

## Business Information Sheet

### Number 2d: Food Business: Pavement Cafes

**If you wish to put out chairs and tables in front of your shop then you may need to apply for a licence and planning permission.**

#### The Legal Position

Under the Highways Act 1980, a licence is required from the local highway Authority (Harrow Council) to place 'tables, chairs and associated furniture for the consumption of food on the pavement outside premises'.

An applicant will also be required to

- obtained permission from the Local Planning Authority (Harrow Council)
- If alcohol is to be sold, a liquor licence needs to be obtained from the Licensing Authority ( harrow Council)

**Please note that the Council has powers to remove tables and chairs from the public Highway if they are not subject to a licence or are placed outside the area granted under a licence.**

Harrow Council charge businesses to obtain the appropriate licence and planning permission to place chairs and tables on designated highway land (see summary table below).

<b>Initial Fee</b>	Licence	£500 + £250 administration fee
	Planning Permission	£170 to £335 depending on the type of permission required. Please note that Planning Fees will change in Autumn 2012
	<b>TOTAL</b>	<b>£930 - £1085</b>
<b>Annual Fee</b>	Licence Renewal	£250

#### Please contact in the first instance:

##### Highway Network Management

Jenny Clark, Highway & Rights of Way Co-ordinator.  
Tel 020 8424 1588 email [jenny.clark@harrow.gov.uk](mailto:jenny.clark@harrow.gov.uk)

##### Licensing

Details of the person to be contacted from the licensing department

##### Planning - Duty Planner Service

A Duty Planner is available in Access Harrow at the Civic Centre, between 9.00am and 12.30pm Monday to Friday, to give general guidance and advice.

Access Harrow  
Civic Centre  
Located on the ground floor main reception in Civic 1  
HA1 2XY  
Tel: 020 8901 2650  
Fax: 020 8424 1551  
Email [duty.planner@harrow.gov.uk](mailto:duty.planner@harrow.gov.uk)

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