

# Pavement Licence Information

Effective: 1 April 2025

## 1.Introduction

You can apply for a pavement licence for your business in Eastbourne or the Lewes district. The licence will allow you to place tables and chairs outside your premises to serve food and drinks.

Pavement Licences can also be applied for through [East Sussex Highways](#). We advise you review both licence types as they have different terms and conditions and choose the one best suited for your business needs.

This application can only be made online.

**We cannot accept postal applications.**

## 2.Scope

### 2.1 Definition of pavement café

A pavement licence is a licence granted by the local authority, or deemed to have been granted, which allows the licence-holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made, for certain purposes.

### 2.2 Eligible Businesses

A business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. Businesses that are eligible include: public houses, cafes, bars, restaurants, snack bars, coffee shops, and ice cream parlours.

A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.

### 2.3 Eligible Locations

Licences can only be granted in respect of highways listed in section 115A(1) Highways Act 1980.

Generally, these are footpaths restricted to pedestrians or are roads and places to which vehicle access is restricted or prohibited. Highways maintained by Network Rail or over the Crown land are exempt (so a licence cannot be granted).

## 2.3 Type of furniture permitted

The furniture which may be used is:

- counters or stalls for selling or serving food or drink;
- tables, counters or shelves on which food or drink can be placed;
- chairs, benches or other forms of seating; and
- umbrellas, barriers and other articles used in connection with the outdoor consumption of food or drink.

This furniture is required to be removable, which means it is not a permanent fixed structure and must be moved off the highway and stored away when the licence is not in use.

The Council would also expect the type of furniture to be 'in keeping' with the local area.

## 2.4 Planning Permission

Once a licence is granted, or deemed to be granted, the applicant will also benefit from deemed planning permission to use the land for anything done pursuant to the licence while the licence is valid.

## 3. Application and Determination of Pavement Licences

### 3.1 Submission of the Application

An application for a Pavement Licence may only be made electronically to the Council by way of the on line process which can be found on the Council's website.

The following documents will be required to be submitted with the application; these can be uploaded during the on-line process:

- a plan showing the location of the premises shown by a defined line, so the application site can be clearly identified
- a plan clearly showing the proposed area covered by the licence in relation to the highway with measurements clearly shown. The plan must show the positions and number of the proposed tables and chairs, together with any other items that they wish to place on the highway. The plan shall include clear measurements of, for example, pathway width/length, building width and any other fixed item in the proposed area.
- evidence that the applicant has met the requirement to give notice of the application (for example photographs of the notice outside the premises and of the notice itself);
- a copy of a current certificate of insurance that covers the activity for third party and public liability risks, to a minimum value of £5 million, and
- any other evidence needed to demonstrate how the Council's local conditions, and any national conditions will be satisfied.

### 3.2 Fees

The council charges a fee of £500.00 for new pavement licences and £350.00 for a renewal of a pavement licence.

### 3.3 Consultation

Applications are consulted upon for 14 days, starting with the day after a valid application was made to the Council. The Council will publish details of the application on its website at [www.lewes-eastbourne.gov.uk](http://www.lewes-eastbourne.gov.uk) - Public Register Licences. The Council is required by law to consult with the Highways Authority. In addition, to ensure that there are not detrimental effects to the application the Council will consult with:

- Sussex Police

Members of the public and others listed above can contact the Council to make representations.

The Council must take into account representations received during the public consultation period and consider these when determining the application.

### 3.4 Site Notice

An applicant for a pavement licence must on the day the application is made, fix a notice of the application to the premises so that the notice is readily visible to, and can be read easily by, members of the public who are not on the premises. The notice must be constructed and secured so that it remains in place until the end of the public consultation period. Evidence of the site notice requirement must be supplied to the Council.

The Site Notice must:

- state that the application has been made and the date on which it was made;
- state the statutory provisions under which the application is made;
- state the address of the premises and name of the business;
- describe the proposed use of the furniture;
- indicate that representations relating to the application may be made to the Council during the public consultation period and when that period ends;
- state the Council's website where the application and any accompanying material can be viewed during the consultation period;
- state the address to which representations should be sent during the consultation period ;and
- the end date of the consultation

A template Site Notice for Lewes District and Eastbourne Borough Councils is shown as Appendix 1.

### 3.5 Site Assessment

The following matters will be used by the Council and consultees in considering the suitability of the proposed application:

- public amenity – will the proposed use create nuisance to neighbouring occupiers by generating anti-social behaviour and litter; and
- accessibility – taking a proportionate approach to considering the nature of the site in relation to which the application for a licence is made, its surroundings and its users, taking account of: of any other temporary measures in place that may be relevant to the proposal, for example, the reallocation of road space. This could include pedestrianised streets and any subsequent reallocation of this space to vehicles;
- whether there are other permanent street furniture or structures in place on the footway that already reduce access;
- the impact on any neighbouring premises
- the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of Inclusive Mobility, and
- other users of the space, for example if there are high levels of pedestrian or cycle movements.

Applicants are strongly encouraged to talk to neighbouring businesses and occupiers prior to applying to the local authority, and so take any issues around noise, and nuisance into consideration as part of the proposal.

### 3.6 Determination

Once the application is submitted the Council has 14 days from the day after the consultation ends (excluding public holidays) to determine the application.

If the local authority determines the application before the end of the determination period the local authority can:

- grant the licence in respect of any or all of the purposes specified in the application,
- grant the licence for some or all of the part of the highway specified in the application, and impose conditions, or
- refuse the application.

If the local authority does not determine the application within the 14 day period, the application will be deemed to have been granted.

### 3.7 Approval of Applications

The Council may approve applications meeting the criteria contained within these guidelines.

The Council will issue a Pavement Licence to which conditions will be attached. The licence will also contain specific terms such as days and hours when tables and chairs are permitted and appearance and location of the furniture corresponding to the application.

A copy of the Council's standard conditions, which will be attached to all Pavement Café Licences are shown at Appendix 2. Additional conditions may be attached if the Council considers it appropriate in the circumstances of any particular case.

The Council will not allow permits for Pavement Licences before 0800hrs and after 2300hrs. Individual licences may have different authorised times within these hours.

The Council however retains the right to specify permitted hours of trading that are less than those specified above in appropriate circumstances.

### 3.8 Licence Duration

If the Council determines an application before the end of the determination period (which is 14 days, beginning with the first day after the public consultation period, excluding public holidays) it may specify the duration of the licence, subject to a minimum duration of 3 months.

If a licence is 'deemed' granted because the authority does not make a decision on an application before the end of the determination period, then the licence will be valid for a 2 years.

### 3.9 Refusal of Applications

If the site is deemed unsuitable for a Pavement Café, or if relevant representations are made which cannot be mitigated by conditions, then the application may be refused.

There is no statutory appeal process against decision to refuse an application.

## 4. Conditions

The Council's standard conditions are set out at Appendix 2. In some cases, extra measures may be required. This will be determined when assessing any application, on a case-by-case basis.

The National 'no obstruction' condition, applicable to all licences, is shown in Appendix 3.

## 5. Enforcement

The Council aims to work closely with other enforcement authorities to enforce the provisions of all appropriate legislation. The case remains that an obstruction of the

Highway is an offence under The Highways Act 1980 and will be dealt with by the Highways Authority or the Police.

Obtaining a Consent does not confer the holder immunity in regard to other legislation that may apply, e.g. Public Liability, Health & Safety at Work, Food Hygiene and Safety, Alcohol and Entertainment Licensing, Social distancing controls, and applicants must ensure all such permissions, etc. are in place prior to applying.

If a condition imposed on a licence either by the Council or via a National Condition is breached the Council will be able to issue a notice requiring the breach to be remedied and the authority can take action to cover any costs.

The authority may revoke a licence in the following circumstances:

1. For breach of condition, (whether or not a remediation notice has been issued) or

2. Where:

- There are risks to public health or safety – for example by encouraging users to breach government guidance on social distancing by placing tables and chairs too close together;
- the highway is being obstructed (other than by anything permitted by the licence);
- there is anti-social behaviour or public nuisance – for example, the use is increasing the amount of noise generated late at night and litter is not being cleaned up;
- it becomes known that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food and had applied for tables and chairs on which drinks could be consumed; or
- the applicant did not comply with the requirement to affix the notice to notify the public for the relevant period.

3. The Council may also revoke the licence where all or any part of the area of the relevant highway to which the licence relates has become unsuitable for any purpose for which the licence was granted or deemed to be granted. For example, the licensed area (or road adjacent) is no longer to be pedestrianised. The Council will give reasons where these powers are used.

## **6. Review Procedures**

These notes cover the Permission for Pavement Licences under the Business and Planning Act.

They will be reviewed from time to time should changes occur in relevant legislation, the nature of Pavement Café's generally, or as a result of local considerations within the Lewes District and Eastbourne Borough Councils.

## Appendix 1

Site Notice Template for display by an applicant for a Pavement Licence.

### PUBLIC NOTICE

Pavement Licence Application

Business and Planning Act 2020

An application has been made on dd/mm/yyyy by (name of applicant) to Eastbourne Borough Council for the grant of a Pavement Licence at (full postal address of business)

The application is for: (describe the furniture and the proposed licensed area)

Any person wishing to make representations to this application should do so in writing to Licensing Manager, Eastbourne Borough Council, Town Hall, Grove Road, Eastbourne BN21 4UG or via email, [licensing@lewes-eastbourne.gov.uk](mailto:licensing@lewes-eastbourne.gov.uk).

Please state 'Representation – Pavement Licence' at top of letter or email.

By (insert end date for consultation) dd/mm/yyyy

The application can be viewed by contacting the Licensing Team via email: [licensing@lewes-eastbourne.gov.uk](mailto:licensing@lewes-eastbourne.gov.uk).

Signed

Date

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Signed

Date

## **Appendix 2**

### **Standard Pavement Licence Conditions**

1. Permission to operate a pavement café does not imply an exclusive right to the area of public highway. The licence holder must be aware that Lewes District Council/Eastbourne Borough Council and others (e.g. police, highways authority, statutory undertakers) will need access at various times (including emergencies) for maintenance, installation, special events, improvements etc or any other reasonable cause. This may mean that the pavement café will need to cease operating and/or be removed for a period of time. On these occasions there would be no compensation for loss of business.
2. Only those items of removable furniture that have been granted permission and included on the licence may be placed on the highway. If the Licensee wishes to amend this list, formal application must be made to the Council. No changes must take place until and unless permission has been granted.
3. No item of furniture approved for use in the Pavement Licence will be left on the highway outside of permitted times. When the licence is not in use, all tables and chairs and other furniture must be stored securely inside a premises away from the highway.
4. The method of marking the boundary of the licensed area must be agreed between the licence holder and the Licensing Department. Whatever method is agreed a 2-metre clear walkway must be maintained for the use of pedestrians.
5. An unimpeded pedestrian route must be maintained at all times for people wishing to use the footway as per the National Licence Conditions.
6. Emergency routes to the premises and adjacent buildings must not be obstructed by the Licensed Area, which should not, in normal circumstances, extend beyond the width of the premises frontage.
7. Tables and chairs must be of an approved type and must be kept in a good state of repair. Furniture must be placed so as not to obstruct driver sightlines, or road traffic signs. Placement of tables and chairs must allow pedestrians to use the footway parallel to the frontage of the premises. Awnings, umbrellas etc must not protrude beyond the licensed area to a height below 2.5 metres. Alternative items may not be used without first seeking the written authority of the Council. Patio heaters must not be used.
8. The licensee must ensure that the area operates in a safe and orderly manner, thereby ensuring that any safety risk or nuisance to customers, other users of the public highway or any adjacent land or premises, is minimised.

9. The operation of the area must not interfere with highway drainage arrangements.
10. During the hours of darkness suitable and sufficient lighting must be provided to ensure safe use of the area. Any proposals to provide additional lighting to the licensed areas must be agreed with the Highway Authority.
11. Lewes District Council/Eastbourne Borough Council and East Sussex County Council are empowered to remove and store or dispose of furniture from the highway, if it is left there outside the permitted hours, or should any conditions of the licence be ignored. The Council will not be responsible for its safekeeping. All costs associated with this action will be borne by the Licensee.
12. All detritus (food and drink remnants, spillages, bottles, cans, wrappers etc) must be regularly removed from the footway surface to reduce hazards to pedestrians. The licence holder must make arrangements to regularly check for and to remove litter and rubbish on pedestrian walkways, caused by persons using the Facility, for a distance of up to 10 metres from the boundary of the Facility. The licence holder must ensure that any tables are cleared in an efficient manner during the hours of operation. The licence holder must ensure the licensed area and surrounding highway is to be washed down at the completion of each day's usage using a method sufficient to remove food debris, grease and other spillages that may occur.
13. The licence holder is not permitted to make any fixtures, or excavations of any kind, to the surface of the highway without prior written approval. Any costs incurred as a result of damage to the highway, due to the positioning of tables and chairs etc, will be recovered in full from the licence holder by Lewes District Council/Eastbourne Borough Council and East Sussex County Council.
14. The Licensee of a premises not licensed under the Licensing Act 2003 or any modification or re-enactment thereof, must not allow the consumption of alcoholic liquor within the Pavement Licence Area.
15. The Licensee of a premises licensed under the Licensing Act 2003 or any modification or re-enactment thereof, must not allow the consumption of alcoholic liquor within the Pavement Licence Area outside the hours in force for the premises itself or otherwise than in accordance with the Premises Licence.
16. The licence must be displayed on the premises with a plan of the agreed layout of the pavement café.
17. The licensee is responsible for ensuring that the conditions of the licence and any other necessary permissions and regulations are adhered to. The Licence holder is to use the highway solely for the purpose of the licence in line with the provisions of this licence and for no other purpose whatsoever.
18. The licence holder must remove any tables, chairs, and other furniture immediately at the end of the licence period or on revocation of the licence.

19. Lewes District Council/Eastbourne Borough Council requires evidence that the licence holder has Public Liability Insurance for the operation of the Pavement Café. This must indemnify Lewes District Council/Eastbourne Borough Council and East Sussex County Council against all claims for injury, damage or loss to users of the public highway, arising from the use of the highway for the permitted purpose. The minimum level of indemnity must be £5 million in respect of any one incident.
20. The licence holder is not to make or cause to be made any claim Lewes District Council/Eastbourne Borough Council and East Sussex County Council in the event of any property of the licence holder becoming lost or damaged in any way from whatever cause.
21. Lewes District Council/Eastbourne Borough Council reserves the right to revoke this licence at any time if any of the above conditions are not fulfilled and maintained.

## **Appendix 3**

### **National Conditions**

#### **1. No-obstruction condition**

Nothing must be done by the licence-holder (or any other person which is enabled by the licence) to:

- a) prevent traffic, other than vehicular traffic, from—
  - (i) 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),
  - (ii) passing along the relevant highway, or
  - (iii) having normal access to premises adjoining the relevant highway
- b) prevent any use of vehicles which is permitted by a pedestrian planning order or which is not prohibited by a traffic order,
- c) prevent statutory undertakers having access to any apparatus of theirs under, in, on or over the highway, or
- d) prevent 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.

Particular regard must be had to the needs of disabled people, and the recommended distances required for access by disabled people as set out in guidance issued by the Secretary of State. This 'Inclusive mobility' guidance can be found [here](#)

Section 3.1 of the 'Inclusive mobility' guidance sets out a range of recommended widths which would be required, depending on the needs of particular pavement users and states that: 'a clear width of 2000mm allows two wheelchairs to pass one another comfortably. This should be regarded as the minimum under normal circumstances. Where this is not possible because of physical constraints 1500mm could be regarded as the minimum acceptable under most circumstances, giving sufficient space for a wheelchair user and a walker to pass one another'.

#### **2. Smoke-free seating condition**

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.

