

Matt Davey
Director of Highways, Transport & Planning

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Private and Confidential

Steven Cridland
Chief Executive Officer
Burgess Hill Town Council
96 Church Walk
BURGESS HILL
West Sussex
RH15 9AS

Dear Steve

Re: Licencing of Tables and Chairs on the Highway

Thank you for your letter dated 18th September.

As I am sure Michele conveyed in her communications, we are aware that supporting the creation of a vibrant high street whilst ensuring pedestrians have safe passage is a difficult balancing act.

However, businesses do benefit from increasing their covers and offer by utilisation of highway space which generates extra income to them.

The licence fee is not new and we do have businesses that have been proactive and previously applied for licences. We have not historically enforced this requirement which has in effect meant that a large number of businesses have benefited from the use of additional floor space at no cost for many years. Going forward, we need to be seen to be fair and consistent.

In terms of the fee, £520 (or £10 per week) was agreed as being reasonable taking other evidence into account and also the amount of resource to manage the scheme. The licensing administration costs do not alter dependent on the number of tables or chairs or the floor space being utilised. Once the business submits an application the team undertake the following:

- Application is checked by Customer Service Hub, with e-mail correspondence to applicant where insufficient documentation provided.
- Site visit undertaken to establish suitability of application.
- 28 day public notice produced.
- Site visit to deliver 28 day consultation notice to applicant, and adjacent businesses.
- Review consultation responses on expiration of 28 day consultation – respond by e-mail.
- Resolve objections.
Consider appropriate conditions, draft licence and send.
- Monitor conditions of licence for duration, taking action where required to enforce conditions.

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-2-

The team will shortly be reviewing our charging mechanism for next year, and please be assured that we will consider your feedback at this time. An important part of that review will be assessing the specifics of all current licences in place to help shape any future process, and therefore it's essential that those businesses that want to position tables and chairs on the highway have a valid licence in place and which will provide useful information for the review.

Yours sincerely



Matt Davey
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