



# Licensing and Health and Safety Enforcement Committee

**TUESDAY 28 MAY 2024 AT 7.30 PM**

**Conference Room 2 - The Forum**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

## Membership

Councillor Bhinder  
Councillor Bristow  
Councillor Cox  
Councillor Deacon  
Councillor Durrant  
Councillor Gale (Chairman)

Councillor Johnson  
Councillor Pesch  
Councillor Reynolds  
Councillor Santamaria  
Councillor Weston (Vice-Chairman)  
Councillor Williams

**Substitute Members:**  
Councillors

For further information, please contact Corporate and Democratic Support or 01442 228209

## AGENDA

1. **MINUTES** (Pages 3 - 18)  
To approve the minutes from the last meeting.
2. **APOLOGIES FOR ABSENCE**  
To receive any apologies for absence.
3. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest.
4. **PUBLIC PARTICIPATION**
5. **PAVEMENT LICENSING - NEW ARRANGEMENTS** (Pages 19 - 34)

# Agenda Item 1

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## DACORUM BOROUGH COUNCIL

### LICENSING AND HEALTH AND SAFETY ENFORCEMENT COMMITTEE

12 DECEMBER 2023

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#### MEMBERS:

Councillor Pringle (Chair), Bhinder, Bristow, B Link, Johnson, Pesch, Santamaria and A Williams

#### OFFICERS:

Sally Mcdonald	Licensing Manager
Kim Knight	Licensing Lead Officer
Trudi Angel	Democratic Support Officer

The meeting began at 7.30 pm.

#### 1. MINUTES

The minutes of the meeting held on 12 September 2023 were agreed by the members present and then signed by the Chair.

#### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Allen, Deacon and Durrant.

#### 3. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 4. PUBLIC PARTICIPATION

There was no public participation.

#### 5. LICENSING FEES AND CHARGES 2024-2025

S Mcdonald introduced the report and detailed the proposed fees and charges for 2024-2025.

Please refer to the video minutes for full discussion.

#### Decision

That the fees and charges payable in connection with licensing applications for the financial year 2024-25 are approved.

The meeting finished at 7.42 pm.

**Fees proposals for financial year 2024-25**

		23/24 Charge	2024/25 Proposed Charge			
			Application	Licence	Total fee	% change
<b>Alcohol, entertainment and late night refreshment licences</b>						
<b>Club premises certificates – applications</b>						
Application for new club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
Application for full variation of club premises certificate	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
Application for minor variation of club premises certificate		89.00	89.00	-	89.00	0.0%
Request for duplicate copy of certificate following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on club premises certificate		10.50	10.50	-	10.50	0.0%
Change of club rules		10.50	10.50	-	10.50	0.0%
<b>Club premises certificates – annual fees</b>						
Annual fee (payable on anniversary of grant of certificate)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Site under construction/development	295.00	-	295.00	295.00	0.0%
<b>Personal licences</b>						
Application for new personal licence		37.00	37.00	-	37.00	0.0%

Duplicate copy of licence following theft/loss/damage	10.50	10.50	-	10.50	0.0%	
Change of name or address	10.50	10.50	-	10.50	0.0%	
<b>Premises licences – applications</b>						
Application for new premises licence	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band D with multiplier	900.00	900.00	-	900.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Application for full variation of premises licence	Band A	100.00	100.00	-	100.00	0.0%
	Band B	190.00	190.00	-	190.00	0.0%
	Band C	315.00	315.00	-	315.00	0.0%
	Band D	450.00	450.00	-	450.00	0.0%
	Band D with multiplier	900.00	900.00	-	900.00	0.0%
	Band E	635.00	635.00	-	635.00	0.0%
	Band E with multiplier	1,905.00	1,905.00	-	1,905.00	0.0%
	Site under construction/development	315.00	315.00	-	315.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Additional application fee for high-capacity premises (payable in addition to the standard application fee)	Capacity: 5,000–9,999	1,000.00	1,000.00	-	1,000.00	0.0%
	Capacity: 10,000–14,999	2,000.00	2,000.00	-	2,000.00	0.0%
	Capacity: 15,000–19,999	4,000.00	4,000.00	-	4,000.00	0.0%
	Capacity: 20,000–29,999	8,000.00	8,000.00	-	8,000.00	0.0%
	Capacity: 30,000–39,999	12,000.00	12,000.00	-	12,000.00	0.0%
	Capacity: 40,000–49,999	16,000.00	16,000.00	-	16,000.00	0.0%

	Capacity: 50,000– 59,999	20,000.0 0	20,000. 00	-	20,000. 00	0.0%
	Capacity: 60,000– 69,999	24,000.0 0	24,000. 00	-	24,000. 00	0.0%
	Capacity: 70,000– 79,999	28,000.0 0	28,000. 00	-	28,000. 00	0.0%
	Capacity: 80,000– 89,999	32,000.0 0	32,000. 00	-	32,000. 00	0.0%
	Capacity: 90,000+	64,000.0 0	64,000. 00	-	64,000. 00	0.0%
Application for transfer of premises licence		23.00	23.00	-	23.00	0.0%
Application for variation of premises licence to specify premises supervisor		23.00	23.00	-	23.00	0.0%
Application for minor variation of premises licence		89.00	89.00	-	89.00	0.0%
Application to substitute mandatory condition for community premises (if not made simultaneously with another application)		23.00	23.00	-	23.00	0.0%
Application for interim authority notice		23.00	23.00	-	23.00	0.0%
Request for duplicate copy of premises licence following loss/theft/damage		10.50	10.50	-	10.50	0.0%
Change of name or address on premises licence		10.50	10.50	-	10.50	0.0%
<b>Premises licences – annual fees</b>						
Annual fee (payable on anniversary of grant of licence)	Band A	70.00	-	70.00	70.00	0.0%
	Band B	180.00	-	180.00	180.00	0.0%
	Band C	295.00	-	295.00	295.00	0.0%
	Band D	320.00	-	320.00	320.00	0.0%
	Band D with multiplier	640.00	-	640.00	640.00	0.0%
	Band E	350.00	-	350.00	350.00	0.0%
	Band E with multiplier	1,050.00	-	1,050.00	1,050.00	0.0%
	Site under construction/development	295.00	-	295.00	295.00	0.0%
	Exempt	No fee	No fee	No fee	No fee	0.0%
Additional annual fee for	Capacity: 5,000–9,999	500.00	-	500.00	500.00	0.0%

high-capacity premises (payable in addition to the standard annual fee)	Capacity: 10,000–14,999	1,000.00	-	1,000.00	1,000.00	0.0%
	Capacity: 15,000–19,999	2,000.00	-	2,000.00	2,000.00	0.0%
	Capacity: 20,000–29,999	4,000.00	-	4,000.00	4,000.00	0.0%
	Capacity: 30,000–39,999	8,000.00	-	8,000.00	8,000.00	0.0%
	Capacity: 40,000–49,999	12,000.00	-	12,000.00	12,000.00	0.0%
	Capacity: 50,000–59,999	16,000.00	-	16,000.00	16,000.00	0.0%
	Capacity: 60,000–69,999	20,000.00	-	20,000.00	20,000.00	0.0%
	Capacity: 70,000–79,999	24,000.00	-	24,000.00	24,000.00	0.0%
	Capacity: 80,000–89,999	28,000.00	-	28,000.00	28,000.00	0.0%
	Capacity: 90,000+	32,000.00	-	32,000.00	32,000.00	0.0%
<b>Temporary event notices</b>						
Temporary event notice (standard) - submission fee	21.00	21.00	-	21.00	0.0%	
Temporary event notice (late) - submission fee	21.00	21.00	-	21.00	0.0%	
Duplicate copy of notice following theft/loss/damage	10.50	10.50	-	10.50	0.0%	
<b>Miscellaneous</b>						
Application for provisional statement	315.00	315.00	-	315.00	0.0%	
Notification of legal/financial interest in premises	21.00	21.00	-	21.00	0.0%	
<b>Animal licences</b>						
*Where licences for multiple animal activities are issued under The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018, the fees will be equivalent to the higher cost activity.						
<b>Animal boarding establishments</b>						
Application for new animal boarding establishment licence (up to 3yrs)	703.00	540.00	170.00	710.00	1.0%	
Application to renew animal boarding establishment licence (3yrs)	459.00	290.00	170.00	460.00	0.2%	

Application for a new animal boarding establishment Franchise	606.00	440.00	170.00	610.00	0.7%
Application to renew a franchise	362.00	192.00	170.00	362.00	0.0%
Application to vary animal boarding establishment licence (Qualified officer inspection may be required)	235.00	115.00	120.00	235.00	0.0%
Application to vary a franchise to add premises (Qualified officer inspection will be required for each additional premises)	180.00	120.00	70.00	190.00	5.6%
Application to vary to reduce numbers or types of animals or activities.	32.00	35.00	-	35.00	9.4%
Re-evaluation of star rating (Qualified officer inspection may be required)	32.00	35.00	-	35.00	9.4%
Application to vary animal boarding establishment licence (administrative matters only)	32.00	35.00	-	35.00	9.4 %
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
<b>Dangerous wild animals</b>					
Application for licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	206.00	145.00	65.00	210.00	1.9%
Application to renew licence to keep dangerous wild animals (2yr) (plus cost of vet inspection)	206.00	145.00	65.00	210.00	1.9%
Application to vary licence conditions (new species/increased numbers of animals)	113.00	95.00	20.00	115.00	1.8%
Application to vary licence conditions (administrative matters only)	32.00	35.00	-	35.00	9.4%
Veterinary inspection of premises *	Recharged at cost				
<b>Dog breeding establishments</b>					
Application for new dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	705.00	550.00	165.00	715.00	1.4%

Application to renew dog breeding licence (plus cost of vet inspection) (up to 3 yrs)	460.00	310.00	165.00	475.00	3.3%
Application to vary a dog breeding establishment (inspection may be required)	111.00	65.00	50.00	115.00	3.6%
Re-evaluation of star rating (inspection may be required)	32.00	35.00	-	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	-	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises *	Recharged at cost				
<b>Pet shops</b>					
Application for new pet shop licence (up to 3yrs)	703.00	540.00	170.00	710.00	1.0%
Application to renew pet shop licence(up to 3yrs)	457.00	290.00	170.00	460.00	0.7%
Application to vary a pet shop licence (Qualified officer inspection may be required)	208.00	150.00	70.00	220.00	5.8%
Application to vary a pet shop licence - reduce animals	32.00	35.00	0.00	35.00	9.4%
Re-evaluation of star rating (Qualified officer inspection may be required)	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
<b>Riding establishments</b>					
Application for new riding establishment licence (plus cost of vet inspection)	566.00	425.00	165.00	590.00	4.2%
Application to renew riding establishment licence (plus cost of vet inspection)	362.00	215.00	165.00	380.00	5.0%
Application to vary a riding establishment licence (Inspection may be required)	111.00	65.00	50.00	115.00	3.6%
Application to vary - to reduce licensable activities or numbers of animals	32.00	35.00	0.00	35.00	9.4%
Re-evaluation of star rating (Inspection may be required)	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%



Veterinary inspection of premises *	Recharged at cost				
<b>Keeping of Exhibition/Performing Animals</b>					
Application for a new licence for keeping exhibition/performing animals	445.00	315.00	155.00	470.00	5.6%
Application for to renew licence for keeping exhibition/performing animals	362.00	220.00	155.00	375.00	3.6%
Application to vary licence to keep or train animals for exhibition (Qualified officer inspection may be required)	208.00	155.00	60.00	215.00	3.4%
Application to vary a licence for keeping exhibition/performing animals to reduce licensable activities or number of animal	32.00	35.00	0.00	35.00	9.4%
Application to vary licence (administrative matters only)	32.00	35.00	0.00	35.00	9.4%
Qualified officer inspection (where required)	97.00	100.00			3.1%
Veterinary inspection of premises * (where required)	Recharged at cost				
<b>Zoos</b>					
Application for new zoo licence (4yr) (plus cost of vet inspection)	2,064.00	1,780.00	320.00	2,100.00	1.7%
Application to renew zoo licence (6yr) (plus cost of vet inspection)	1,404.00	1,180.00	320.00	1,500.00	6.8%
Application to vary zoo licence (plus cost of vet inspection)	2,064.00	1,780.00	320.00	2,100.00	1.7%
Application to transfer zoo licence (plus cost of vet inspection)	243.00	220.00	45.00	265.00	9.1%
Veterinary inspection of premises *	Recharged at cost				
<b>Betting, gambling and lottery licences</b>					
<b>Lottery registrations</b>					
Registration of society for small society lotteries	40.00	-	40.00	40.00	0.0%
Annual fee (payable on anniversary of registration)	20.00	-	20.00	20.00	0.0%
<b>Notices</b>					
Temporary use notice submission fee	409.00	410.00	-	410.00	0.2%
Duplicate copy of temporary use notice following theft/loss/damage	18.00	20.00	-	20.00	11.1%

Occasional use notice submission fee		No fee	No fee	No fee	No fee	0.0%
<b>Permits</b>						
Notification of 1-2 gaming machine in alcohol-licensed premises		50.00	50.00	-	50.00	0.0%
Licensed premises gaming machine permit	Application for new permit	150.00	150.00	-	150.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for transfer of permit	25.00	25.00	-	25.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Club gaming permit	Application for new permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for new permit (fast track)	100.00	100.00	-	100.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for renewal of permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Club machine permit	Application for new permit (standard)	200.00	200.00	-	200.00	0.0%
	Application for new permit (fast track)	100.00	100.00	-	100.00	0.0%
	Application for variation of permit	100.00	100.00	-	100.00	0.0%
	Application for renewal of	200.00	200.00	-	200.00	0.0%

	permit (standard)					
	Application for renewal of permit (fast track)	100.00	100.00	-	100.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
	Annual fee	50.00	50.00	-	50.00	0.0%
Prize gaming permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
Family entertainment centre gaming machine permit	Application for new permit	300.00	300.00	-	300.00	0.0%
	Application for renewal of permit	300.00	300.00	-	300.00	0.0%
	Change of name or address	25.00	25.00	-	25.00	0.0%
	Replacement - theft/loss	15.00	15.00	-	15.00	0.0%
<b>Premises licences - applications</b>						
Application for new premises licence (without provisional statement)	Adult gaming centre	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (track)	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (other)	1,282.00	1,345.00	-	1,345.00	4.9%
	Bingo	1,282.00	1,345.00	-	1,345.00	4.9%
	Family entertainment centre	1,282.00	1,345.00	-	1,345.00	4.9%
Application for new premises licence (with provisional statement)	Adult gaming centre	883.00	925.00	-	925.00	4.8%
	Betting (track)	883.00	925.00	-	925.00	4.8%
	Betting (other)	883.00	925.00	-	925.00	4.8%
	Bingo	883.00	925.00	-	925.00	4.8%
	Family entertainment centre	883.00	925.00	-	925.00	4.8%

Application for provisional statement	Adult gaming centre	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (track)	1,282.00	1,345.00	-	1,345.00	4.9%
	Betting (other)	1,282.00	1,345.00	-	1,345.00	4.9%
	Bingo	1,282.00	1,345.00	-	1,345.00	4.9%
	Family entertainment centre	1,282.00	1,345.00	-	1,345.00	4.9%
Application for variation of premises licence	Adult gaming centre	883.00	925.00	-	925.00	4.8%
	Betting (track)	883.00	925.00	-	925.00	4.8%
	Betting (other)	883.00	925.00	-	925.00	4.8%
	Bingo	883.00	925.00	-	925.00	4.8%
	Family entertainment centre	883.00	925.00	-	925.00	4.8%
Application for transfer of premises licence	Adult gaming centre	372.00	390.00	-	390.00	4.8%
	Betting (track)	372.00	390.00	-	390.00	4.8%
	Betting (other)	372.00	390.00	-	390.00	4.8%
	Bingo	372.00	390.00	-	390.00	4.8%
	Family entertainment centre	372.00	390.00	-	390.00	4.8%
Application for reinstatement of premises licence	Adult gaming centre	372.00	390.00	-	390.00	4.8%
	Betting (track)	372.00	390.00	-	390.00	4.8%
	Betting (other)	372.00	390.00	-	390.00	4.8%
	Bingo	372.00	390.00	-	390.00	4.8%
	Family entertainment centre	372.00	390.00	-	390.00	4.8%
Duplicate copy of licence following theft/loss/damage		18.00	20.00	-	20.00	11.1%
Change of name or address on premises licence		41.00	45.00	-	45.00	9.8%
<b>Premises licences – annual fees</b>						
Annual fee (payable 30 days after the licence takes effect, and then annually on the anniversary of the grant of the licence)	Adult gaming centre	564.00	-	590.00	590.00	4.6%
	Betting (track)	564.00	-	590.00	590.00	4.6%
	Betting (other)	564.00	-	590.00	590.00	4.6%
	Bingo	564.00	-	590.00	590.00	4.6%
	Family entertainment centre	564.00	-	590.00	590.00	4.6%

<b>Charity collections</b>					
<b>House-to-house collections</b>					
Application for house to house collection licence	No fee	No fee	No fee	No fee	0.0%
<b>Street collections</b>					
Application for street collection licence	No fee	No fee	No fee	No fee	0.0%
<b>Hypnotism</b>					
Authorisation of hypnotism performance	No fee	No fee	No fee	No fee	0.0%
<b>Pavement Licences</b>					
Application for pavement licence	100.00	100.00	-	100.00	0.0%
<b>Scrap metal dealers</b>					
Application for new scrap metal site licence (3yr)	342.00	290.00	70.00	360.00	5.3%
Application for new scrap metal collectors licence (3yr)	246.00	230.00	35.00	265.00	7.7%
Application to renew scrap metal site licence (3yr)	322.00	275.00	70.00	345.00	7.1%
Application to renew scrap metal collectors licence (3yr)	227.00	210.00	35.00	245.00	7.9%
Application to vary scrap metal licence - change of licensee details	19.00	20.00	1.00	21.00	10.5%
Application to vary scrap metal licence - change of licensed sites	96.00	100.00	1.00	101.00	5.2%
Application to vary scrap metal licence - change of site managers	57.00	60.00	1.00	61.00	7.0%
Application to vary scrap metal licence - site to collectors licence	35.00	35.00	1.00	36.00	2.9%
Application to vary scrap metal licence - collectors to site licence	169.00	130.00	45.00	175.00	3.6%
<b>Sex establishments</b>					
Application for new sex establishment licence	2,372.00	2,130.00	285.00	2,415.00	1.8%
Application for renewal of sex establishment licence	1,908.00	1,635.00	285.00	1,920.00	0.6%
Application for variation of sex establishment licence	1,036.00	925.00	130.00	1,055.00	1.8%
Application for transfer of sex establishment licence	465.00	485.00	0.00	485.00	4.3%
<b>Skin piercing, tattooing, etc.</b>					
Application for registration of skin piercing, etc., premises	266.00	280.00	-	280.00	5.3%

Application for registration of skin piercing, etc., operator		125.00	130.00	-	130.00	4.0%
<b>Street trading</b>						
Street trading consent (annual) (1 year)	New (1 vehicle/pitch)	742.00	475.00	290.00	765.00	3.1%
	Renewal (1 vehicle/pitch)	742.00	475.00	290.00	765.00	3.1%
	Additional fee per extra vehicle/pitch	82.00	40.00	45.00	85.00	3.7%
	Interim substitution of vehicle	28.00	30.00	-	30.00	7.1%
	Other consent variation	158.00	170.00	-	170.00	7.6%
Street trading consent (single event)	Commercial event	177.00	185.00	-	185.00	4.5%
	Community/charity event	33.00	35.00	-	35.00	6.1%
Street trading consent partial year (up to 6 months)		383.00	255.00	150.00	405.00	5.7%
<b>Taxis and private hire</b>						
<b>Driver licences</b>						
Hackney Carriage Drivers Licence (3 years) [external e-form/checks]	New	309.00	0.00	325.00	325.00	5.2%
	Renewal	238.00	0.00	255.00	255.00	7.1%
	Theft/loss of badge	22.00	25.00	0.00	25.00	13.6%
Private Hire Drivers Licence (3 years) [external e-form/checks]	New	309.00	0.00	325.00	325.00	5.2%
	Renewal	251.00	0.00	255.00	255.00	1.6%
	Theft/loss of badge	22.00	25.00	-	25.00	13.6%
Dual HC/PH Drivers Licence (3 years) [external e-form/checks]	New	338.00	0.00	360.00	360.00	6.5%
	Renewal	279.00	0.00	295.00	295.00	5.7%
	Renewal & Upgrade	272.00	0.00	280.00	280.00	2.9%
	Interim Upgrade (+£1 / unexpired month)	79.00	0.00	85.00	85.00	7.6%
	Theft/loss of badge (per)	22.00	25.00	0.00	25.00	13.6%

Disclosure & Barring Service (DBS) enhanced disclosure * [in-house]		Recharged at cost + £15 admin	Recharged at cost + £15 admin			0.0%
External identity check (DBS route 2 verification) * [in-house]		Recharged at cost	Recharged at cost			0.0%
Driving licence verification check * [in-house]		Recharged at cost	Recharged at cost			0.0%
<b>Driver knowledge tests</b>						
Hackney carriage written local/legal test	Full test	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Private hire written local/legal test	Full test	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Dual HC/PH driver written local/legal test	Full test	84.00	90.00	-	90.00	7.1%
	Conditions only	46.00	50.00	-	50.00	8.7%
Versant English language assessment	Test fee *	Recharged at cost	Recharged at cost			0.0%
	Administration fee	15.00	15.00	-	15.00	0.0%
<b>Operator licences</b>						
Private hire operator licence (5 years)	New (0-3 vehicles)	487.00	-	515.00	515.00	5.7%
	New (4+ vehicles)	826.00	-	865.00	865.00	4.7%
	Renewal (1-3 vehicles)	487.00	-	515.00	515.00	5.7%
	Renewal (4+ vehicles)	826.00	-	865.00	865.00	4.7%
<b>Vehicle licences</b>						
Hackney carriage vehicle licence (excludes compliance test fee)	New (1 year)	407.00	-	430.00	430.00	5.7%
	Renewal (1 year)	303.00	-	315.00	315.00	4.0%
	Renewal & substitution (1 year)	303.00	-	315.00	315.00	4.0%
	Interim substitution (remaining duration)	145.00	-	150.00	150.00	3.4%
	Transfer of ownership	69.00	-	75.00	75.00	8.7%

	Theft/loss of rear plate	21.00	25.00	-	25.00	19.0%
	Theft/loss of front plate	21.00	25.00	-	25.00	19.0%
	Change of vehicle particulars	61.00	65.00	-	65.00	6.6%
Private hire vehicle licence (excludes compliance test fee)	New (1 year)	271.00	-	285.00	285.00	5.2%
	Renewal (1 year)	271.00	-	285.00	285.00	5.2%
	Renewal & substitution (1 yr.)	275.00	-	290.00	290.00	5.5%
	Interim substitution (remaining duration)	145.00	-	150.00	150.00	3.4%
	Transfer of ownership	69.00	-	75.00	75.00	8.7%
	Theft/loss of rear plate	21.00	25.00	-	25.00	19.0%
	Theft/loss of front plate	21.00	25.00	-	25.00	19.0%
	Change of vehicle particulars	61.00	65.00	-	65.00	6.6%
Vehicle MOT and compliance test * (payable direct to test station)	Recharged at cost	Recharged at cost			0.0%	
Specialist vehicle MOT and compliance test * (stretch limos)	Recharged at cost	Recharged at cost			0.0%	
<b>Other fees</b>						
Duplicate copy of licence following theft/loss/damage	18.00	20.00	-	20.00	11.1%	
Replacement internal vehicle licence plate holder	3.00	3.00	-	3.00	00.0%	
<b>General service charges</b>						
Photocopies (per A4 side, at officers discretion, subject to legal restrictions)	0.20	0.25	-	0.25	25.0%	
Copy of interview recording following PACE interview (per tape/disc)	19.00	20.00	-	20.00	5.3%	
Copy of public register entry (where kept and made available by statute) (per entry)	18.00	20.00	-	20.00	11.1%	
Request for duplicate copy of licence following loss/theft/damage (where not otherwise listed)	17.00	20.00	-	20.00	17.6%	
Licensing pre-application advice (per whole or part hour)	53.00	55.00	-	55.00	3.8%	





# Agenda Item 5



## AGENDA ITEM: 5

Report for:	Licensing and Health & Safety Enforcement Committee
Date of meeting:	28 May 2024
PART:	I

Title of report:	<b>Pavement Licensing – new arrangements</b>
Contact:	Sally McDonald – Licensing Manager, Legal and Democratic Services
Purpose of report:	<ol style="list-style-type: none"> <li>1. To inform Members of new arrangements for dealing with pavement licence applications following legislative changes, and to agree the revised fees for grant applications and renewals.</li> <li>2. To seek authorisation for the draft pavement licence policy to go forward for consultation.</li> </ol>
Recommendations	<ol style="list-style-type: none"> <li>1. That the new arrangements are noted.</li> <li>2. That revised grant and renewal licence fees to cover administration of the new regime are agreed.</li> <li>3. That the draft pavement licence policy is presented for consultation, with responses being presented to a future Committee meeting.</li> </ol>
Corporate objectives:	<p>Safe and Clean Environment</p> <ul style="list-style-type: none"> <li>• Maintain a clean and safe environment</li> </ul>
Implications:	<p><u>Financial:</u> Under the new arrangements Councils will have discretion to set their own fees up to a cap of £500 for new applications, and £350 for renewals which will enable fees to be calculated on a cost recovery basis going forward.</p> <p><u>Community Impact:</u> Correct licensing provisions will enable businesses to continue to provide furniture outside their premises, encouraging customers to visit, and enhancing the vibrancy of town and village centres.</p>
Consultees:	

Background papers:	Business and Planning Act 2020, Levelling Up and Regeneration Act 2023 <a href="#">Pavement Licensing Statutory guidance April 2024</a>
Glossary of acronyms and any other abbreviations used in this report:	N/A

## 1. BACKGROUND

- 1.1. The Business and Planning Act 2020 originally obtained Royal Assent in July 2020, at the time introducing a number of powers and requirements on local authorities with the aim of supporting local businesses and helping economic recovery during the easing of restrictions put in place by Government to address the Coronavirus pandemic during the earlier part of 2020. At the time, these arrangements were put in place as a temporary measure, ending on 30th September 2021 – this was subsequently extended to September 2022, 2023 and finally 2024.
- 1.2. Permission to place tables and chairs on the highway outside premises for the purpose of consuming food and drink purchased at that premises, was, prior to 2020, administered and enforced by the County Council.
- 1.3. The original arrangements were ‘fast track’ with a two-week application period – consultation was for a period of seven consecutive days, during which time a site visit had to be carried out to check the notice and to ensure the safe positioning of the furniture and safe access for pedestrians, followed by a further seven days in which a decision had to be made if objections had been received. Licences were by law only granted for one year at a time. The fee chargeable was capped at a maximum level of £100 for both grant and renewal applications.

## 2. NEW ARRANGEMENTS

- 2.1. The Levelling Up and Regeneration bill obtained Royal Assent on 26<sup>th</sup> October 2023, with schedule 22 of the new Act making permanent the previously temporary arrangements and introducing a number of amendments to the Business and Planning Act as follows:
  - a longer consultation period for applications of 14 days;
  - a longer determination period of 14 days;
  - to enable the local authority to set its own fees up to a cap of £500 for new applications and £350 for renewals;
  - to give the local authority new powers to take enforcement action where breaches of licence occur (previously a County Council function) including the physical removal of tables and chairs where unauthorised activity is taking place.
- 2.2. These new permanent arrangements came into force on 31<sup>st</sup> March 2024.

## 3. FEES

- 3.1. As advised at the meeting of the Committee on 12<sup>th</sup> September 2023, the existing maximum fee permitted under the temporary arrangements was £100 for a one year licence, although this did not cover the cost of the process for determining each

licence. We have therefore examined the amount of time taken to administer the applications, and have calculated the estimated fee levels with the aim of recovering the cost to the service to 31 March 2025 as follows:

- Application for grant of pavement licence: £390.00
- Application for renewal of pavement licence: £195.00

3.2. In calculating the new fees, we have taken into account case law, legislative requirements and statutory guidance to ensure that fees are reasonable and proportionate, must not exceed the cost of considering and determining a licence application, and can ensure compliance of any licence granted.

#### **4. DRAFT PAVEMENT LICENSING POLICY**

4.1. We have drafted a policy to cover the new arrangements, and this is set out in Annex A of the Committee report.

4.2. It is intended to consult for a period of six weeks, during which time stakeholders will be directly consulted, and the draft policy will be published on the Dacorum Borough Council website with responses invited. The outcome of consultation, and proposals for the final document will be presented to the Sub-Committee in July.

#### **5. RECOMMENDATIONS**

5.1. To note the new arrangements for pavement licensing.

5.2. To agree revised fees as set out in paragraph 3.1 for the remainder of the 2024-25 financial year.

5.3. To authorise the commencement of consultation on the draft Pavement Licensing Policy, with the outcome and responses received being presented to the July meeting of the Licensing and Health and Safety Enforcement Committee.



# Pavement Licensing Policy 2024 -



Date of publication	
Version no.	1
Review date	

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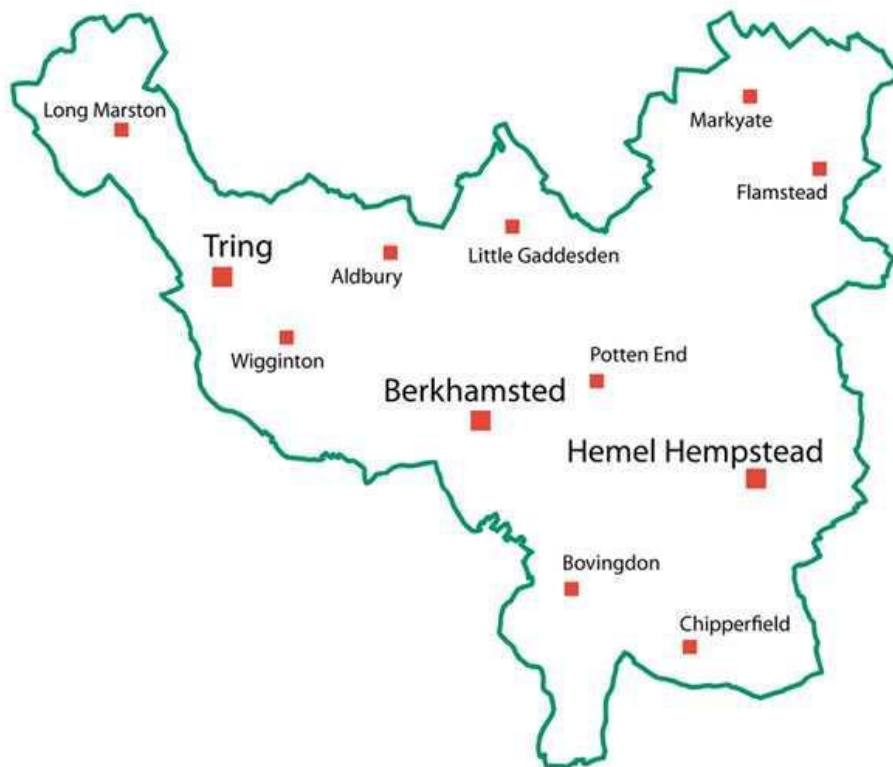
## About Dacorum

The borough of Dacorum is situated in west Hertfordshire and has a mixture of strong urban and rural identities. It includes the towns of Hemel Hempstead, Berkhamsted and Tring as well as a number of villages from Long Marston in the west to Flaunden in the south-east. Over a third of the borough's 210 square kilometres have been designated as part of the Chilterns Area of Outstanding Natural Beauty, while most of the rest has high landscape quality and potential.

Hemel Hempstead was one of the first "New Towns" built after the Second World War. Its development reflects the original concept of the new town as a series of integrated communities with individual identity and neighbourhood focus. The rapid growth of Hemel Hempstead is reflected in the large number of buildings of similar age and appearance.

The remainder of the Borough is rural, surrounding two market towns, Berkhamsted and Tring. Although agriculture is no longer a major employment sector in Dacorum, outside towns the communities value their rural heritage as well as expecting good modern services. The conservation of buildings and landscape are important considerations in Dacorum, balanced with concerns to maintain thriving businesses in town centres. Dacorum Borough Council works closely with the 16 town and parish councils, which represent communities in rural areas of the Borough.

Dacorum has a population of 155,200<sup>1</sup>, and is the largest of the Hertfordshire districts by headcount. Further information about Dacorum and the demographics of its populace can be found on the council's website via "Statistics about Dacorum".<sup>2</sup>



<sup>1</sup> [NOMIS](#)

<sup>2</sup> <http://www.dacorum.gov.uk/statistics-about-dacorum>

## **1. Introduction**

- 1.1. Outside eating and drinking, be it coffee and cake, lunch, or evening meals is a growing trend in Dacorum, with an increasing demand in our high streets and town centres. Many pubs, restaurants and cafes want to provide facilities to meet this demand by using the pavement outside their premises.
- 1.2. Pavement Licences can only be granted in respect of highways listed in section [115A\(1\) Highways Act 1980](#). This is usually a pedestrian footway or is a place where vehicle access has been restricted or prohibited altogether.
- 1.3. Administration of pavement licensing was taken over by the borough Council from Hertfordshire County Council in 2020 under the regulations set out in the Business and Planning Act, which gave provided fast track provision for outside eating and drinking during the Covid pandemic. Now the pandemic is over, and the enactment of the Levelling up and Regeneration Act 2023 enables us to provide more flexibility in issuing pavement licences, and for longer duration than the one year licences previously allowed.
- 1.4. In the borough of Dacorum there are existing pavement licences that add to the ambience and vibrancy of the three main town centres and surrounding village high streets. Many more pubs, restaurants and cafes may wish to make use of the pavement with tables and chairs for alfresco dining. However, if the use of pavement areas is not carefully controlled it can lead to pedestrians, in particular those with disabilities, being unable to use the pavement safely.
- 1.5. Pavement licences are granted by officers under delegated authority set out in the Council's Constitution. A full consultation has been carried out in respect of the content of this policy between XXX and XXX. Responses to the consultation were considered and the final policy agreed by the Licensing, Health and Safety and Enforcement Committee on XXX

## **2. Aim of the Policy**

- 2.1 Our policy explains the requirements and standards we expect of an applicant for a pavement licence.
- 2.2 We recognise the importance of pavement licensing to businesses and value their contribution towards to the local economy.
- 2.3 We will use the Pavement Licensing Policy (hereafter referred to as 'the Policy') to enable an outside eating and drinking environment that will:
  - protect the amenity of the residents by ensuring that licence holders do not cause nuisance, damage, disturbance or annoyance;
  - ensure the safety of the customers using the dining areas and the pavements;
  - make provision for safe and sufficient access for wheelchair users and pedestrians with any other disability that compromises their safety when negotiating busy high streets;
  - provide applicants with advice and guidance on the Council's approach to the administration of



applications for pavement licences..

2.4 We aim to avoid duplication with other statutory provisions and work in partnership with other enforcement agencies. Consultation with a number of agencies will be carried out during the application process.

### **3. Applying for a licence**

#### **3.1. Things to consider before applying**

3.1.1. Is the land part of the public highway? If the land is privately owned then we cannot issue a pavement licence and you need to discuss your potential plans with the owner of the land. The Licensing team is not responsible for identifying land owners.

3.1.2. Will your tables and chairs present a risk or obstruction to the public, in terms of both highway safety, or obstruction to pedestrians? The following should be considered when you are assessing suitability of the location you want to use:

- Will the tables and chairs interfere with visibility for road users (i.e. when pulling out of a junction);
- Could the positioning of the tables and chairs impede access to pedestrian crossings?
- Will the location of the tables and chairs provide at least 2000mm width access between the furniture and the kerb to enable wheelchair users to pass safely?
- If you intend to provide outside facilities later into the evening is there sufficient lighting both for customers using the tables and chairs and for pedestrians to safely see any obstructions on the pavement when passing? Is there CCTV should any anti-social behaviour occur?
- Are the outside activities going to cause nuisance to residents that live nearby, or passing pedestrians – for example, noise, litter and odours from cooking, food odours and cigarette smoke?
- Are any other permissions required? For example food business registration or, if alcohol is being sold, premises and personal licences.

3.1.3. Licensing and Planning permission – Planning permission will be deemed to be granted to use the land while the pavement licence is valid. Sale of alcohol for consumption off the premises would need the authorisation of a premises licence to allow alcohol to be consumed in the outdoor seating area.

#### **3.2. Markets**

3.2.1. Where a pavement licence is granted in close proximity to the location of a market, on market days the licence holder must ensure the minimum access agreed is maintained and no obstruction is caused by the placing of tables, chairs and other street furniture on the highway.

- 3.2.2. Some areas of Hemel Hempstead Town Centre are managed by Saunders Markets Ltd. If traders want to use the areas designated for market traders when they are available, no pavement licence is required from the Council, but agreement is required from the Market Manager and a fee is payable to them. Contact details for Saunders Markets can be found out on our website: [Pavement licences \(dacorum.gov.uk\)](http://Pavement%20licences%20(dacorum.gov.uk))

### **3.3. Use of Furniture**

- 3.3.1. All furniture to be covered by the pavement licence must be removable for storage at the end of each day.
- 3.3.2. Tables and chairs placed on the highway should only be for customers of that premises to consume food or drink.
- 3.3.3. Umbrellas can be included in your application – they should be an appropriate size for the space you intend you use. You should specify how many you propose to use, providing details of how you intend to ensure they are safety installed and will not be at risk of becoming loose or blowing over in the wind.
- 3.3.4. Outdoor heaters will not be allowed for safety reasons.
- 3.3.5. Barriers or planters – can be used to enclose the licensed area. Barriers should be robust and stable to avoid the risk of them tipping over and causing potential injury to pedestrians/customers, or causing an obstruction. Rope barriers will not be acceptable.
- 3.3.6. Advertising boards, or ‘A Boards’ are not defined as street furniture, separate consent from [Hertfordshire County Council](http://Hertfordshire%20County%20Council) is required to place these on the highway.

### **3.4. Accessibility for pedestrians and people with disabilities**

- 3.4.1. The area to be licensed must allow where possible for 2 metres of unimpeded access for pedestrians and people with disabilities – a wheelchair or motability scooter or pedestrian with a pram or pushchair should be able to pass each other comfortably between any furniture and the kerb. If the distance falls below 2 metres, we will measure the proposed area taking into account s.4.1 of Secretary of State Guidance for pavement licensing, and examine and consider each application on its own individual merits.

### **3.5. The Application process**

- 3.5.1. Applications can be made via our website: [Pavement licences \(dacorum.gov.uk\)](http://Pavement%20licences%20(dacorum.gov.uk))
- 3.5.2. If you are applying for a new licence we will need the following information:
- Which part of the highway the application relates to (this should be directly adjacent to the business that is applying);
  - Which days of the week the furniture will be on the highway;

- What times of day the furniture will be on the highway; and
- What type of street furniture will be used and the dimensions of the furniture – including photographs or brochures of the proposed furniture where possible.

3.5.3. The application should be accompanied by a scale plan or drawing of the area setting out the layout of the seating, and the measurements of the area, with particular attention to dimensions of the furniture, and the measurements between the furniture and the kerb for pedestrian access.

3.5.4. Evidence of an insurance policy for at least £5,000,000 (five million pounds) for any one event arising from the use of the tables and chairs.

3.5.5. Applicants should not put furniture on the highway until the pavement licence has been granted.

### **3.6. Fees**

3.6.1. Fees will be reviewed and set ahead of every financial year within a capped maximum level of £500 for new grants and £250 for renewals based on cost recovery, and fee levels will be made available from the Licensing team or via our website. In setting fees, we will have regard to the legislation and relevant guidance.

### **3.7. Exchange of Information – who we consult**

3.7.1. Applicants are advised to ensure they have the correct permissions in place to carry on their business. Upon receipt of the application we will consult with Police Traffic Management, Highways, Environmental and Community Protection and Business Services at the Council. If applicable the Town/Parish Council and any ward councillors will also be notified.

3.7.2. Data may also be released in accordance with statutory provisions under the UK GDPR/Data Protection Act 2018, the Freedom of Information Act 2000, and associated legislation.

### **3.8. Advertising the application during the consultation period**

3.8.1. Once a correct application has been submitted, together with the correct fee and all supporting documents required by the Council, a 14 (fourteen) day consultation period starts. This excludes public holidays, and starts the day after the application is submitted.

3.8.2. From the first day of this period you should display a white notice setting out the application details in a prominent position where passing members of the public can easily read its content. This notice must not be removed until the end of the 14<sup>th</sup> (fourteenth) day (excluding public holidays). At any time during this period the notice may be checked by a Licensing Officer.

3.8.3. A template of this notice is set out on the Dacorum Borough Council website [Pavement licences \(dacorum.gov.uk\)](https://www.dacorum.gov.uk/pavement-licences)

- 3.8.4. The Council will also display applications for pavement licences on its website at [Pavement licences \(dacorum.gov.uk\)](http://Pavement%20licences%20(dacorum.gov.uk))
- 3.8.5. During the consultation period objections may be received from the responsible authorities/agencies consulted, and the public. If objections are received a decision will be made under delegated authority by the Licensing Manager within a further 14 (fourteen) days following closure of the consultation period.

### **3.9. Length of licence**

- 3.9.1. Licences shall be granted in normal circumstances for a period of 2 (two) years.
- 3.9.2. If you do not receive a decision within 14 (fourteen) days of the consultation closing date, the application will be deemed to be granted for a period of 2 (two) years.

### **3.10. Enforcement**

- 3.10.1. The Council may revoke or amend a pavement licence in the following circumstances:
- There are breaches of licence conditions;
  - There is a health and safety risk caused by the operation of the licence;
  - The use of the licence causes public nuisance or anti-social behaviour;
  - Obstruction is being caused;
  - The applicant has provided false information in their application.
- 3.10.2. Notice will be given to the licence holder of any proposed enforcement action, with clear details of action to be taken and implications should the matter not be resolved.
- 3.10.3. In cases of unlicensed use of furniture, notice will be given to the business to remove it – if this notice is ignored the Council will remove and store the furniture until a pavement licence is in force, charging storage costs to the business. If these costs are not paid, the Council may dispose of the furniture and keep any proceeds of that disposal.

### **3.11. Appeals**

- 3.11.1. There is no right of appeal within pavement licensing legislation.

## **4. Review of Policy**

- 4.7. This policy will be kept under review and updated in light of any significant changes in legislation, case law or national guidance. We will also carry out periodic reviews of the policy to ensure that it remains appropriate to the current operating environment.
- 4.8. If you wish to comment on the policy please email [licensing@dacorum.gov.uk](mailto:licensing@dacorum.gov.uk) and your comments will be considered during future policy reviews.

## **5. Complaints**

- 5.7. If you wish to make a complaint about alleged unlicensed activity or breach of a licence then you can contact the Licensing team during normal office hours, using the contact details below. If you need to make a complaint outside of normal office hours then you can leave a message either by telephone or email which will be responded to when the office re-opens. Complaints made to the Licensing team will be investigated by a Licensing Enforcement Officer who will also inform you of any action taken as a result of your complaint.

Licensing  
Dacorum Borough Council  
The Forum  
Marlowes  
Hemel Hempstead  
Herts  
HP1 1DN

Telephone: 01442 228000, and at the prompt ask for Licensing  
Email: [licensing@dacorum.gov.uk](mailto:licensing@dacorum.gov.uk)

- 5.8. We understand that, from time to time, persons may not be completely satisfied with the service that they receive from the Licensing team, and we would encourage any person who feels this way to let us know, so that we can develop and improve our service. We will ensure that complaints about our service are investigated fairly and thoroughly using the Council's Complaint Procedure (details of which can be found on the Council's website at [www.dacorum.gov.uk](http://www.dacorum.gov.uk)). Complaints can be made via our website, using the form at [www.dacorum.gov.uk/CustomerComplaints](http://www.dacorum.gov.uk/CustomerComplaints), or by calling 01442 228000 and asking for the Complaints Service. In cases where disputes still cannot be resolved, we will ensure that any rights of complaint or appeal against the Council's actions are explained with an indication of the likely time-scales involved.

## **Annex A – National Conditions for Pavement Licences**

Anything done by the licence-holder pursuant to this licence, or any activity of other persons which is enabled by the licence, must not have the effect of:

A1. Preventing traffic, other than vehicular traffic, from:

- entering the relevant highway at a place where such traffic could otherwise enter it (ignoring any pedestrian planning order or traffic order made in relation to the highway),
- passing along the relevant highway, or
- having normal access to premises adjoining the relevant highway.

A2. Preventing any use of vehicles, which is permitted by a pedestrian planning order or which is not prohibited by a traffic order.

A3. Preventing statutory undertakers having access to any apparatus of theirs under, in, on or over the highway, or

A4. Preventing the operator of an electronic communications code network having access to any electronic communications apparatus kept installed for the purposes of that network under, in, on or over the highway.

A5. Where the furniture to be put on the relevant highway 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.

## **Annex B – Standard local conditions for Pavement Licenses**

- B1. This licence is valid only for the dates given.
- B2. Only objects listed in the licence are permitted to be placed on the highway.
- B3. The authorised objects and structures shall only be permitted between the hours stated on the licence and outside of those hours the objects and structures shall be removed and placed on or within your business premise.
- B4. You must regularly clear the area of any potential litter, and leave the pavement in a neat and tidy condition at the end of each day.
- B5. Unless agreed in advance by a licence and enforcement officer, any conditions placed upon the licence must be complied with at all times. Failure to do so could be considered a breach and may result in the revocation or suspension of the licence.
- B6. You must not cause any unnecessary obstruction of the pavement/highway or danger to people using the pavement/highway.
- B7. You must not allow people to gather and cause a nuisance or annoyance or danger to any person lawfully using the pavement/highway.
- B8. You must not play music amplified or unamplified or any musical instruments, radio or television whilst your licence is in operation.
- B9. You must not allow any excavations or indentations of any description in the surface of the highway or place or fix equipment of any description to the surface of the highway.
- B10. You must not allow the use of the highway for any other purpose at any time other than during the hours permitted by your licence.
- B11. You must not place any furniture or equipment or advertisement on the highway that is not specified in your licence. You must not obstruct the access and exits to your premises.
- B12. You must remove all furniture, litterbins and other equipment placed on the highway at the expiry, surrender or revocation of the licence.
- B13. You must remove the permitted obstructions from the highway if instructed to do so by the Licensing Authority or Highway Authority.
- B14. During an emergency you must remove the permitted structures from the highway, if instructed to do so by:
  - (a) Police Officer
  - (b) Fire Officer
  - (c) Paramedic
  - (d) Undertaker
  - (e) Utility Companies

- (f) Any other authorised persons
- B15. You must display the Licence at the premises so it can be clearly seen from the highway.
- B16. You must comply with any reasonable requests in relation to the use of the highway by officers on behalf of the Council.
- B17. You must provide suitable barriers around the permitted area where required by the Licensing Authority.
- B18. You must indemnify the Council against all actions, proceedings, claims demands and liability which may be taken, made or incurred in the consequences of the use of the chairs and tables and other objects and for this purpose must take out at your expense a policy of insurance approved by the Local Authority in the sum of at least £5,000,000 (FIVE MILLION POUNDS) in respect of any one event and must produce to the Local Authority on request the current receipts for premium payments.
- B19. You must not charge for the use of the chairs and table and other furniture.
- B20. No heaters of any kind are to be placed on or over the highway.
- B21. You must not obstruct access to any fire hydrant or defibrillator in the area.
- B22. You must not obstruct, obscure or hinder egress from any emergency escape route.



To make an application or for further guidance, please visit our website:  
[www.dacorum.gov.uk/licensing](http://www.dacorum.gov.uk/licensing)

For informal advice or queries, please email:  
[licensing@dacorum.gov.uk](mailto:licensing@dacorum.gov.uk)