



**NORWICH**  
City Council

## **Regulatory sub committee**

Date: **Monday, 17 September 2018**

Time: **14:00**

Venue: **Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH**

### **Pre-meeting:**

There will be a briefing for members of the committee at 13:45

### **Committee members:**

Councillors:

Malik (chair)  
Bradford  
Brociek-Coulton  
Fullman  
Henderson

### **For further information please contact:**

Committee officer: Alex Hand  
t: (01603) 212459  
e: alexhand@norwich.gov.uk

Democratic services  
City Hall  
Norwich  
NR2 1NH

[www.norwich.gov.uk](http://www.norwich.gov.uk)

### **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

## **Agenda**

### **1 Apologies**

To receive apologies for absence

### **2 Declarations of interest**

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

### **3 Highways Act 1980 - Application for licence to place tables and chairs on the highway - The Iron House, 1 St John Maddermarket Norwich NR2 1DN 3 - 26**

**Purpose:** To ask members to consider an application to place tables and chairs on the highway.

#### **Exempt items:**

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

### **\*4 Exclusion of the public**

Consideration of exclusion of the public.

Date of publication: **Friday, 07 September 2018**

<b>Report to</b>	Regulatory sub-committee 17 September 2018	<b>Item</b>
<b>Report of</b>	Head of citywide services	<b>3</b>
<b>Subject</b>	Highways Act 1980: application for licence to place tables and chairs on the highway - The Iron House, 1 St John Maddermarket Norwich NR2 1DN	

---

### **Purpose**

To ask members to consider an application to place tables and chairs on the highway.

### **Recommendation**

That members determine the application to place tables and chairs on the highway submitted in respect of The Iron House, 1 St John Maddermarket Norwich NR2 1DN.

### **Corporate and service priorities**

The report helps to meet the corporate priority of a safe and clean city and the service plan priority of protecting the interests of the public through the administration of the licensing function. The provision of outdoor refreshment facilities can enhance the character and vitality of an area and contribute to Norwich as a vibrant city of culture.

### **Financial implications**

None.

**Ward/s:** Mancroft

**Cabinet member:** : Councillor Macguire - safe city environment

### **Contact officers**

Maxine Fuller – licensing assistant

01603 212761

### **Background documents**

None

# **Report**

## **Background**

1. Section 115E of the Highways Act 1980 (The Act) provides for a council to grant a person permission to use objects or structures on certain categories of highway for a purpose which will result in the production of income.
2. The Act also provides for a council to attach such conditions as they think fit to a permission granted under Section 115E. The council has adopted standard conditions in respect of permissions to use objects or structures on the highway and these are attached as appendix A to the report.
3. The Act gives councils a wide discretion to determine such applications and to impose conditions. Each case must be considered on its own merits with due weight being given to relevant considerations only. Existing policies or guidelines should not be applied so rigidly that an exercise of discretion in each individual case is precluded. Accordingly, the adopted standard conditions could be added to or amended depending on the circumstances of each individual application.

## **The application**

4. An application has been submitted in respect of The Iron House, 1 St John Maddermarket Norwich NR2 1DN seeking to place 6 tables and 12 chairs on the highway between the hours of 12:00 (midday) and 23:30 Monday to Sunday.
5. A copy of the application, accompanying photographs and location plans are attached at appendix B to the report.

## **Consultation**

6. In accordance with The Act, appropriate notices have been placed on the street. Notification of the application has also been given to Chatterbox (the talking newspaper for the visually impaired) and the Norwich Access Group.
7. Details of the application have also been forwarded to the Norfolk Constabulary, Norfolk Fire Service and the City Council's Planning, Transportation and Landscape, Health and Safety and Pollution Control sections for comment.

## **Comments / objections / support**

8. Representations have been received in respect of the application from the following and are attached at appendix C to the report:
  - Kieran Yates – Transport Planner for Norwich City Council
  - Vicky Ellis – Environmental Health Officer for Norwich City Council
  - Norfolk Constabulary Licensing Team
  - Norfolk Constabulary Traffic Management
  - Norwich Assess
  - Norfolk Fire & Rescue Service

## Tables and Chairs Licence – Standard Conditions

- 1 The Council's reasonable expenses in connection with the granting of this permission shall have been paid and the annual fee starting with the date of this permission shall have been paid before the permission is first exercised.
- 2 The Licensee shall indemnify the Council against any claim whatsoever, in respect of injury, damage or loss arising out of the grant of this permission other than injury, damage or loss which is attributable to the negligence of the Council.
- 3 The objects or structures shall be placed only on the licensed area and on no other part of the public highway.
- 4 The objects or structures shall be used only for the purposes stated above and only in connection with the premises.
- 5 The objects or structures shall be removed from the public highway forthwith upon the direction of a Police Constable in uniform or a Traffic Warden.
- 6 The objects or structures shall be removed from the public highway forthwith to enable the passage of any emergency service vehicles or any vehicle engaged on the repair or maintenance of the public highway or apparatus within the public highway or any other vehicle authorised by the Council to proceed on the public highway.
- 7 Permission for the tables and chairs is granted from **(time of day/month of year)** to **(time of day/month of year)** (subject to earlier termination under clause 13).
- 8 No amplified music or live music shall take place on the licensed area.
- 9 The tables and chairs, the subject of this Licence, shall be removed from the licensed area each day outside of the licence period.
- 10 The Licensee shall ensure that the licensed area is mainly enclosed by a barrier that is in keeping with the visual appearance of the area, not less than 800mm high and with no more than 150mm between the base rail and the ground, or other design as previously agreed in writing by the Council. Neither the barrier nor other furniture should carry strident advertising that goes beyond the purpose of discreetly identifying that the pavement cafe is associated with a particular business.
- 11 The Licensee undertakes to ensure that the licensed area is closely monitored and kept clean and tidy at all times.

- 12 No alteration to the highway surface shall be permitted to be carried out by the Licensee in implementing this Licence
- 13 The Council may, by service of a notice in writing on the Licensee or owner of the premises, withdraw the Licence forthwith:-
  - (a) in an emergency or in the event that the Council considers the exercise of the Licence causes a substantial and unreasonable obstruction of the right of the public to pass or re-pass on the public highway,
  - (b) if any condition of this permission is broken,
  - (c) if the Council considers it to be necessary in connection with the exercise of any of its functions or the functions of any statutory undertaker or public utility,
  - (d) for any other reasonable cause.
- 14 The Licensee shall inform the Council's Head of Legal and Democratic Services in writing of any change in the owner or occupier of the premises within one month of that change.
- 15 This permission is for tables and chairs and barriers only. No other items, for example space heaters, are permitted by this licence.



Norwich

Application for a permit to place tables and chairs  
on the pavement or road  
Highways Act 1980, Section 115B /115E

For help contact

[licensingapplications@norwich.gov.uk](mailto:licensingapplications@norwich.gov.uk)

Telephone: 0344 980 3333

\* required information

## Form errors

Some data entered into this form is invalid. Please resolve before continuing.

## Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

THE IRON HOUSE

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

## Applicant Details

\* First name

JEREMY

\* Family name

KING

\* E-mail

Main telephone number

Other telephone number

☐ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☒ Applying as a business or organisation, including as a sole trader  
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

## Applicant Business

\* Is the applicant's business registered in the UK with Companies House?

☒ Yes ☐ No

**You must enter the registration number**

\* Registration number

0731 9087



Include country code.

Continued from previous page...

\* Business name

If the applicant's business is registered, use its registered name.

\* VAT number

Put "none" if the applicant is not registered for VAT.

\* Legal status

\* Applicant's position in the business

Home country

The country where the applicant's headquarters are.

### Registered Address

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

### Agent Details

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

### Agent Business

\* Is your business registered in the UK with Companies House? ☐ Yes ☒ No

\* Is your business registered outside the UK? ☐ Yes ☒ No



Continued from previous page...

* Business name	P.SNEDDON PLANNING & CONSTRUCTION CONSULTANT	If your business is registered, use its registered name.
* VAT number	- N/A	Put "none" if you are not registered for VAT.
* Legal status	Sole Trader	
* Your position in the business	OWNER	
Home country	United Kingdom	The country where the headquarters of your business is located.
<b>Agent Business Address</b>		If you have one, this should be your official address - that is an address required of you by law for receiving communications.
* Building number or name	112	
* Street	LINACRE AVENUE	
District		
* City or town	NORWICH	
County or administrative area		
* Postcode	NR7 8JY	
* Country	United Kingdom	

## Section 2 of 9

### TYPE OF APPLICATION

Type of application : ☒ New ☐ Renewal

## Section 3 of 9

### PREMISES FOR WHICH PERMISSION IS REQUIRED

* Name of premises/ trading name	THE IRON HOUSE
-------------------------------------	----------------

Continued from previous page...

### Premises Address

Is the address the same as (or similar to) the address given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

### Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

\* Main telephone number

Other telephone number

### Further Details

\* Type of business (e.g. pub, restaurant, café)

## Section 4 of 9

### OWNERSHIP OF THE PREMISES

\* In what capacity do you occupy the premises?

- ☒ Freehold
- ☐ Leasehold
- ☐ Tenant
- ☐ Other

## Section 5 of 9

### OCCUPATION OF THE PAVEMENT / FOOTWAY

\* Describe the area where you wish to place tables and chairs (a detailed plan must be attached with your application)

**Continued from previous page...**

Give the dimensions of the area you wish to occupy in metres

* Length	<input type="text" value="9.85 M"/>
* Width	<input type="text" value="1M"/>
* Give the total width of the pavement or footway at this location	<input type="text" value="1.75 AT NARROW TO 1.85 MAXIMUM"/>

#### OPENING TIMES

State the days and times you propose to place tables and chairs on the pavement

* Day or days	<input type="text" value="MONDAY-SUNDAY"/>
* From	<input type="text" value="12 MIDDAY"/>
* To	<input type="text" value="11.30PM"/>

\* Do you plan to place tables and chairs on the pavement all year round? ☒ Yes ☐ No

#### Section 6 of 9

#### DETAILS OF FURNITURE

Provide details of all the furniture and other equipment you propose to place on the pavement. Check for local guidance notes and conditions - your responses may have to provide very specific information and you may be required to attach drawings or photographs with your application

##### Tables

* Number	<input type="text" value="6"/>
* Description (e.g. dimensions, type, material, colour supplier/technical details, as appropriate)	

60CM X 60CM METAL FOLDING TABLES AS ATTACHED SHEET

##### Chairs

* Number	<input type="text" value="12"/>
* Description (e.g. dimensions, type, material, colour supplier/technical details, as appropriate)	

METAL FOLDING CHAIRS SEAT HEIGHT 40CM MAXIMUM HEIGHT 68CM AS ATTACHED SHEET

##### Litter Bins

Number	<input type="text" value="0"/>
--------	--------------------------------

##### Parasols/Umbrellas

Number	<input type="text" value="0"/>
--------	--------------------------------

##### Planters

Continued from previous page...

Number

**Space Heaters**

Number

**Lighting**

Number

**Barriers/Balustrades**

Number

\* Description (e.g. dimensions, type, material, colour supplier/technical details, as appropriate)

LIGHTWEIGHT METAL POSTS WITH FABRIC BARRIERS BRANDED THE IRON HOUSE

**Other furniture or equipment**

Description (e.g. dimensions, type, material, colour supplier/technical details, as appropriate)

**Further Details**

\* Where will these items be stored when not in use?

WITHIN THE PREMISES

\* Arrangements for clearing and cleaning the pavement at the end of the day

THE PAVEMENT WILL BE SWEEPED DAILY AND TABLES CHAIRS REMOVED TO STORAGE BY DUTY MANAGER OR STAFF

**Section 7 of 9**

**PUBLIC LIABILITY INSURANCE**

You must have a suitable level of public liability insurance to cover this activity – check local requirements.

\* Do you have public liability insurance?

☒ Yes ☐ No

Provide details of the policy

\* Insurance company

\* Policy number

\* Period of cover

\* Amount of cover (£m)

**Section 8 of 9**

**ADDITIONAL DETAILS**

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

Continued from previous page...

THE AREA PROPOSED FOR TABLES AND CHAIRS IS ON A ROAD THAT HAS VERY LITTLE USE. THE MAJORITY OF DELIVERIES IN THIS AREA ARE DONE PRIOR TO MIDDAY AND AS SUCH WE ARE ASKING FOR A LICENCE THAT COMMENCES AT MIDDAY. THE AREA HAS NATURAL POST BARRIERS AS YOU CAN SEE IN THE PHOTOGRAPHS PROVIDED.

## Section 9 of 9

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £601

### ATTACHMENTS

### AUTHORITY POSTAL ADDRESS

#### Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

### DECLARATION

\* I am aware of the provisions of The Highways Act 1980. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text" value="[Redacted]"/>
* Capacity	<input type="text" value="AGENT"/>
Date (dd/mm/yyyy)	<input type="text" value="24 JULY 18"/>

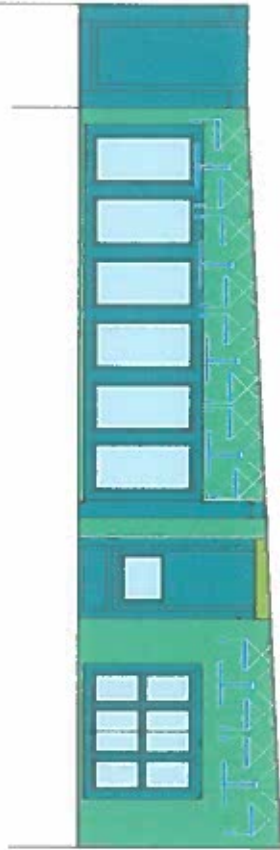
[Add another signatory](#)

Once you're finished you need to do the following:

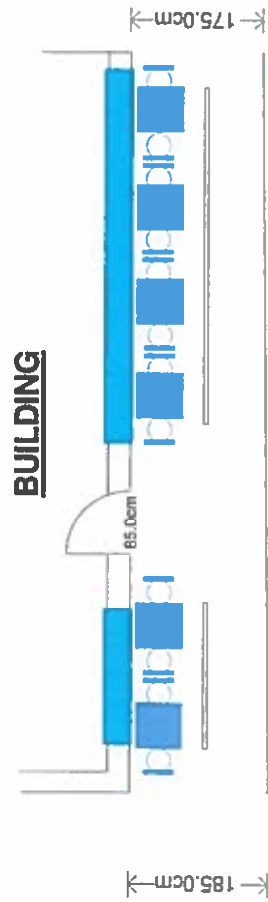
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/ability-to-place-tables-and-chairs-in-the-road/norwich/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

RECEIVED  
23 JUL 2018  
LICENSING OFFICE



THE IRON HOUSE  
FRONT ELEVATION  
SCALE: 1:100



PLAN VIEW  
SCALE 1:100



















**Fuller, Maxine**

---

**From:** Yates, Kieran  
**Sent:** 06 August 2018 12:31  
**To:** LICENSING  
**Subject:** Iron House

Dear Licensing

Re: tables and chairs for Iron House

**Objection on highway safety/operational grounds**

Highway space in this location is extremely limited and under a number of different pressures from access traffic, HGVs, pedestrians and cyclists.

When the location is congested with vehicles, every inch of roadspace is needed for pedestrians and cyclists to pass by.

This is not a suitable location for tables and chairs in any number or configuration.

regards



**Kieran Yates**  
**Transport Planner**  
[kieran.yates@norwich.gov.uk](mailto:kieran.yates@norwich.gov.uk)  
01603 212471  
0344 980 3333

Norwich City Council  
Transportation  
City Hall, Norwich, NR2 1NH

## Fuller, Maxine

---

**From:** Ellis, Vicky  
**Sent:** 09 August 2018 14:55  
**To:** Fuller, Maxine  
**Subject:** The Iron House - Tables and chairs licence

Hi Maxine

As briefly discussed. I don't have an objection to there being tables/chairs sited there in general, however looking at the dimensions of the tables I think it unlikely that they will be able to fit that number in, let alone allow room for people to comfortably and safely move their chairs in/out.

Kind regards

Vicky Ellis DipNEBOSH, BSc, MSc  
Environmental health officer | Food and safety  
Norwich City Council

t: 01603 212321 | Duty officer: 01603 212747  
e: [vickyellis@norwich.gov.uk](mailto:vickyellis@norwich.gov.uk)

## Bennett, Rachel

---

**From:** Bartram, Michelle <bartramm@norfolk.pnn.police.uk>  
**Sent:** 20 August 2018 13:03  
**To:** LICENSING  
**Cc:** Woods, Suzanne  
**Subject:** Iron House, St John Maddermarket - tables and chairs

Hello Licensing

I can confirm that Police have received a copy of the application for Iron House, St John Maddermarket Norwich for a table and chairs licence for 6 tables and 12 chairs until 23.30 hrs Monday-Sunday

**There are no objections to this**

Regards

---

**Michelle Bartram**

Licensing Officer

Licensing

Norfolk Constabulary

Bethel Street Police Station

Norwich, Norfolk, NR2 1NN

Tel: 01603-276020 Fax: 01603-276025

**Follow us @nfklicensing**



It takes 24 trees to produce 1 ton of office paper!

Think... is it really necessary to print this email?

This e-mail carries a disclaimer

Go here to view [Norfolk Constabulary](#)

[Disclaimer](#)

CORPORATE RESOURCES

14 AUG 2018

POST ROOM



**NORFOLK**  
CONSTABULARY

*Our Priority is You*

**Mr Tony Shearman  
Licensing Manager  
Public Protection (Licensing)  
Citywide Services  
City Hall  
St Peters Street  
Norwich  
NR2 1NH**

Roads Policing  
OCC Wymondham  
Wymondham  
Norfolk NR18 0WW

Tel: 01953 424825

Fax: 01953 424178

[www.norfolk.police.uk](http://www.norfolk.police.uk)  
[lawda@norfolk.pnn.police.uk](mailto:lawda@norfolk.pnn.police.uk)  
Non-Emergency Tel: 101

**Date: 13<sup>th</sup> August 2018**

**Our Ref: DL/01/08/2018**

**Your Ref:**

**Dear Mr Shearman**

**Re: Application for a Licence, to Place Tables and Chairs on the Highway outside  
The Iron House, 1 St John Maddermarket Norwich**

Thank you for your letter dated 2<sup>nd</sup> August 2018, which I received today 6<sup>th</sup> August, and which referred to the above application for a Licence to place 6 x tables and 12 Chairs outside the above premises between the hours of 12:00 and 23:30hrs Monday to Sunday.

I can confirm that Norfolk Constabulary have no objections to this application, providing there is no obstruction to pedestrian movement pass this area, and no trip hazard to members of the public who may be partially sighted, any 'A' boards should remain within the area occupied by the Tables and chairs, and minimum width allowance for pedestrian movement should also take into account other street furniture.

If in the meantime, I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

**Mr. David Law  
Traffic management Officer**



**Fuller, Maxine**

---

**From:** Shearman, Anthony  
**Sent:** 13 August 2018 07:49  
**To:** LICENSING  
**Subject:** FW: The Iron House 1 Maddermarket Norwich

Please see below ... Tony

Tony Shearman  
Environmental protection, licensing and markets manager  
Norwich City Council  
01603 212278  
[anthony@shearman@norwich.gov.uk](mailto:anthony@shearman@norwich.gov.uk)

**Finalist in the Council of the Year category – LGC Awards 2016**

---

**From:** Doris [REDACTED]  
**Sent:** 10 August 2018 16:03  
**To:** Shearman, Anthony  
**Cc:** George Saunders  
**Subject:** The Iron House 1 Maddermarket Norwich

These premises are situated in a generally walk trough area near the old part of the City Centre, there is a wide level area all round the Iron House with metal posts positioning the space for the chairs and tables. There is plenty of space for pedestrians walking by, all goods required for Iron House and surrounding properties are all delivered before 9 a.m. daily.

I see no reason why these plans cannot be accepted.

If you require more information please do not hesitate to contact me.

Yours truly,  
Doris Pashely  
NORWICH ASSESS





**NORFOLK FIRE & RESCUE SERVICE**  
Group Manager Central  
Diamond Jubilee Fire & Rescue Station  
Carrow  
63 Bracondale  
NORWICH, NR1 2EE  
Tel: 0300 1231248

Website: [www.norfolkfireservice.gov.uk](http://www.norfolkfireservice.gov.uk)

Mr T Shearman  
Public Protection (Licensing)  
Citywide Services  
Norwich City Council  
City Hall  
St Peters Street  
Norwich NR2 1NH

Please ask for: Kerry Larcombe  
Direct Dial: 0300 1231418  
Email: [kerry.larcombe@fire.norfolk.gov.uk](mailto:kerry.larcombe@fire.norfolk.gov.uk)  
My Ref: 00012617  
Your Ref:

06 August 2018

Dear Sir

**The Regulatory Reform (Fire Safety) Order 2005**

**Premises: The Ironhouse, 1 St John Maddermarket, Norwich, NR2 1DN**

I acknowledge receipt of the application for the above premises.

The authority has no objection to the placement of the tables and chairs in this location.

Should you require any further assistance please do not hesitate to contact me on the number shown above.

Yours faithfully



Kerry Larcombe  
For Chief Officer

