight lines or obscure highway signs.
- 4.9 When designing the street café you should consider whether your existing toilet and washing facilities are adequate to accommodate increased customer numbers.
- 4.10 The street café should not adversely affect the architectural or historic character of a listed building or its setting or the conservation area in which it is located.
- 4.11 If it is intended to operate the café during the hours of darkness the applicant should consider the level of lighting in the proposed café area. Whilst this may be perfectly adequate for a highway it may need supplementing to allow your café to operate safely. If it is proposed to attach the lighting to the building, consent may be needed if the building is listed.

## **Boundaries**

- 4.12 Once the size and layout of a street café is agreed it is important that it is adhered to at all times. If agreed boundaries shown on the plan are not adhered to it may be necessary to mark the boundaries by inserting brass studs in the highway. In such cases the work will be carried out by the City Council but will be recharged to the café proprietor.
- 4.13 All activities associated with the café must be contained within the agreed boundary including all tables, chairs, parasols, space heaters, planters, barriers/fencing etc.
- 4.14 In all instances, unless it is inappropriate or impracticable, you will have to provide a portable means of enclosure for the street café area such as barriers or planters. These should be stable and sturdy, not contain protruding parts and have a tapping rail. Limited advertising may be permitted on the enclosures but will be restricted to the name of the café only. They must not be used to advertise services or products sold and proposed details should be provided with the application. The back page of these guidelines contains further information on means of enclosure.
- 4.15 When the area of a street café has been agreed a definitive plan of the area showing the boundaries and the dimensions will be attached to, and form part of, the Licence. A copy of the Licence and plan must be kept on the premises at all times and be available for inspection.

## Furniture

- 4.16 This guide does not wish to define a standard style of furniture for street cafes but the furniture should be of a high quality and uniform style. Only furniture approved by the Council may be used. The Council reserves the right to reject applications where inappropriate furniture is proposed. Plastic tables and chairs will not be acceptable.
- 4.17 When choosing your furniture you should have regard to the highway surface on which it will stand. Uneven or sloping surfaces may require more sturdy styles of furniture and tables and chairs with narrow or thin legs may cause damage to certain paving.
- 4.18 All tables and chairs should be manufactured from quality materials preferably metal or wood. It may be advisable to discuss this at an early stage and certainly before any furniture is purchased. Full details, including metric dimensions, materials and colours, of proposed furniture, ideally accompanied by photographs, illustrations or drawings, will be required as part of the application.
- 4.19 At least one children's high chair must be available for customers to use within the street café.
- 4.20 If you propose to use planters to define and contain the site, good quality plastic or glass fibre may be permitted as a means of reducing their weight to maintain portability.
- 4.21 The colour of furniture should be attractive but not too bright, garish or overly reflective. The colour and design of furniture should take account of the needs of people with a visual impairment and ideally provide a contrast with the background.
- 4.22 If you intend to use parasols their metric dimensions, materials and colour must be specified as part of the application and their proposed locations shown on the site layout plan. Parasols, when opened, should be safely secured and contained entirely within the boundaries of the street café to ensure they do not cause an obstruction or present a danger to any user of the street café or any other users of the highway.
- 4.23 The design and colour of parasols will not be restricted to a particular type but they should be made of high quality materials and fabric and be of a uniform design and colour. Garden style umbrellas are not acceptable and bright, garish or reflective colours should be avoided.

- 4.24 The only advertising permitted on parasols is the name of the cafe. Such advertising must not be too dominant and should not detract from the appearance of the building and its setting, especially in conservation areas. Parasols advertising food, drink or other products will not be allowed.
- 4.25 Canopies, awnings, blinds etc. which are to be attached to the building may require advertisement consent or planning permission. Advice should be sought from Planning Services.
- 4.26 If you intend to use space heaters their metric dimensions, materials and colour must be specified as part of the application and their proposed locations shown on the site layout plan.  
You will also be required to submit a formal risk assessment as required by the Management of Health and Safety at Work Regulations 1999 in support of your application. This should be carried out by a competent person (someone who has knowledge of the law, British Standards, and Health and Safety Executive Codes of Practice and Guidance).  
In considering an application, the City Council will have regard to the inherent safety of the equipment, its location, storage of Liquid Petroleum Gas cylinders, maintenance and training arrangements.  
The City Council will consider the adequacy of the risk assessment which must :-
- identify the hazards e.g. fire, explosion, burns, impact from falling equipment / cylinders
  - decide who may be harmed and how
  - evaluate the risks and decide whether proposed precautions will be adequate or whether more could be done
  - record findings
  - review assessment and revise if necessary

## **5 Managing The Café**

### **Service**

- 5.1 Waiter/waitress service must be provided for all users of the street café at all times. Customers should not be expected or encouraged to use the normal premises to order or collect food or drinks.
- 5.2 Food should be served on plates and not in plastic or cardboard containers or paper bags or other wrappers.
- 5.3 The crockery and cutlery used in street cafes should be of good quality and a uniform style. Plastic or paper cups and plates and plastic cutlery are not acceptable.

- 5.4 Menus should be readily available either at the tables or on request. A-boards must not be used to display menus or advertise the cafe as they can cause dangerous obstructions to pedestrians.
- 5.5 It is a requirement of the Council that customers are able to purchase both food and drink at street cafes at all times. This is intended to create a relaxed and sociable European style of eating and drinking that will appeal to a wide range of customers. Applications for the sale of drinks only, particularly for the exclusive sale of alcoholic drinks, will not be allowed.

## **Hygiene**

- 5.6 The street café area is to be used only for the service and consumption of food and drink. Food and drink must not be stored or prepared outside the normal premises as there may be difficulties with temperature control and a risk of contamination. It is imperative that good food hygiene practices are followed at all times.
- 5.7 The use of barbecues, rotisseries, ice cream machines, drinks machines or any other equipment for the preparation and / or sale of food and drink for consumption on or off the premises will not be permitted within the street café area.
- 5.8 All the food and drink which is consumed within the street café area should be ordered and purchased there.
- 5.9 All tables must be cleared of all uneaten food, used crockery, cutlery etc. and properly cleaned of any spillage immediately they are vacated by customers.
- 5.10 Any food spilt on the highway must be removed immediately and the area washed at the earliest opportunity. This will minimise the likelihood of birds scavenging in the area.
- 5.11 If birds roost on buildings or in trees adjacent to the street café, applicants should consider providing parasols or some other form of cover in order to minimise the risk of food contamination.

## **Site Cleanliness**

- 5.12 The licensee will be responsible for the cleanliness of the street café area at all times. Care should also be taken to ensure that litter does not stray or get blown further afield. An area of approximately 5 metres around the site should be kept clear of any stray or wind blown litter from the café.

- 5.13 The area should be swept when necessary to keep it clear of litter and refuse. Spillages and breakages, especially of glass and crockery, should be cleared up immediately. Care must be taken to avoid nuisance to customers and to ensure that hazards are not created during this work. The café area should be thoroughly washed at the end of each trading day.
- 5.14 At least one suitable litterbin must be provided within the café area at all times of operation. Wheelie bins are not suitable for this purpose.
- 5.15 At least a third of the street café area must be designated for non-smokers. A 'No Smoking' sign must be placed on each table in this area.

Where smoking is permitted in the street café each table should be provided with an ashtray which must be emptied each time the table is cleared.

- 5.16 All tables and chairs and other equipment must be properly maintained and kept in a clean, tidy and safe condition at all times.
- 5.17 Failure to comply with the cleaning requirements during the hours of operation may jeopardise renewal of the licence. Failure to comply with them at the end of the day may result in the Council carrying out the work for which the licensee will be charged.

## **Good Citizenship**

- 5.18 It will be the responsibility of the licensee to ensure that the street café is operated in accordance with these guidelines and the conditions of the licence. The street café should be managed and maintained to the same standards as the interior of the premises.
- 5.19 The street café must be operated in a safe and efficient manner ensuring that there is no safety risk or nuisance caused to other users of the highway or nearby premises.
- 5.20 Drinking alcoholic beverages directly from bottles is not permitted in the street café area. Wine and other drinks may, however, be served from the bottle at outside tables. All glasses should be made of toughened or tempered safety glass.

- 5.21 The café area should be kept under supervision at all times of its operation and all patrons/customers should be seated at all times. Patrons/customers are not permitted to drink whilst standing in the café area.
- 5.22 Tables, chairs, parasols, barriers, etc. should not be stored on the highway when the street café is not open or when the furniture is not in use. They should be stored inside the premises.
- 5.23 The Council will not permit any fixtures to or any excavation of any kind to the surface of the highway.
- 5.24 Every effort should be made to avoid causing damage to the highway or adjacent property. The cost of rectifying any damage to the highway surface or to street furniture caused by any activity connected with the street café operation may be recharged to the licensee.
- 5.25 West Yorkshire Police will be consulted on all street café applications.
- 5.26 The licensee is responsible for the satisfactory conduct of people within the street café. Rowdy or unruly behaviour may lead to the suspension or termination of the licence.
- 5.27 Sound levels of any music, whether amplified or not, must be reasonable and must not cause a nuisance to any residents or businesses in the vicinity or to any other users of the highway.
- 5.28 The licensee will be required to indemnify the Council against all actions, demands, costs, charges or expenses arising from using the highway under the permission granted.  
The Council will, therefore, require the licensee to take out third party public liability insurance in the sum of at least £2,000,000 with an insurance company of repute to be approved by the Council.  
Details of the third party liability insurance should be enclosed with the street café licence application.
- 5.29 Granting a licence to operate a street café does not imply an exclusive right to the area. The operator of the café should be aware that the Council reserves the right to gain access to the café area for cleaning, repairing and maintaining the highway or street furniture. Other organisations, such as statutory undertakers, may also require access for maintenance and repair of their equipment. The Council therefore reserves the right to suspend the licence temporarily if, for any reason, it becomes necessary.

- 5.30 The Council will not permit any wheeled refuse containers, beer kegs, bottle crates, A-boards or advertising signs or any other unsightly or unapproved items to be placed on or adjacent to the street café area.  
The Council will need to be satisfied that applicants have made satisfactory arrangements for the storage and collection of all refuse associated with their business. The Council reserves the right to refuse a licence to any applicant who has not made suitable arrangements for the internal storage and collection of refuse and to withdraw the licence if the approved arrangements are not adhered to.

## **Hours Of Operation**

- 5.31 The Council does not wish to be too prescriptive on the hours of operation for the café. Street cafes will not, however, be permitted to remain open later than 11.00 pm. The proposed hours of operation will need to be included on your application.  
All furniture, etc is to be removed and the street café area swept and washed within 30 minutes of closing.
- 5.32 In certain pedestrianised areas the highway remains open to vehicular traffic during part of the working day, normally up to 10.30 am and after 4.30 pm. If the presence of a street café on such highways would obstruct the free flow of traffic it may be necessary to restrict the opening hours of cafes to between these times.

## **6 Getting The Permissions Needed**

### **Your neighbours**

- 6.1 If you propose to extend the street café beyond the width of your own frontage the Council will need to be certain that agreement has been reached with any neighbour whose frontage is affected by the proposal before it can approve your application. Although agreement cannot be unreasonably withheld we cannot force anyone to agree. Letters confirming these agreements should be forwarded with your application.

### **Liquor Licence**

- 6.2 In order to supply alcoholic drinks at the street café you will need to obtain the permission of the Licensing Authority in the form of a Premise Licence. This is an entirely separate consideration to granting a street café licence. If you need advice on this please see Contacts section at the back of this guide.

## Highway Permission

- 6.3 **It is recommended that you seek advice of the City Council before you submit your application. Council officers will be pleased to provide advice on specific cases before the formal application is made. This does not guarantee approval of permissions being sought but it may help to minimise expenditure on preparing an application and save expenditure in cases where an application would be turned down. We are here to help.**
- 6.4 To apply for your permission to use the highway for a street café you will need to complete an application form for a street café licence.
- 6.5 You will also need to supply two copies of the following plans:
- An up-to-date location plan (1:1250 scale) showing the outline of the premises and the proposed location of the street café;
  - Site layout plan (1:100 or 1:50 scale) showing the proposed boundary, kerb and building lines, enclosure barriers, points of access, table and seating layout, location of parasols, key dimensions.

The plans should be accurate and show fully and clearly what you are applying for. All measurements must be in metric. 1:1250 scale maps for use as location plans can be obtained from the Ordnance Survey Agents – see Contacts section at the end of this guide.

- 6.6 You should enclose with your application details of the furniture, parasols and the means of enclosure to be used. These details should include their metric dimensions, colours, materials, etc., as well as drawings, photos or pictures of the proposed items.

## 7 How Long Will It Take?

- 7.1 Under the terms of the Highways Act 1980 the City Council has to advertise applications for street café licences for not less than 28 days by posting notices in the vicinity of the proposed street café. These notices set out details of the proposals and invite representations to be made by people who may be affected.
- 7.2 If the proposed street café extends beyond the width of the applicant's frontage, the Council requires written confirmation from interested neighbours of their agreement to the use of the area in front of their premises before a licence can be issued.

- 7.3 As each application is different, then the time taken to process them will inevitably vary. In general, it is estimated that it will take approximately two – three months to process an application from its receipt to issuing a licence. Submission of an incomplete application form or the failure to comply with the good practice procedures contained in these guidelines, will extend the time it takes to process your application.

## 8 What Will It Cost?



- 8.1 The fee for processing an application for a street café licence covers the administrative and legal costs incurred in the preparation and issue of the licence.
- 8.2 From this licensing year 2011/12 the way that street café licence fees are calculated has changed. Fees are now based on the Rateable Value of the business and size of both the premises' internal area and proposed external street café area. Your fee will be based on your information.
- 8.3 The calculation used to work out a licence fee is:  
[10% of (Rateable Value / Internal area in m<sup>2</sup>)] x size of proposed street café area in m<sup>2</sup>;  
with a minimum fee set at £325 including any discounts.

### Example.

Rateable Value of premises A is £82,500. Internal area is 283m<sup>2</sup>. Size of street café area is 16.5m<sup>2</sup>, so:  
[10% of (82,500 / 283)] x 16.5 = £480.98 (which would be rounded up to £481.00).

Using Rateable Value to calculate licence fees is a fairer way of reflecting the value of outside space.

- 8.4 A discount of 25% is available for independent businesses, where the term independent is defined in this case as a business that has less than 5 outlets in total. Franchises are not considered to be independent businesses.
- 8.5 To find out what the fee would be for your application please contact us.
- 8.6 The fee for a duplicate licence is £50 and the fee for a variation to an existing licence is £100.
- 8.7 A cheque for the appropriate amount made payable to Leeds City Council should be enclosed with each application. The fee will not be refundable if permission is refused.



### **Food safety (including Registration)**

Andrew Singleton  
Environmental Services  
Department of Neighbourhoods and Housing  
Millshaw Park Way  
Churwell  
LEEDS LS11 0LS                      Tel: 0113 247 6280

### **Liquor Licensing**

PC Catherine Arkle  
Licensing Officer  
Millgarth Police Station  
Millgarth Street  
LEEDS LS2 7HX                      Tel: 0113 241 3023

### **Entertainment Licensing Section**

Stephen Holder or Philomena Carville  
Department of Legal & Democratic Services  
Leeds City Council  
Civic Hall  
LEEDS LS1 1UR                      Tel: 0113 247 4095

Email: [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)  
Website: [www.leeds.gov.uk/licensing](http://www.leeds.gov.uk/licensing)

Reception counter service at:  
St. George House, 40 Great George Street, Leeds 1  
*Hours of opening*  
Mon – Thurs 9:00am – 4:30pm  
Friday                      9:00am – 4:00pm

### **Planning Enquiries**

Planning Services  
Development Enquiry Centre  
Leeds City Council  
Leonardo Building  
2 Rossington Street  
LEEDS LS2 8HD                      Tel: 0113 222 4409

### **Location plans, maps etc. (Ordnance Survey Agents)**

Blackwell's  
21 Blenheim Terrace  
Leeds LS2 9HJ                      Tel: 0113 243 2446