

A-Boards & Temporary Street Furniture

A Licensing Scheme for
Biggleswade Town Centre 2020



Policy

A-Boards & Temporary Street
Furniture on the highway



Introduction

A Licensing Scheme for Biggleswade

Biggleswade Town Council has been delegated authority to act on behalf of Central Bedfordshire Council (Highway Authority) to grant permission for the placement of street furniture, advertising equipment or retail display equipment on the highway under powers contained within the 'Highways Act 1980'.

Temporary Street Furniture such as A-Boards, Advertising Structures, Tables and Chairs can help to encourage vitality and vibrancy within town centre and shopping streets by adding interest and colour to the street scene. When they are not properly managed, these items can have an adverse effect on the street scene with furniture causing obstructions to the pavements, adding unnecessary clutter to the streets and restricting the view of road users.

A-Boards and other advertising structures are used on the highway throughout our town by businesses to promote their presence. These can help to provide support to businesses and to add colour and life to our shopping streets. However, these promotional boards can cause several problems for pedestrians, those that are visually impaired, and for wheelchair & pushchair users. They can also have an adverse effect on the street scene if their appearance and location is not properly managed.

Biggleswade Town Council have received several complaints relating to access and trip hazards caused by temporary street furniture items, in particular on the High Street, Market Place & Hitchin Street.

These areas can have a high number of A-Boards and Tables & Chairs in relation to the number of shopping units, with a high pedestrian footfall. Therefore, it has been chosen as an area for the licensing scheme.

Definitions

A-Board – Any moveable board promoting a business' products or services

Temporary Street Furniture – Any moveable item placed on the highway, associated with a given business during hours when that business is staffed. Examples include (but are not limited to) patio heaters, temporary barriers, umbrellas, sunshades and menu boards.

Permanent Street Furniture - Any immovable item on the highway. Examples include (but are not limited to) bus stops, benches, cycle stands, planters, litter bins, and signs.

The Business – The occupier of a commercial premises located within Biggleswade Town Centre (defined boundaries on attached map)

The Business Premises – A commercial premises located within Biggleswade Town Centre (defined boundaries on attached map)

Policy

There will be two types of licence available for businesses wishing to place items of street furniture onto the highway.

Licence 1 (A-Boards) will be required if the business wishes to place an A-Board outside the business premises, or an alternative position as approved by Biggleswade Town Council.

Licence 2 (Tables & Chairs) will be required if the business wishes to place tables and chairs outside the business premises, or in a designated area as agreed in writing with Biggleswade Town Council. The business does not need to apply for a separate A-Board licence in addition to your Tables & Chairs licence, as all items of street furniture placed on the highway by your business must be placed inside the designated area as defined for your business use.

Licence 1: A-Boards

For a business located on High Street, Market Street or Church Street, any A-board must be placed directly outside the business premises.

For any business located on Hitchin Street, Victoria Place or Station Road, an A-board may be placed at the following locations:

Hitchin Street – Outside 2-4 Hitchin Street

Victoria Place – North side of the White Hart Car Park (Biggleswade Town Council Owned)

Station Road – outside Grove Court

These A-boards must be placed on the pavement such that there is an unobstructed pedestrian route of at least 1.8 metres between the A-board and the edge of the pavement.

Where the space between the business premises and the edge of the pavement is already less than 1.8 metres, exceptions may be made subject to the written approval of Biggleswade Town Council.

A-boards must not be fixed to any permanent street furniture.

No A-boards are allowed on the highway when staff are not on the premises.

A-boards must not be placed on the road, or in such a way that is likely to lead to pedestrian traffic walking in the road.

The business must have £5 million insurance which covers A-boards and must provide evidence of this within one business day if requested by an authorised person.

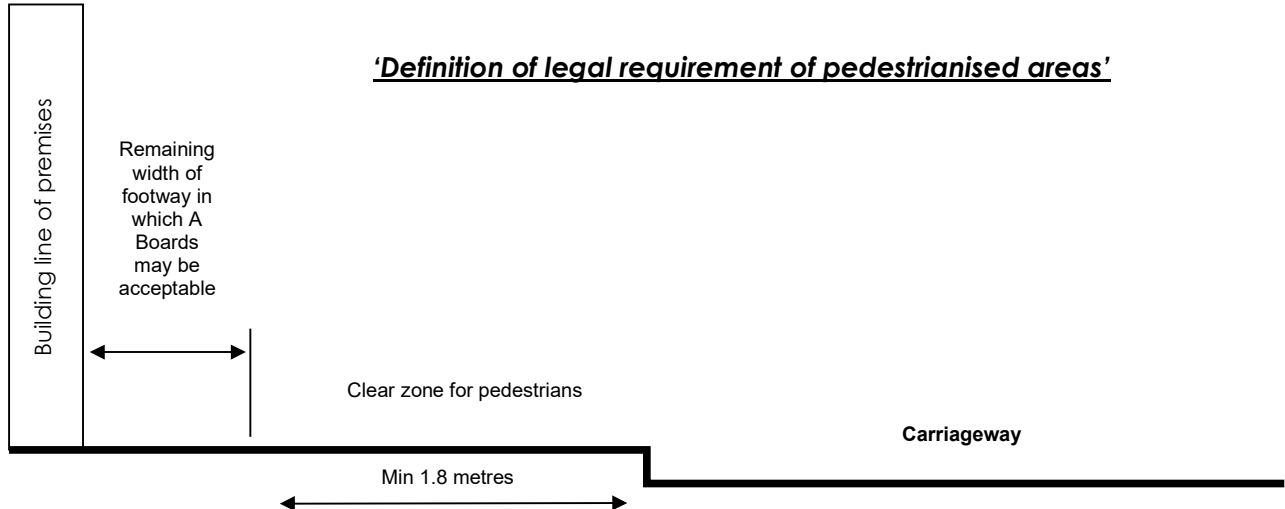
This licence will permit a maximum of Two A-Boards per business. A-Boards must be placed directly outside your own business premises, or an alternative position as approved by Biggleswade Town Council. On a traditional road and pavement, A-Boards must be placed against the building line and ideally should have a minimum 1.8 metre 'unobstructed zone', as set out in the Department for Transport 'Inclusive Mobility' Guide. Where this is not possible due to physical constraints, 1.8 metres is the minimum acceptable distance. In some locations, such as Market Place, the A-Board may be placed away from the building line to uphold the overall visual street scene. You will be advised upon application if this affects you.

A-Boards must not be within 2 metres of any other permanent or temporary item of street furniture, such as bus stops, benches, cycle stands, planters, litter bins, and signs. They must not cause a visual or physical obstruction.

Only A-Boards, and **no other** type of advertising board, will be considered for a licence. All A-Boards must be removed when the premises are closed, and when weather conditions such as high winds could make them unstable.

An A-Board must be:

- A standard A1 size (approx. 85cm/33.5" high, 60cm/23.5" wide)
- Manufactured to a high standard in a safe, static and sturdy style
- Temporary and not fixed in nature; i.e. attached to other permanent street furniture



Licence 2: Temporary Street Furniture

This licence will permit all items of Street Furniture associated with the business, including Tables, Chairs, A-Boards, Patio Heaters, Sunshades, Umbrellas and Menu Boards, providing they are only placed within the designated area.

The designated area for Tables and Chairs will have been assessed by an Officer from Biggleswade Town Council to ensure a minimum 1.8 metre 'unobstructed zone' and must not be within 2 metres of any other item of fixed street furniture, i.e. benches, litter bins, trees and planting.

Where agreed between Biggleswade Town Council and the Business, barriers to enclose the tables and chairs must be used to define the agreed designated area. This is to prevent the spread of tables beyond the licensed area and reduce the risk of accidents to pedestrians.

All barriers must be removed when not in use and when the premises are closed. Premises are encouraged to use the printed screens of a barrier instead of an A-Board within the designated area to prevent additional clutter. Barriers displaying registered product logos, typically those provided by a brewery, can be used subject to confirmation when applying for a licence.

Any other items such as patio heaters, sunshades, umbrellas and menu boards, must be placed within the designated area as agreed for tables and chairs. Items such as umbrellas and sunshades must not overhang the designated, licensed area and must not restrict vision.

Please note, it may be necessary to obtain planning consent to place any items associated with your business on the highway. Biggleswade Town Council will confirm if this is the case, on receipt of application.

Compliance and Enforcement

Enforcement Action if the Policy is not complied with

All Temporary Street Furniture including A-Boards and Tables & Chairs must now comply with the guidelines in this document. Within this licensing scheme, this only applies to business premises situated within Biggleswade Town Centre (see map).

Biggleswade Town Council will be carrying out regular compliance checks to ensure businesses adhere to the guidelines as set out in this document to ensure that your item of street furniture is acceptable. Biggleswade Town Council reserves the right to take enforcement action in any case where the legislation is not complied with.

A-Boards and Tables & Chairs that create a nuisance or present a danger to other users are likely to be removed by Biggleswade Town Council in line with legislation (The Highways Act 1980).

Biggleswade Town Council reserves the right to recharge any expenses incurred in the removal of offending structures.

The recharge fee for removal & storage will be £40.00 per item. Items will be held for 3 months, before disposal, if not claimed.

Under section 137 of the Highways Act 1980 (Legislation) If a person, without lawful authority or excuse, in any way wilfully obstructs the free passage along a highway he/she is guilty of an offence and liable to a fine of up to £1000.00. Enforcement may involve serving a notice requesting removal of the offending item(s). If an item constitutes immediate danger, it will be removed from the highway immediately.

Licence Fees

Licence 1 (for A-Boards) will be £ NIL in the first year, and renewable annually. The current renewal rate is £ NIL per year.

The fee structure for **Licence 2** (for Tables & Chairs) is currently set at up to £25.00 per table & 4 chairs.

Fees set for 2020/2021

Licence	Fee in First Year	Current Renewal Fee
1 A-Boards	£ NIL	£ NIL
2 Temporary Street Furniture	£ NIL	£ NIL

All licence fees will be reviewed annually thereafter, and run from 1st April until 31st March (financial year)