

**From:** [no-reply](#)  
**To:** [TablesandChairsLicence](#)  
**Subject:** Pavement Licence form  
**Date:** 10 September 2024 22:34:16

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# Camden Council

Hi,

**Someone** submitted an entry for the Pavement Licence form in the Camden Council site. View all the form's entries by clicking [here](#).

[Click here to access the form](#)

Here's what **Someone** entered into the form:

## Previous licence details

Have you previously held a Pavement licence for tables and chairs under the Business and Planning Act 2020?\*

Yes

Existing licence number

2023/4201/PVL

## Details of the Application site

Name of business / establishment \*

The Grafton

Application site building number or name\*

20

Application site postcode\*

NW5 3LG

UPRN

5008133

Full Address\*

20 Prince Of Wales Road, London, NW5 3LG

## Applicant details

First name\*

Charlie

Surname\*

Baker

Company name\*

Grafton NW5 Ltd

House number or name\*

██████

Postcode\*

██████

UPRN

3143574

Full Address\*

██

Telephone\*

██████████

Email address\*

[REDACTED]

### Agent details

Are you an agent applying on behalf of someone?\*

No

First name

Surname

Agent's building number or name

Agent's postcode

UPRN

Full Address

Agent's telephone

Agent's email address

### Previous licence details

Does your premises hold a premises licence granted under the Licensing Act 2003?\*

Yes

Premises licence number

## Application details

### Guidance notes

Please note that parasols, barriers, electric heaters or similar furniture may not be permitted in the area designated for the pavement licence depending on the space available and whether it is safe to place such furniture on the street.

### Tables\*

7

### Chairs\*

0

### Barriers\*

0

### Umbrellas\*

0

### Heaters\*

0

### Other

We hope to site 5 four-seater picnic-bench style tables with built-in seating on the Prince of Wales Rd side of the building, plus 1 x wall-mounted 3 seater wall-mounted bench seat.

On the Grafton Rd side of the building we hope to locate 1 x 8 seater, 1 x 6 seater plus a 3 seater wall-mounted bench.

All would allow for at least 1.8m of space for pedestrian space on the pavement.

We would be happy to consider any other stipulations that the council thought sensible to ensure we meet and exceed our licensing objectives.

### Upload plan\*

Grafton Pavement Area - scale drawing.pdf

## Hours during which the tables and chairs will be on the street

Monday start time\*

11:00

Monday finish time\*

23:00

Tuesday start time\*

11:00

Tuesday finish time\*

23:00

Wednesday start time\*

11:00

Wednesday finish time\*

23:00

Thursday start time\*

11:00

Thursday finish time\*

23:00

Friday start time\*

11:00

Friday finish time\*

23:00

Saturday start time\*

11:00

Saturday finish time\*

23:00

Sunday start time\*

11:00

Sunday finish time\*

22:00

## Supporting information

Outline how the table and chairs will be managed (i.e. management plan)\*

### Pub Outdoor Furniture Management Plan (Tables & Chairs)

#### Objective:

To ensure the efficient management, maintenance, and safety of tables and chairs placed outside the pub, creating a welcoming environment for customers while adhering to safety regulations and local council guidelines.

#### 1. Furniture Allocation and Layout

- Seating Capacity:  
Ensure outdoor seating aligns with the maximum seating capacity approved by local authorities and safety regulations. Avoid overcrowding, which can obstruct walkways or emergency exits.
- Layout Design:
  - Space tables and chairs to ensure ease of movement for customers and staff.
  - Maintain a minimum distance between seating clusters to comply with fire and safety regulations.
  - Ensure a clear path for pedestrians if tables and chairs are on a public footpath.

#### 2. Daily Setup and Storage

- Setup:
  - Tables and chairs should be arranged neatly each morning before opening.
  - Ensure all furniture is stable, clean, and free from damage.
  - Consider the weather when setting up, particularly if it's windy (may need to adjust positioning or avoid putting out umbrellas).

#### 3. Cleaning and Maintenance

- Cleaning:
  - Outdoor furniture should be wiped down and sanitized at the beginning of each day and as needed throughout service hours.
  - Ensure chairs and tables are free from debris, bird droppings, or spills.
- Maintenance:
  - Regularly inspect tables and chairs for wear and tear (loose screws, broken parts, unstable legs).
  - Schedule quarterly or bi-annual maintenance to repair or replace damaged furniture.
  - Ensure cushions (if used) are clean, weatherproof, and in good condition.

#### 4. Weather-Related Management

##### Windy Conditions:

- If wind speeds are high, consider bringing lighter furniture indoors or securing them to avoid movement or

damage.

Rain:

- If there is an awning, ensure tables remain dry and accessible during light rain.
- During heavy rain, remove or cover outdoor seating.

Sun/Heat:

- If umbrellas or shade solutions are used, ensure they are securely fastened to prevent accidents.
- Avoid leaving metal chairs in direct sunlight for prolonged periods to prevent overheating.

## 5. Health and Safety

Furniture Stability:

- Regular checks should be conducted to ensure tables and chairs are stable and safe for use.

Walkway Clearance:

- Ensure tables and chairs do not obstruct public pathways, emergency exits, or fire lanes.

Customer Comfort:

- Ensure chairs and tables are appropriate for all customer needs, including easy access for people with disabilities.

Liability Management:

- Secure appropriate insurance for outdoor seating to cover accidents or damage.
- Display safety signs if the floor is wet or slippery due to cleaning or rain.

## 6. Staff Responsibilities

Opening Tasks:

- Staff should be assigned the responsibility of setting up outdoor seating each day, ensuring proper placement and cleanliness.

Afternoon Checks:

- Staff should conduct regular checks to ensure the outdoor seating area is tidy, safe, and well-maintained during operational hours.

Closing Tasks:

- At the end of each day, staff should ensure all tables and chairs are properly stored or secured.

## 7. Compliance and Permits

- Local Authority Permits:  
Ensure that outdoor seating complies with local council guidelines and that the necessary permits are up to date.

Noise and Nuisance:

- Outdoor seating should not cause excessive noise for neighbors.
- Staff should monitor noise levels, particularly during late hours.

## 8. Customer Use and Signage

Use Restrictions:

- Clearly communicate any time restrictions or rules for using outdoor seating (e.g., no smoking, no pets in certain areas).
- Use signage to indicate seating availability and guide customer flow.

Feedback System:

- Provide a way for customers to offer feedback on the outdoor seating area, ensuring any complaints or suggestions are addressed.

Conclusion:

A well-organized approach to managing tables and chairs outside a pub enhances the customer experience while ensuring compliance with safety and local regulations. The management plan should be reviewed periodically to ensure it continues to meet operational and safety needs.

Outline what measures will be adopted to minimise noise nuisance and disruption to local residents and members of

## the public (i.e. management plan).\*

### Noise Management Plan for Outdoor Tables and Chairs

#### Objective:

To minimize noise nuisance and disruption caused by the use of outdoor seating at the pub, ensuring a peaceful environment for local residents, businesses, and members of the public.

#### 1. Operating Hours Management

##### Defined Hours:

Limit the use of outdoor tables and chairs during certain hours to minimize late-night noise disturbances.

- Monday to Saturday: 11am to 11pm

- Sunday: 11am to 10pm

##### Clear Signage:

- Post clear signage outside the pub and near the seating area to inform patrons of the outdoor seating hours and to encourage quiet behaviour after certain times, using gentle reminders (e.g., "Please respect our neighbours by keeping noise levels down").

#### 2. Customer Behaviour and Staff Monitoring

##### Customer Awareness:

- Train staff to encourage patrons to be mindful of noise levels, especially when leaving the outdoor area.
- Use signs that remind customers to keep conversations and laughter at moderate levels, particularly during the evening.

##### Staff Presence:

- Assign staff to monitor the outdoor seating area regularly, ensuring noise remains controlled.
- Staff should be trained to intervene tactfully if noise levels escalate, politely asking patrons to lower their voices if necessary.

#### 3. Closing Procedures

##### Gradual Closing:

- Begin winding down outdoor seating operations 30 minutes before closing time to gradually reduce noise.
- Dim outdoor lighting and lower any background music during this time to signal to customers that the area is about to close.

##### End-of-Day Protocol:

- Instruct staff to clear outdoor tables and chairs quietly, avoiding dragging furniture across the ground or causing excessive noise during cleanup.
- Ensure waste bins are emptied with care, avoiding loud clanging or disturbance during late hours.

#### 4. Communication with Local Residents

##### Resident Liaison:

- Designate a staff member or manager to act as a liaison with local residents, ensuring open communication and addressing concerns regarding noise or disruption.
- Provide a contact number or email for residents to voice complaints or concerns.

#### 5. Compliance with Local Regulations

##### Noise Curfew Compliance:

- Ensure all outdoor seating and activities comply with local noise curfews and licensing conditions set by local authorities.

##### Regular Review:

- Conduct quarterly reviews of the noise management plan to ensure it aligns with any changes in local regulations or community feedback.

##### Conclusion:

This noise management plan aims to balance the needs of the pub's patrons with the well-being of local residents and the public. By adopting these measures, the pub can maintain a positive relationship with its community while providing an enjoyable outdoor experience for customers.

Include a risk assessment for the use of electric heaters\*



N/A

Have you completed a risk assessment?\*

Yes

Upload risk assessment

Risk Assessment for Outdoor Area of The Grafton.pdf

Risk assessment not completed

Your application may be invalidated until this is received.

## Storage

Specify the place of storage of the tables and chairs and other items when not placed on the highway\*

Ideally the tables would remain in place overnight due to their weight. If required, they could be stood on end securely.

Attach a valid certificate of public liability insurance of at least £ 2 million that covers the area that you intend to licence

Attach valid certificate of public liability insurance and photograph as evidence showing display\*

Proof of Insurance.pdf

Proof of public Liability insurance attached\*

Yes

## Declaration and indemnity

Checklist of documents included with application:\*

Plan of area to be licensed, Proof of public liability insurance, Risk assessment

I acknowledge that a public notice must be displayed at the premises and it can be viewed at all times by members of the public for the duration of the consultation period\*

Yes

## Additional supplementary documentation

Upload additional document

Broughton Tables.jpg

## Confirmation email

Confirmation email

[REDACTED]

## Payment page

Description

Pavement Licence

Amount

350

Address Line 1

The Grafton

Address Line 2

20 Prince of Wales Road

Postcode

NW5 3LG

Name

Charlie Baker

Billing email address

[REDACTED]

Payer Application Reference Number

Payment result

[Click here to access the form](#)