

Item No.	Classification: Open	Date: 27 June 2012	Decision Taker: Cabinet Member for Transport, Environment and Recycling
Report title:		Licensing of tables and chairs, shops fronts and other items in the Highway	
Ward(s) or groups affected:		All	
From:		Strategic Director Environment and Leisure	

RECOMMENDATIONS

1. That the Cabinet Member for Transport, Environment and Recycling agrees the implementation of the proposed revision of the Street Furniture Licensing arrangements. To provide for the licensing of a wider range of street furniture, including, but not limited to, shop front displays, Advertising Boards, planters and enclosed smoking areas. The aim is to implement it from June 2012.
2. That the Cabinet Member for Transport, Environment and Recycling agrees the Highway Licensing Guidance, Standard Conditions and Application Forms (Appendix 1 to 4) for Tables and Chairs and Street Furniture.
3. That the Cabinet Member for Transport, Environment and Recycling agrees the new fee structure for street furniture placed on the highway, to replace the current shop front licence fee (£50 application or renewal fee plus £60 per month), but will ensure costs to businesses are more directly comparable to the existing fee for tables and chairs. This will be calculated on a per square metre basis. An example is set out in paragraph 40 of this report.

BACKGROUND INFORMATION

4. Southwark Council has a duty under Section 130 of the Highways Act 1980, to ensure that the public highway is not obstructed and that pedestrians have free and safe passage on its footways. Under the 1980 Highways Act, a licence is required for street furniture to be placed upon the public highway and footway, in order to balance the needs of businesses with the practical needs of pedestrians. All footways should be clear of obstructions so that everyone can move about safely.
5. The Network Management Policy, agreed by the Cabinet Member for Transport, Environment & Recycling in 2011, who sets out Southwark Council's approach to licensing activities that affect the highway, including tables and chairs, skips, etc. The recommendations, set out in this report, will bring Southwark procedures in line with the provisions in the policy which provide that:

London Borough of Southwark will allow the pavement to be used for such purposes which support businesses and allow the safe and free movement of all users of the highway. However, where authorisation is not sought and

activity on the highway is deemed to be illegal the Network Operations Team will take appropriate action.

It is an offence to obstruct public roads, footways and pavements. Any person or company found deliberately causing an obstruction without authorisation or good reason can be prosecuted. Southwark Council will enforce the law and ensure that all public areas are clear of obstruction.

Extract from Southwark Network Management Policy

6. In the run up to the Olympics and the summer period many restaurants and cafes are increasing the use of tables and chairs on the highway. Businesses are also increasing the amount of footway occupied for display of goods and advertising boards. While this may be a reasonable use of the public space (the use by business) it is essential that it is balanced with the rights of all highway users to have safe and unrestricted passage along the boroughs footways. This can only be achieved by assessing each location and ensuring that each have a valid licence, with appropriate conditions attached. If the footway is too narrow for both public and business use communication and enforcement will be required to ensure obstructions are removed.
7. Since the smoking ban in 2007 increasing numbers of public houses have provided a 'smoking area' outside on the highway. These range from areas enclosed with temporary barriers to areas with space heaters and cigarette bins. These areas can be the cause of noise until late into the evening and also can typically result in cigarette butts and litter. The Highways licensing team currently refers these locations to the Trading Standards or Licensing Team, but the use of the highway itself is neither licensed nor enforced. By licensing the space used by business the Council will increase the conditions and control over businesses using public space.
8. The management and responsibility of temporary activities and structures on the highway was transferred to the Network Management Team in 2010. In 2011 the licensing of skips and tables and chairs were also transferred to the Network Management Team, to ensure that all structures and items on the highway would be managed in a consistent way. The team already manages the coordination of all road and street works and other highway licences, to minimise disruption on the network. New processes have been established to ensure that all activities are consistently monitored and safety standards are enforced for all activities. All temporary road works and licences will be mapped to the central London register, which is available to the public via Southwark and the Transport for London (TfL) website.

KEY ISSUES FOR CONSIDERATION

9. The implementation of the new licensing regime is not intended to prevent businesses from using the public space, but to provide a balance between the management of road works, skips, and other items. In many areas the use of the public space by businesses should be encouraged to improve the use of the area by the community. The Council has invested money in a number of public spaces where more street cafes, planters, etc will enhance the public realm. The use of licences will ensure that all businesses are managing the use of the space to minimise nuisance.

10. The requirements for a Highways License are different to those monitored and enforced by both planning and trading standards teams. The push to increase highway licensing and compliance will continue to be carried out in full consultation with other Council departments who have linked responsibilities and permissions.
11. The minimum footway width allowed where road works are taking place is 1.2 metres, with a preferred width of 1.8m where possible. This is to ensure that wheelchairs users and pushchairs, etc can pass the obstruction on the footway. In many areas of the borough 1.2 is also the width between the footway edge and the street lights, so is already an accepted standard within the existing limits of the public space available. A minimum width of 1.2 will similarly be required for licences, but greater widths will be specified by officers where there are higher levels of pedestrian traffic.

Proposal

12. During the first three months following approval of this report Licensing and other inspectors will be walking all major town centres and routes through the borough and speaking to businesses to provide guidance, answer questions and distribute application forms. In the run up to the Olympics, the areas around the main transport interchanges will also be prioritised. A key area will be around Borough Market, as London Bridge station is the station identified as potentially the busiest in London. The likely delays and additional journeys through the station are anticipated to significantly increase footfall in and around Borough Market. With narrow footway widths in most of the streets around the market, the current high level of use by businesses is pushing pedestrians in to the carriageway. In an area where there is a high level of delivery vehicles and relatively high traffic levels this is potentially dangerous and will be one of the first areas for licensing role out.
13. There are a number of locations where there are long term issues with unlicensed street furniture which are causing complaints from residents. An example would be in the Bermondsey Spa area where businesses use multiple advertising boards, to attract and direct attention to their businesses off the main routes, by placing boards along stretches further along from their premises and on adjoining streets. The change to the licensing policy will allow the team to address these issues as and when they arise.

Consultation

14. Within the first three months following approval of the recommendations set out in this report the team of Licensing Inspectors will undertake a public information exercise by undertaking on-foot patrols around all major town centres and routes through the borough and speaking to affected businesses to provide guidance, answer questions and distribute application forms for Tables and Chairs and Street Furniture licences. The Southwark web-site will also be updated to advise members of the public about this change.
15. In addition a general letter will be sent to all existing licence holders and owners of premises likely to be affected to inform them that they will be required to apply for a license if they have street furniture located on the public highway in connection with their respective businesses. These will be accompanied by the guidance information and application forms. Following this consultation exercise and prior to the implementation of the new licensing arrangements public notices

will be published at on or near to a place in which the proposal relates for 28 days.

16. Each application will follow its own consultation process with notices placed on site and internal consultation with other departments. Applications will be notified to the planning department along with any other relevant departments.
17. Council staff in other business areas, (such as parking, highways inspections) will also be asked to notify the team of any tables and chairs or street furniture and the generic email address will be provided to ensure that all reports are coordinated and responded to.
18. General information on the requirements will be provided to the communications team to be included in the Council's email and magazine releases.

Documentation

19. The following documentation has been produced to support the licensing and enforcement of tables and chairs and street furniture:
 - Guidance Note
 - Terms and Conditions
 - Application Form with Terms & Conditions

The guidance and Terms & Conditions are attached as Appendix 1 to 4 of this report for approval.

20. Terms and conditions may be added or varied by officers where there are specific issues with the type of furniture to be used or exceptional requirements for the specific location. Examples would be where footfall is exceptionally high around station entrances and therefore greater width of footway is required for safety or where a business wants to serve hot food on the footway. In these circumstances advice may be required from other teams within the council and appropriate additional conditions set. The team will also combine the current shop front conditions as part of the terms for street furniture licences relating to shop front displays.
21. The Highways Licensing web pages will be updated and these documents will be made available online. It is unlikely that on-line forms and payments will be implemented within 2012. However this will be one of the aims of centralising the Network Management Team and should be achieved once procurement for the online payments system is completed in 2013/14.

Enforcement

22. It is understood that many businesses have historically had tables and chairs, and other street furniture, unlicensed in the highway for a number of years. Any enforcement action to be taken in respect of historic breaches warranting either commenced or requiring commencement will be reviewed on a case by case basis to ensure that businesses are given a fair opportunity to comply with the Councils requirements. In some cases where business can demonstrate that they have historically placed tables and chairs upon the public highway for 20 years a decision may be made by the Head of Public Realm, not to enforce as this may be considered unreasonable and open to challenge, on the basis that the business in question had legitimate expectation, by virtue of the passage of

time, that they could place the respective furniture without any express consent from the Council or sanction.

23. Enforcement will commence alongside the issue of licences. Premises will be given the opportunity to apply for a licence, but those who refuse to apply or have occupied the highway in a manner which would not meet the requirements for a licence set out in Appendices 1 to 4 or that will cause safety issues, will be asked to remove items from the highway and be served with a Fixed Penalty Notice. If they continue to refuse to remove the obstructions then the Council may arrange with their contractor to remove any unlicensed items, following the issue of a Fixed Penalty Notice. Dependant on the danger posed to the public and the level of cooperation shown by the business the Council may also choose to prosecute under the Highways Act 1980 for unlawful obstruction of the highway.
24. Enforcement will be carried out in accordance with the current Network Management Policy. An Enforcement Policy specific to Highways Licensing is being developed to support the Network Management Policy and will be submitted for formal approval within the next 2 months. However, all enforcement action will be undertaken in compliance with the principals of the Enforcement Concordat, adopted by the Secretary of State in December 1998.

Red Routes

25. To ensure consistency of approach TfL has been consulted upon the treatment of street furniture on red routes within the Borough and has agreed that the Council will license tables and chairs on red routes to prevent the obstruction of the highway.
26. The Council will not have powers of enforcement along red routes for premises which refuse to apply for a license at this stage, as TfL is currently the highway Authority. This will be managed by coordination with the TfL team, but may be addressed in the future by entering into an agreement pursuant to Section 8 of the Highways Act 1980, whereby TfL will discharge their powers in this respect to the Council. This will enable Council officers to issue notices for some highway offences, such as obstructing the highway without a licence.
27. Further, all income from the issue of licenses on red routes will remain with the Council.

Private forecourts

28. Within the borough many private forecourts will require a licence as they form part of the 'Highway'. This is because; although they are privately owned they form part of the footway which is commonly used by pedestrians.
29. This will include any private land where there is a public right of way across the forecourt, even though privately owned. This is particularly true of private roads and forecourts which are not enclosed.
30. Although it is not necessarily possible to have a 'one size fits all' definition of a "private forecourt", the following should generally be exempt from requiring a licence where privately owned:
 - Areas enclosed by permanent fencing or walls.

- Areas where signs are clearly displayed stating that the land is private and not for use by the public
31. It is suggested that where a person believes that an area is a private forecourt and hence believes they do not require a licence, they should be asked to provide copies of the title map for the property from the Land Registry. If necessary this should be cross-referenced against the Council's Definitive Map.

Fees and Charges for Tables and Chairs

32. Fees for tables and chairs licensing for 2012/13 were not increased in the Divisional Public Realm Fees and Charges Report for 2012/13. Currently fees are at the level set in 2011/12. Current fees are £75 per chair per year in Town Centres and £55 per chair per year on other roads. This will remain the same this year and will be reviewed as part of the annual review for 2013/14. The definition of which roads fall into these categories will be continually reviewed and matched to the definitions applied by planning in the Unitary Development Plan (UDP).
33. Benchmarking was carried out against other London Boroughs and based on the information available. This benchmarking is in Appendix 5 and further details are given in section 48. It was difficult to establish a comparison, because of the wide variety of charging mechanisms used. Although most boroughs charging mechanisms are based on a per seat system, other factors and methods are used including:
- Charges can be based on number of tables up to eight chairs per table
 - Additional charges for tables on the highway after certain times
 - Additional charges for associated items such as barriers
 - Banding of the number of seats. i.e. up to eight chairs

While there are reasonable arguments for these charges the system is already complex and additional charges may favour one type of business over another. For example banding of tables with a minimum of up to eight chairs is less fair for small cafes with only one table and 2 chairs than a large establishment with four tables and eight chairs. Similarly, restaurants and public houses which rely on evening business are less favourably treated in a charging system which make evenings more expensive than day time occupation. As such it is recommended that during the phase where all premises currently not being licensed are applying, it would be better to retain the charge per chair system.

34. If, during the first year of operation, other factors bring into question the need for additional charges, these will be reviewed annually as part of the fees and charges review. An example would be if the number of complaints relating to noise resulting from evening usage is higher than anticipated, additional charges may be proposed to allow for staffing cover to be put in place to carry out necessary monitoring and enforcement in evenings and at weekends, but will be assessed in line with the responsibilities and work of the noise team.
35. The Highways Act 1980 establishes that fees for tables and chairs licensing should be reflective of the costs of issuing and managing the license. As such the annual review of the fee will be based on the costs of delivering the service over the previous year, across the number of licenses issued and managed.

36. Deposits will not be requested for tables and chairs as they are longer term licenses than others issued under the Highways Act. For licences on temporary structures, such as hoardings and scaffoldings there is a potential that damage can be caused to the footway and hence a deposit is required. With tables and chairs any damage would be minimal and could be reclaimed on request before an annual renewal would be issued.

Fees for Street Furniture

37. For all Street Furniture, other than tables and chairs the price per metre will be the same as the price per chair, i.e. £75 per metre in town centres and £55 per metre in non-town centres. A minimum of 1 metre will be applied to all licenses and areas will be established to the nearest metre to ensure charges are simple and understandable. In cases where a mixture of tables and chairs and other street furniture is in use by one business (i.e. seating area with large planters, bins, a-boards and displays) a street furniture license will be issued for the whole area occupied and a separate licence for tables and chairs will not be required. For both tables and chairs and street furniture a plan of the items and area will be included in the licence application so that the scope of each licence is clear.
38. This licence would also be used to provide approval for A-Boards. In nearly all cases this will be a 1m street furniture license. Premises will not be permitted to have multiple advertising boards (A-boards), or to place A-boards outside of other businesses. In exceptional circumstances, agreement may be given to place one A-board in an agreed locations away from the main shop entrance, (if this will allow footway widths will be better maintained and improve accessibility).
39. There are currently thirty six premises across the borough that have a current licence to display goods outside of their shops front. These are currently issued by the markets and street trading team, but will be transferred to Network operations and on renewal will be replaced with street furniture licenses. From August 2012 all new premises applying for this type of license will be issued the new licence type and charged the new fee. It is believed that there are considerably more shops using the highway to display goods than are currently licensed. Once the change has been implemented inspectors will again make contact with premises that do not have a license and provide them with application forms to apply. In line with tables and chairs, if displayed goods are causing a safety issue or if businesses refuse to apply for a license, enforcement action up to and including prosecutions will be used in line with the Network Management and Enforcement policy.
40. The current fees for shop fronts are:

Application Fee	Renewal Fee	Fee
£50	£50 per annum	£60 per month

Annual cost in total for a shop front license is £770 per year, no matter the size of the occupation. In the new fee structure a premises occupying 5sq metres would pay £375, but on a sliding scale all premises will pay a fee in proportion to the amount of public space they are occupying. It is likely that the opportunity to reduce the cost for smaller displays will encourage those premises that are currently unlicensed to apply

41. In summary the new fees structure for both licenses are as shown below:

Type	Unit	Town centre (per annum)	Non-Town centre (per annum)
Tables & Chairs	Per Chair	£75	£55
Street Furniture	Per m ²	£75	£55

Policy implications

42. These proposals are fully aligned with the council’s Network Management Policy, and the Enforcement Policy will be submitted for approval within the next two months. Internal consultation on highway licence applications, along with close working with other teams, will ensure that applications are compliant with other Council policies including Planning Policy, licensing Policy and accessibility.

Community impact statement

43. Licensing of tables and chairs will result in an enhanced and better managed public realm. It will improve safety for pedestrians whilst allowing businesses to cater for the needs of their customers.

44. By introducing a comparable fee for shop fronts and street furniture the councils approach will be more consistent and fair to all businesses using public space.

Resource implications

45. Efficiency savings have already been made in financial year 2011/12 through the recent restructuring. Staffing levels are currently suitable to deliver the estimated levels of licence applications. In addition if the number of license applications exceeds the current predictions (in excess of the existing £50k income budget), additional temporary resources can be brought in via the Transportation and Engineering Partnership contract. It is important that resources are flexible in the first year of the new system as we cannot anticipate the speed of which applications will be received following letter drops and publicity.

46. There are existing income budgets for tables and chairs licensing of £50,000 and for shop front licenses of £12,000. These targets should be achievable in the first year of the operation of the new licensing process. This will be delivered as part of the overall highway licensing work. The current resource plan and structure predicts total highway licensing costs in 2012/13 of just under £400k with associated income matching the predicted costs. Income in this area is also generated from scaffolding, hoardings, skips, crane operations and enforcement activities. This is in line with the legal requirements as Authorities are only permitted to charges fees which reflect the costs of providing the licenses.

Financial implications

47. This report does not request any changes to the fees set for tables and chairs as set in the ‘Setting fees and charges for Public Realm Division 2012/13’

48. Benchmarking was carried out for the setting of the Tables & Chairs fee, but as set out earlier in this report, suitable comparisons were difficult to obtain. An example is in the table below:

	Average	Camden	Wandsworth
Fee	£297.75 per table	£275 per table	£320.50 per table
Period	Annual	Annual	Annual
Per chair for two per table	£148.89	£137.5	£160.25
Per chair for four per table	£74.43	£68.75	£80.13

49. When it is considered that most tables have between two and four chairs, the table above clearly shows that current fees are correct to the London average for Town centres. The fee outside of town centres is currently low. If most of the tables being licensed were for no more than two chairs then the current fees could be considered low. However, this should be balanced as the vast majority of businesses will be paying the fee for the first time in 2012/13.
50. No benchmarking was available for shop front fees in preparation for the Setting fees and charges for Public Realm Division 2012/13 report.
51. The Council is not permitted to keep the records of any credit card details on paper once someone has paid by that means over the phone. Suitable arrangement will be agreed with central finance to ensure compliance with this requirement.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Strategic Director OF Communities, Law & Governance (RM/0612)

52. The recommendation requests that the Cabinet Member approve both the implementation of the revision of the Street Furniture licensing arrangements and the new Highway Licensing Guidance, Standard Conditions and Street Furniture Licence Application Form documents (Appendix 1 to 4).
53. The Cabinet Member is also requested to approve the implementation of the introduction of a new fee structure for highway street furniture detailed above at paragraphs 34-37 of the report.
54. As outlined at paragraphs 4 to 11 of the report, the Highways Act 1980 states that it is an offence to obstruct the public highway. The placement of street furniture upon the public highway amounts to an obstruction of the highway. The Council seeks to regularise and extend its current licensing arrangements in respect of street furniture to ensure (that requires) that all footways should be clear of obstructions to enable the free and safe movement of pedestrians.

55. As discussed in the report, the Council's Network Management Policy (4.16.1 to 4.16.3) permits the public highway to be used for such purposes which support businesses and allow the safe and free movement of all users of the highway, which is facilitated by way of a licence. The London Local Authorities Act 2003 provides the Council with the power to grant consent to the placing of objects or structure as upon the public highway. It also provides that the Council may impose conditions and require the payment of reasonable charges to cover the expense of providing its consent.
56. The Cabinet Member will note from the report that a comprehensive benchmarking review has been undertaken by Council Officers in respect of the various highway licence fees for licences issued by the Council and neighbouring authorities with a view to standardise the various licences and enforcement procedures, which will now apply to the placement of a wider range of furniture items, including tables and chairs, planters, temporary barriers, patio heaters, shop fronts and A-Boards. The report advises that this is required to improve the safety of users of the public highway, following the responsibility for this area recently moving to the Network Management Team. The new street furniture licensing process detailed in paragraphs 12 to 16, will be facilitated and supported by the following a suite of documents: Highway Licensing Guidance, Standard Conditions and Licence Application Form for Street furniture and Tables & Chairs. These documents aim to explain the new arrangements and terms of the licence in a clear and accessible way to existing and prospective licence holders and are considered acceptable for the Cabinet Member to approve.
57. Paragraph 13-16 of the report advises that full consultation will take place with existing and prospective business to provide adequate notice of the new arrangements and to avoid any prejudice. Part VIIA of the London Local Authorities Act 2003 requires that a notice be published advising the public of such proposals by affixing notification at on near the place to which the proposal relates. A copy of the notice is also required to be served upon the owner and occupiers of any premises likely to be affected, providing them with a 28 day period within which to make representations. The consent of any frontages with an interest in the placing of the structure or object upon the highway must also provide their consent. All representations must be fully considered by the Council.
58. The Council does not have any highway powers in respect of Transport for London Roads (TfL) Roads that form part of the Transport for London Road Network (TLRN). Paragraph 20-21 of the report advises that consultation has taken place between the Council and TfL in regards to the licensing of street furniture. that is located along a Transport for London (TfL) red routes. The Cabinet Member will note, that the powers of an authorised officer of the Council may only be exercised in relation to highway offences alleged to have been committed upon highway for which the Council is the highway authority. Therefore, the Council will not have the power to take enforcement action in respect of breaches of licence conditions or the unauthorised placement of street furniture upon the (TLRN) at this stage. However, the report advises that the Council and TfL are committed to working towards entering into a legal agreement to transfer the enforcement function from TfL to the Council pursuant to s8 Highways Act 1980, to enable the Council to take enforcement action directly in the future.

59. The power to issue Fixed Penalty Notices is set out under London Local Authority Act 2003. Schedule 4 cites 21 offences for which Fixed Penalty Notices can be served including s137(1) wilful obstruction of the highway. The Act provides that it shall be the duty of the respective Council to set the levels of fixed penalties payable to them. In setting the level of the fixed penalty the Council may take into account any reasonable costs incurred in connection with the administration of the provisions and the cost or expected cost of enforcing the provisions of the relevant enactment. The report details the benchmarking exercise undertaken in respect of the proposed fee structure and considers that the proposed levels are reasonable.
60. The Cabinet Member will note, that paragraphs 17-19 of the report advise that the commencement of enforcement action will be undertaken in accordance with the Enforcement Concordat adopted by the Secretary of State in December 1998 and the principles of good enforcement set out in the Network Management Policy adopted in 2010. This will ensure that business owners are treated fairly and that the particular circumstances of each case will be assessed on a case by case basis to avoid any undue hardship in instances where street furniture has been historically unlicensed as discussed in paragraph 17.
61. The Cabinet Member will note that in the event of the refusal of affected business owners to comply with the requirements of the licence or to make an application, the Council has powers under various statutory powers to seek their removal of such items and recover the cost of doing so. The London Local Authorities Act s17 and Transport Act for London Act 2003 provide for the removal of items deposited on the highway through the service of a notice seeking removal, which if not complied with would allow the Council to remove the item and dispose of it. This provision is subject to an appeals process to the Magistrates Court be commenced by the recipient within 21 days beginning with the date on which the removal notice was served. Further, dependant on the danger posed to the public and the level of cooperation shown by the business the Council may also choose to prosecute under s137(1) Highways Act 1980 for unlawful obstruction of the highway.
62. The Cabinet Member for Transport, Environment and Recycling is therefore requested to approve the recommendations set out at paragraph 1-3 of the report. The Cabinet Member has responsibility for road safety and street trading. By virtue of part 3D (paragraph 3 (Budget) and 6 (Service Planning and Deliver) of the Southwark Constitution 2011, individual portfolio holders have authority to approve changes to existing fees and charges and the implementation of policy and performance priorities for the short and medium term in relation to their area of responsibility, taking into account the needs of the Council as a whole. Further, paragraph 17 (Partnership and Consultation) agreeing broad consultation arrangements in relation to their area of responsibility. Accordingly, the Cabinet Member may approve the recommendations with such appropriate amendments as he deems fit having regard to the contents of this report.

FINANCE DIRECTOR (NR/ 0612)

63. That the Cabinet Member for Transport, Environment and Recycling approves the implementation of the proposed revision of the Street Furniture Licensing arrangements, the Highway Licensing Guidance, Standard Conditions and Application Forms for Tables & Chairs and Street Furniture and a new fee structure for street furniture placed on the highway, to replace the current shop front licence fee.

64. The finance director notes the resource and financial implications contained within the report, in particular that the recommendations are additional to the report dated 20 January 2012 "Setting fees and charges for the public realm division 2012/2013" (per paragraph 34 of the same). The finance director also notes that it is unlikely that any additional income will result from the recommendation. Officer time to effect the recommendation will be contained within existing budgeted revenue resources.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Highway Network Management Policy	Public Realm Division, Network management Team, 160 Tooley Street	Nick Costin 0207 525 5000 ext 52156

APPENDICES

No.	Title
1	Tables & Chairs Guidance
2	Tables & Chairs application form and Standard T&C's
3	Street Furniture Guidance
4	Street Furniture Application form and Standard T&C's
5	Fees & Charges Benchmarking 2012/13

AUDIT TRAIL

Lead Officer	Deborah Collins, Strategic Director Environment & Leisure	
Report Author	Des Waters, Head of Public Realm, E&L	
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Dated	27 June 2012	
Key Decision?	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments included
Strategic Director of Communities, Law & Governance	Yes	Yes
Finance Director	Yes	Yes
Cabinet Member	Yes	Yes
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