



Highways, Transportation and Waste Streetworks

East Kent

Ashford Highway Depot, Henwood Industrial Estate
Javelin Way, Ashford, TN24 8AD
Tel: 03000 418369 – Fax: 03000 422835

Mid Kent (Canterbury & Swale)

Faversham Highway Depot
Canterbury Road, Faversham, ME13 8LY
Tel: 03000 418338 – Fax: 03000 422833

Mid Kent (Maidstone and Tonbridge & Malling) and West Kent

Aylesford Highway Depot, St Michaels Close
Aylesford, ME20 7BU
Tel – Mid Kent (Tonbridge & Maidstone): 03000 418333
Tel – West Kent: 03000 418319
Fax: 03000 422833

KCC Highways Contact Point: 03000 418181

Dear Sir / Madam

Licence to Place Tables, Chairs and Temporary Street Furniture on the Highway

I refer to your request for information on the above. A licence has to be obtained from KCC Highways, Transportation and Waste to permit the placing of tables, chairs and temporary street furniture on the highway.

Please find enclosed for your information:

- A licence application form, to be completed and returned to the KCC Highways, Transportation and Waste Office appropriate to the site at which the tables, chairs and temporary street furniture will be placed.
- A copy of the Conditions of Licence TC2

Charges for the licence are **£185** for a one-year licence and full payment must be received with your application. Should you require any alteration to your annual permit a further charge of **£139** will be applied. These are both administrative charges for processing the licence and are non-refundable. Cheques should be made payable to Kent County Council.

Please note that you can also apply on-line via "Gov.UK":

<https://www.gov.uk/apply-for-a-licence/ability-to-place-tables-and-chairs-in-the-road/kent/apply-1>

Depending on the location of the premises, KCC Highways, Transportation and Waste may be required to advertise your intent to place tables, chairs and temporary street furniture on the highway. This is normally done by displaying notices in the immediate area of the intended site, however sometimes more extensive advertising may be required. If this is the case additional costs may be incurred. You will be advised of any charges upon application and these costs must be paid in full before the licence can be granted.

Please note that it is necessary for KCC Highways, Transportation and Waste to receive an application for a licence to place tables, chairs and temporary street furniture on the highway at least 6 weeks prior to the intended placing of the items.

You must provide a detailed plan clearly showing the extent of the area you wish to use including dimensions.

Planning permission may be required for certain sites. You should contact your local Borough / District Council planning authority for further information. If planning permission is required, you need to attach a copy of the permission to your application.

West Kent: Dartford, Gravesham, Sevenoaks and Tunbridge Wells
Mid Kent: Canterbury, Maidstone, Swale and Tonbridge & Malling
East Kent: Ashford, Dover, Folkestone & Hythe and Thanet



If you are licensed premises you will need to ensure that this area is properly licensed under the provisions of the Licensing Act 2003. I would suggest that you contact the Licensing Department at your local Council before using this area.

If you have any further queries, please contact KCC Highways, Transportation and Waste on 03000 418181.

Yours faithfully

Toby Howe

Senior Highway Manager
Highway Operations

**Licence to Place Tables, Chairs and Temporary Street Furniture
On the Highway**

Section 1 – To be completed by the Applicant



Proposal for Tables / Chairs / Temporary Street Furniture						
* Delete as appropriate						
Location:						New Application <input type="checkbox"/> Renewal <input type="checkbox"/>
Number of:	Tables		Chairs		Other	

Full Name and Address of Applicant	Operative Period (Annual period)	
	From	To
Emergency Tel No:		


I have contacted my Local Planning Authority and planning permission is: *(please tick as appropriate and provide evidence from the Local Planning Authority confirming either option)*

not required is required and I have enclosed a copy of their consent with the application

I have read, understood and will comply with the Conditions of Licence TC2 and agree to pay for the administration of this licence for 1 year, or alternatively agree to pay for the administration of a renewal licence for 1 year.

Signed: Tel No: Fax No:

Print Name: Date:

Kent County Council will only use the information provided in conjunction with the processing, management and the compliance of your licence. The information may be shared with the relevant district, borough or city councils or statutory regulators for compliance and monitoring purposes as necessary. 

The Council, pursuant to the powers conferred by Section 115E of the Highways Act 1980 and the Road Traffic Act hereby grants permission to the above Owner in accordance with the above dated application for the operative period stated above (or as shown in the special conditions)

THIS LICENCE IS NOT VALID UNTIL SECTION 2 IS COMPLETED

Section 2 – To be completed by the Streetworks Team

Special Conditions:

Signed: Dated:

For and on behalf of KCC Highways, Transportation and Waste

Paid in Full	Yes / No	Agreed By:		Insurance & Indemnity checked?	Yes / No
Agreed:	Yes / No	Licence No:		Renewal:	Yes / No

Assessed by: Streetworks Team

Tel No: Fax No:

West Kent: Dartford, Gravesham, Sevenoaks and Tunbridge Wells
Mid Kent: Canterbury, Maidstone, Swale and Tonbridge & Malling
East Kent: Ashford, Dover, Folkestone & Hythe and Thanet

Conditions of Licence TC2

1. A detailed plan must be provided to KCC Highways, Transportation and Waste clearly showing the extent of the area you wish to use (including dimensions). Tables, Chairs and Street Furniture must remain within the designated area at all times.
2. Every table, chair and item of temporary street furniture shall be positioned so that it does not impede the surface water drainage of the highway nor obstruct access to any premises unless the consent of the occupier of these premises has been obtained.
3. The tables, chairs and temporary street furniture shall be positioned in the area agreed with KCC Highways, Transportation and Waste. No items shall be sited as to obstruct access to any premises unless the consent of the occupier of these premises has been obtained.
4. The licence owner will be charged fees of £47.50 if, following a routine inspection, any infringements of the licence, or problems arising out of the use of the site are found. Any additional visits to the site, which have to be carried out by KCC Highways, Transportation and Waste, will be charged at £47.50 per visit.
5. Any infringements of the licence or problems arising out of the use of the site must be immediately rectified to the satisfaction of KCC Highways, Transportation and Waste. KCC Highways, Transportation and Waste reserve the right to terminate a licence without notice.
6. No tables, chairs or temporary street furniture shall be left on the highway longer that is necessary, and in any event shall be removed or repositioned if required by a Police Officer or KCC Highways, Transportation and Waste. Tables, chairs and temporary street furniture shall be taken inside and stored during the hours when business is not trading.
7. No tables, chairs or temporary street furniture shall remain on the highway pursuant to this permission after the period of this permit has expired.
8. The owner will hold Public Liability Insurance indemnity the Kent County Council up to the value of £5 million against any liability, loss or damage, claim of proceeding whatsoever arising under Statute or Common Law in respect of the placing and maintaining of the tables, chairs and temporary street furniture on the highway or their removal therefrom. The applicant is required to submit proof of this insurance prior to the licence being issued.



9. No tables, chairs or temporary street furniture sited on a footway are to be placed within 1.2m of the edge of an adjacent carriageway. A minimum clear footway width of 1.5m must be obtained at all times and 2m in busy locations or at busy times. Where this is not achievable, a licence most likely will not be granted.
10. The licensee shall be responsible for keeping the designated area in a clean and tidy condition at all times and shall ensure that any associated debris is removed at the end of each day and make good any damage caused to the surface area.
11. Planning permission may be required for certain sites. You should contact your local Borough / District Council planning authority for further information. If planning is required, you need to attach a copy of the permission to your application.
12. Depending on the site location, there may be additional local arrangements or conditions to adhere to. If so, there will be sent out with your licence.
13. The licence is valid for up to one year and must be renewed annually if the applicant wishes to continue using it.