



CHELTENHAM

BOROUGH COUNCIL

Objects on the Highway (including tables and chairs)

Explanatory notes for new applicants

Examples of objects requiring permission for placing on the highway are: advertising boards, tables and chairs, flower planters, and goods outside shops. Highway includes footway, footpath, pavement, verge and carriageway.

Licensing officers are delegated to determine all applications for permission to place objects on the highway in accordance with the Council's adopted policy.

A Board

There are clear rules that will apply to eligibility for an 'A' board depending on the proposed location of the 'A' board.

- Designated Conservation Areas

The Council has adopted a very restricted approach to permitting 'A' boards in areas designated as conservation areas.

No 'A' board will be approved within conservation areas except in the following circumstances having regard to the position and location of the premises:

- a) where those premises are located at basement or first floor level i.e. the premises has no shop-front at street level,
- b) where the premises are situated along a side alleyway and/or on private land which is not a public thoroughfare / right of way.

The above exemptions are subject to a number of conditions (see below "Conditions of Consent"). You can see if your premises is located in a conservation area by visiting the Council's online mapping webpage at www.cheltenham.gov.uk/maps.

- Other Areas

In areas not designated as conservation areas, the Council has adopted a less restricted approach and there will be a presumption in favour of granting permission

for an 'A' board subject to the application complying with a number of conditions (see below "Conditions of Consent").

Conditions of Consent

Every 'A' board must comply with all the conditions below:

(a) There must remain a minimum of 1.8 metres of footway along the line of the 'A' board between the edge of the object and either the kerb or other highway boundary.

(b) Where there are existing consents in place in the vicinity of the application, there must be a minimum distance of 4 meters (either way) between 'A' boards.

(c) The size of the 'A' board must not exceed 1100mm (43") in height (inc legs) and 844mm (32") in width.

(d) The 'A' board must be placed directly outside the premises, immediately adjacent to the front of the premises or, in the case of premises that do not have a street frontage, immediately adjacent to the entrance to the premises.

(e) The 'A' board must not contain any visual or written material that could be construed as inappropriate or offensive. (Any breach of this condition will result in the immediate removal of any such signs.)

(f) The 'A' board must not cause an obstruction to access by emergency or service vehicles.

(g) The 'A' board must not interfere with sight lines for any road users. (For example 'A' boards placed on street corners, central reservations, roundabouts, pedestrian safety refuges and junctions, or pedestrian crossing facilities.)

(h) The 'A' board must be sufficiently weighed down to avoid falling over.

(i) The 'A' board must relate to the trade of the premises.

(j) The 'A' board must be constructed in such a way that it does not have any moving parts (i.e. rotating or swinging 'A' boards).

(k) The object does not obstruct the safe passage of users of the footway or carriageway in any other way not mentioned above.

Applicants are strongly advised to read the policy prior to making an application for permission to place an object on the highway.

Tables & Chairs

The Council wishes, as far as is compatible with other highway uses, to promote the 'cafe culture' in Cheltenham because of the added life and vitality this brings to the town. To this end, the Council will look favourably on applications by operators in appropriate locations to put tables and chairs on the pavement outside their premises.

Consent to place tables and chairs on the highway will only be granted for the consumption of food and drink, provided they are in association with a business operating from nearby premises.

Consent to place tables and chairs on the highway will be subject to the use of canvas barriers to cordon off the area where the tables and chairs are placed on the highway.

For safety reasons, the Council will not permit glass top tables.

Where consent has been issued for tables and chairs to be placed on the highway the Council may permit, within reason, other objects to be placed inside the area that has been cordoned off with barriers. This is subject to the provisions of this policy, that the additional objects have been listed on the application form and indicated on the supporting documents, where applicable.

Objects on the Highway (e.g. Vehicles)

Some campaigns involve the use of special exhibition vehicles. The following spaces have been identified as being suitable for occasional static vehicle based displays at the discretion of the Council and subject to the conditions contained in this policy:

- (a) One space outside 173 - 181 High Street for displays no larger than 2.5m x 5m (8ft x 16ft)
- (b) One space outside 111 - 113 High Street for displays no larger than 2.5m x 5m (8ft x 16ft)
- (c) One space on the corner of Crescent Terrace and the widened area on the pedestrianised area of the Promenade for vehicles no larger than 3m x 5m (10ft x 16ft).

Other than on allocated locations, campaigns involving exhibition vehicles will not normally be permitted on pedestrianised areas.

To ensure that the highway is adequately protected against damage, it will be a condition of any consent that involves the use of vehicles on the highway that drip trays must be provided for each and every vehicle to prevent damage from leakage (e.g. engine oil).

How do I apply?

All new applicants must be 17 years of age or above and should apply in person to the Municipal Offices, Promenade, Cheltenham.

Required documents

- **Application form** (all sections completed)
- **Administration fee** (non refundable)
- **Photograph of the object for which permission is sought**
- **Scale plan indicating where the proposed object is to be placed**

What happens next?

Consultation

Once you have submitted a complete application, licensing officers will undertake a consultation with a number of stakeholders such as Gloucestershire Constabulary, Environmental Health, Gloucestershire Highways and the Town Centre Manager.

The consultation will last for 7 days starting after the day we receive your application.

Conditions

All consents are granted subject to a number of conditions. Please refer to the policy for more information.

Fees

We will normally expect the full amount to be paid, however in some circumstances the Council may agree to the fee being paid in instalments. Please contact the licensing section to discuss this.

Public Notice

I (Full Name)

applied on (Date) for consent

to place an object on the highway (Address or describe location)

during (Times and dates)

Full details are included in the application held at Cheltenham Borough Council.

The application has been made to:

Cheltenham Borough Council, Licensing Team,
Municipal Offices, Promenade, Cheltenham, GL50
9SA

Email: licensing@cheltenham.gov.uk

The application can be inspected at the Council's offices from Monday to Friday between 9am and 5pm.

Any person wishing to make representations about this application may do so in writing to Cheltenham Borough Council no later than (14 days – see policy)