

## LONDON BOROUGH OF HAMMERSMITH & FULHAM

**Report to:** Cabinet Member Public Realm, Councillor Sharon Holder

**Date:** 15/07/2024

**Subject:** Pavement licences under Levelling Up and Regeneration Act 2023

**Report author:** Alexander Ryan, Service Manager – Highway Works Coordination & Licensing

**Responsible Director:** Mark Raisbeck

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### SUMMARY

The Council's Our Space is Your Space initiative supports businesses to use outdoor public space where appropriate, through the issuance of pavement licences. These licences allow for the placing of removable furniture on the highway for the purposes of selling and/or serving food and drink. This was provided by a fast-track process under temporary legislation, Business and Planning Act 2020 (BPA) that sat alongside the pre-existing longer-term licence for tables and chairs. Businesses utilised both the temporary and longer-term licences depending on their needs. Pavement licences were issued for a duration of 6 months at a cost of £100 as per the maximum allowable within the legislation.

The Levelling Up and Regeneration Act 2023 has been enacted to make the provisions for pavement licences permanent, therefore superseding the temporary legislation that has been in operation for almost four years. This new legislation also replaces the need for tables and chairs licences. This report recommends adapting the current pavement licence scheme and setting new licence charges to align with the requirements of the new Act.

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### RECOMMENDATIONS

1. That the duration of the pavement licence is set at 12 months for all applications and extensions granted from 2<sup>nd</sup> September 2024.
2. That a fee of £300 be applied for new granted pavement licence applications and £200 be applied for renewed licences.
3. That the council undertake enforcement action when appropriate, with instances including the breach of a licence condition or misleading information on an application.
4. That tables and chairs licences are removed as an option for businesses due to being superseded by pavement licences.
5. An appeals process be in place whereby representations are made to the Assistant Director for Highways in the first instance and in consultation with the

Director of Public Realm plus the Cabinet Member for Public Realm if considered appropriate.

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**Wards Affected:** All

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<b>Our Values</b>	<b>Summary of how this report aligns to the H&amp;F Values</b>
Building shared prosperity	This licence will provide businesses in the hospitality industry the opportunity to apply to use the public highway for their business purposes.
Creating a compassionate council	This licence is an opportunity to help local businesses as well as maintain safe use of the public for its users.
Doing things with local residents, not to them	A consultation is built into the licence application and renewal process so residents will have the opportunity to provide their opinions.
Being ruthlessly financially efficient	The licence fees will provide some funding for the officer time taken in administering these licences whilst not providing a barrier for local businesses.
Taking pride in H&F	The provision of these licences allow the opportunity for café culture and associated community benefits that are outlined in the administration's manifesto.
Rising to the challenge of the climate and ecological emergency	This will have a neutral effect on climate.

## **Financial Impact**

The new Levelling Up and Regeneration Act 2023 prohibits local authorities from granting a temporary tables and chairs licence if a pavement permit is capable of being granted. As such, it is proposed to remove the current tables and chairs licence and replace this with a pavement licence instead. Pavement licences are already in place, and so this change simplifies the charging framework for the service. Under the previous legislation the Council opted to issue pavement licences for 6 months, with a maximum charge of £100 (£200 annual equivalent). The new legislation allows licences to be issued for 2 years and proposes a maximum charge of £500 for new licences and £350 for renewed licences (£250 and £175 annual equivalent respectively). This report recommends an annual charge of £300 for new licences and £200 for renewed licences. This is broadly in line with the requirements of the new legislation and ensures consistency with the current pavement charge (£200 annual equivalent).

All income from licence fees is retained by the service to fund administration and enforcement costs. These fees will continue to be regularly reviewed and revised as necessary to ensure full cost recovery. The proposed fees and charges are broadly in line with the current actual charges, and it is therefore expected that the proposed change will not have any significant impact on income (annual income from these licences is approximately £15,000 from approximately 75 licences).

*Kellie Gooch, Head of Finance (Place), 1 July 2024*  
*Verified James Newman, AD Finance, 2 July 2024*

## **Legal Implications**

Until March 2024 a council could have issued a tables and chairs licence under section 115(E) of the Highways Act 1980 for other persons to provide street amenities and undertake associated works provided it has first obtained the necessary consents of frontagers.

Section 229 of the LUR Act 2023 amended the BPA 2020 to make the temporary regime in the BPA 2020 permanent. The maximum duration of such licences and fees have been increased and capped.

A pavement licence only permits the placing of furniture for the consumption of food and drink and includes deemed planning permission for this use, it does not negate the need to obtain approvals under other regulatory frameworks such as a licence to sell alcohol.

There is a consultation period of 14 days from when the application is received and a further determination period of 14 days. If the application is not determined by the end of the 14 days determination period, the licence is deemed to have been granted subject to national conditions and for a duration of 2 years from the expiry of the determination period. A pavement licence can be revoked at any time for a breach of the conditions.

The BPA 2020 as amended includes transitional provisions, enforcement powers and renewal provisions. It also includes 2 national conditions that attach to all licences which are a) a no-obstruction condition and b) a smoke-free seating condition.

Any activity that is licensable under the Business and Planning Act 2020 must be granted under the 2020 Act and cannot be dealt with under the Highways Act 1980. Applicants can apply for permission under the Highways Act 1980 in respect of other licensable activities.

Existing licenses under section 115 (E) of the Highways Act 1980 will not be affected by the amended BPA 2020 and will continue under that regime until the licence expires. There are also transitional provisions in respect of pavement licences issued under the BPA 2020 prior to March 2024.

Mrinalini Rajaratnam – Chief Solicitor Planning and Property, 20<sup>th</sup> June 2024

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### **Background Papers Used in Preparing This Report – *All Published***

Business and Planning Act 2020

Levelling Up and Regeneration Act 2023

Department for Levelling Up, Housing and Communities – Pavement licences: guidance

Department for Transport – Inclusive mobility (web version)

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## DETAILED ANALYSIS

### Proposals and Analysis of Options

6. There are several key components to this proposal; licence duration, licence fees, application process, appeals process, conditions of licence, enforcement action. These are outlined below with further information contained within Appendix 1.
7. As per the legislation, a business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a pavement licence. A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.

The furniture which may be placed on the pavement must be removeable and include:

- counters or stalls for selling or serving food or drink;
  - tables, counters or shelves on which food or drink can be placed;
  - chairs, benches or other forms of seating; and
  - umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.
8. Under the temporary legislation pavement licences were issued for a duration of 6 months at a cost of £100 as per the maximum allowable within the legislation. These licences were granted under delegated authority provided in August 2020. The new legislation allows for a maximum licence duration of 2 years and considers this should be the default licence period unless there are reasons for different time periods. The legislation also proposes a maximum fee of £500 for new licences and £350 for renewed licences.
  9. The proposal is to issue licences for a duration of 12 months. The primary reasons for this are:
    - Being an inner London borough the density of LBHF highways and population means there are substantial demands on the highway space. A 12-month licence would be practical in allowing the highway authority and relevant stakeholders to regularly review the operation of licence given the competing demands on highway space and the potential for the community to be adversely impacted by these activities.
    - A 12-month duration is an increase on the previous pavement licence duration of 6 months. The duration of tables and chairs licences has been 12 months since their introduction in 2016 and this functions well.
    - There will be a consultation process upon the renewal of any licence and therefore this will provide an opportunity for residents and businesses to voice any concerns they have as part of an appeals process. Restricting

licences to a maximum of 12 months will provide more opportunity for any concerns to be raised and considered.

10. The proposal is that new licences have a fee of £300 and renewed licences a fee of £200. The table below shows the current and proposed fees:

<b>Current table and chairs &amp; pavement licences fees</b>		
Tables and Chairs Licence - Annual - Pedestrian Squares	£660	Per annum/per table
Tables and Chairs Licence - Annual - Town Centres	£990	Per annum
Tables and Chairs Licence - Annual - Other streets	£660	Per annum
Pavement Licence	£100	Per 6 months
<b>Proposed pavement licence fees</b>		
New pavement licence	£300	Per annum
Renewed pavement licence	£200	Per annum

Please note that although approval has been given to charge tables and chairs licences at the above amounts, the fees charged currently mirror the pavement licence fee (£200 annual equivalent) to ensure parity for applicants. Therefore, the proposed lower fee will not impact on income levels overall.

These fees are below the maximum permitted through the legislation and are proposed as they align with the previous pavement licence fee. It is noted that these are significantly lower than the fees attached to the obsolete tables and chairs licences and that there is potential for additional work for council officers in the renewal process. However, the table and chairs process was significantly complex and we had limited number of applications. The new system which removes the planning element of the process will encourage more applications and therefore increase fees. However we will put in place a robust checks and balances process, so the fees will be reviewed through the annual fees and charges evaluation mechanism.

11. The new legislation prohibits a local authority from granting a tables and chairs licence under the old regime (Highways Act 1980) if a pavement permit is capable of being granted under the new Act. As a result, all applications, including those from businesses who had previously gained planning permission through the tables and chairs licence process, will be channelled through the pavement licence process.
12. Upon receipt of an application there will be a 14-day consultation process followed by a 14 day period in which the council must make a determination on the application. If the application is not determined by the end of this period, the licence is deemed to have been granted for two years with the scope of furniture proposed in the application. This presents an increased risk to the highway.
13. Within the application process there will be an assessment made of the potential impact on the highway as well as input from licensing, environmental health, and the Police as to the wider impact of the application and any mitigation that can be taken, commonly the addition of conditions to the licence.

Standard conditions can be seen in Appendix 1. The consultation will also be open to the public.

14. An applicant can appeal a decision if they believe the council has refused their application or attached conditions unreasonably. Likewise, a stakeholder may appeal a decision if they disagree with the granting of a licence and or the conditions attached. There is no set appeals process for these types of licences with the guidance being to consider the scope for an internal review process. It is proposed that appeals would be first considered by the Assistant Director for Highways and in consultation with the Director of Public Realm plus the Cabinet Member for Public Realm if considered appropriate.

The process above is used for other highway licences and would be both time and cost effective for the council and any appellants in making assessments and reaching a conclusion.

15. Council officers will be monitoring licensed sites and may need to carry out enforcement action. This would include the issuance of notices for amendments to sites and the revocation of licences, criteria for which are in Appendix 1.

### **Reasons for Decision**

16. The reason for this decision is the introduction of permanent legislation for pavement licences that replaces the temporary pavement licences and table and chairs licences. This will help businesses with the appropriate use of the public highway and to allow the highway authority to manage this and ensure that the highway remains safe and accessible to its users.

### **Equality Implications**

17. It has been identified that some highway users are more likely to be impacted by the presence of additional items on the highway. Mitigation has been provided through the use of standard conditions to maintain a safe and accessible highway. Please see appendix 2 for equality impact assessment.

### **Risk Management Implications**

18. There is an organisational risk that recipients of a licence do not abide by its conditions and exceed the space assigned. To mitigate this, and operating within legislation, it is recommended that a review process is defined to assess potential transgressions with a view to restricting or withdrawing the license.

Jules Binney, Risk and Assurance Manager, 25<sup>th</sup> June 2024

### **Climate and Ecological Emergency Implications**

19. This decision would be expected to have neutral effect; however, some businesses may wish to use gas-fired 'patio heaters', which are not included in the permitted furniture. These need to be discouraged as they are highly wasteful and use fossil fuels to create heat (a single heater in some estimates would produce about the same emissions as someone's Eurostar trip to Paris in an evening).

Mark Thomlinson, Climate Engagement Lead, 24 June 2024

## **Consultation**

20. Consultation will be carried out with the Disabled Residents Working Group (DRT). There is scope to adjust aspects of the policy, e.g. licence conditions, following their feedback.
21. The conditions regarding minimum widths of the footway to be maintained for accessibility already align with comments received from the group in a report regarding accessibility on King Street.

## **LIST OF APPENDICES**

Appendix 1 - Pavement Licence Policy - London Borough of Hammersmith and Fulham

Appendix 2 - H&F Equality Impact Analysis Tool

## **Pavement Licence Policy**

### **London Borough of Hammersmith and Fulham**

#### **1. Introduction**

- 1.1 The London Borough of Hammersmith and Fulham (LBHF) is keen to assist businesses within the borough and has been providing permission to businesses to use outdoor space where appropriate.
- 1.2 The Levelling Up and Regeneration Act 2023 has been enacted to allow for a longer term provision of pavement licences. These licences allow for the placing of removable furniture on the highway for the purposes of selling and/or serving food and drink.
- 1.3 However, the council also realises that the physical presence of outdoor seating has an impact on those using the highway, and the potential hazards caused by their placement in inappropriate locations.
- 1.4 This document provides a framework for the application for pavement licences and the conditions on which these licences will be granted. This should be of benefit to both the businesses applying for such licences and allow the highway authority to maintain and a safe and accessible highway for its users..

#### **2. Application**

- 2.1 As per the legislation, a business which uses (or proposes to use) premises for the sale of food or drink for consumption (on or off the premises) can apply for a licence. A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises.

The furniture which may be placed on the pavement include:

- counters or stalls for selling or serving food or drink;
  - tables, counters or shelves on which food or drink can be placed;
  - chairs, benches or other forms of seating; and
  - umbrellas, barriers, heaters and other articles used in connection with the outdoor consumption of food or drink.
- 2.2 Applicants will be invited to submit an expression of interest through the webpage for pavement licences. On this webpage there will be guidance on the criteria for a licence to be granted, the required information that will need



to be submitted as part of the application and the terms and conditions that will be in place once a licence has been granted.

- 2.3 Upon receipt of this an officer will meet applicant to discuss the proposal and its viability.
- 2.4 Providing the application is viable the applicant will be sent a link by the highways licensing team to submit an application for a pavement licence.
- 2.5 As part of an application, a notice will need to be erected on the business premises that is on display to the public as part of the consultation process.
- 2.6 Once an application is received the council will commence the consultation with notice being provided on the council website for public viewing. Internal stakeholders (licensing, environmental health) and the police will be contacted by the highway licensing team for their comments. This consultation period will have a duration of 14 calendar days from the date of the application.
- 2.7 Upon completion of the consultation period, the highway licensing team will consider the application in line with any comments received through the consultation process. This consideration period will have a duration of 14 calendar days from the date of the completion of the consultation process. If a response is not provided by the end of that period, then the application will be deemed to be granted on the terms of the application.
- 2.8 Once the full assessment has been made a final decision will be made on whether the licence has been granted or refused. A reason must be provided to the applicant for any refused licence application.
- 2.9 An applicant has the right to appeal to the Assistant Director for Highways if they believe your application has been unreasonably refused. Further appeals can be escalated via the line management chain within the council.
- 2.10 A third party has the right to appeal to the Assistant Director for Highways if they have concerns about the granting of a licence and or any of its conditions. Further appeals can be escalated via the line management chain within the council.
- 2.11 Each licence will be issued for a 12-month period and will be renewed annually upon request. The fee for the licence will also be an annual one and will be standard for all applications.
- 2.12 Renewal applications will need to include the consultation process as determined through the legislation.

### **3. Criteria/Conditions**

- 3.1 In order for a licence to be granted, and for it to be held for the entire 12-month period, certain conditions must be met. These are in place to safeguard members of the public wishing to use the highway and to maintain

the equilibrium between their needs and those of businesses wishing to advertise.

### 3.2 Those conditions are as follows:

#### National conditions

- No-obstruction condition. It is a condition that clear routes of access along the highway must be maintained, taking into account the needs of disabled people, and the recommended minimum footway widths and distances required for access by mobility impaired and visually impaired people as set out in Section 3.1 of [Inclusive Mobility](#).

A minimum of 2m is to be maintained for pedestrian access at all times in Town Centres and 1.5m for all other streets. These minimum levels may be increased for a particularly sensitive section of footway and or if required for access to other street furniture.

- Smoke-free seating condition. Where furniture placed on the relevant highway consists of seating for use by persons for the purpose of consuming food or drink, the licence-holder must make reasonable provision for seating where smoking is not permitted.

#### Local conditions:

1. The furniture shall not be left on the public highway unlicensed.
2. Public liability insurance must be in place for the duration of the highway licence period to a minimum value of £2 million. This follows the declaration made to such effect in the application process.
3. The agreed licensed items must be situated outside the agreed address and in the location on the highway specified on the licence.
4. Furniture must not block access to utility apparatus.
5. A laminated or framed copy of any current pavement licence must be displayed on the business premises.
6. You must remove the licensed items from the highway or reposition them if required by the police or council representative, especially on event days for example football matches.
7. You must remove the licensed items from the highway or reposition them if required by any works promoter, such as a utility company or the council contractor, wishing to undertake street works on the highway.
8. Furniture must only be in situ on the public highway during the hours of 8am-10pm Monday-Saturday, and 9am-9pm Sunday, unless otherwise specified on the licence.

9. When the licence expires or is revoked, you must remove the previously licensed items from the highway and leave the site in a clean and tidy condition.
10. All detritus (food and drink remnants, spillages, bottles, cans, wrappers etc) be regularly removed from the footway surface to reduce hazards to pedestrians. The licence holder must ensure the licensed area and surrounding highway is to be washed down at the completion of each day's usage using a method sufficient to remove food debris, grease and other spillages that may occur.
11. The cost of repairing any damage including cleaning or removing any stains on the highway caused by the licence activities will be recovered from the licensee.
12. No gas heaters or fire pits shall be used within the licensed area. No electrical cables shall be run along the ground in such a way that they create a trip hazard or are susceptible to mechanical damage.
13. Licensed items should be of an approved type and should be kept in a good state of repair.
14. The licence granted will be exercised in such a manner as not to cause a nuisance, disturbance or danger to the occupiers of adjoining properties or the users of the highway.
15. The licensee must comply with any reasonable direction or instruction given by the council.
16. The signatory of the application is the person accepting responsibility for the compliance of all conditions and regulations associated with placing building materials on the highway.
17. The council reserves the right to revoke this licence at any time if any of the above conditions are not fulfilled and maintained.
18. The licensee is required to adhere to any existing conditions of their premises licence.

The Metropolitan Police have requested that those who are granted pavement licences under these provisions undertake the following to assist with counter terrorism measures. Please note that these may be added as conditions to specific licences if deemed necessary.

- (1) The pavement licence holder **must** ensure that the management team of the business to which the pavement licence is attached; register and successfully complete the nationally recognised counter terrorism training product referred to as ACT eLearning package within 10 days of the notification of the grant of the pavement licence **OR** can demonstrate that the ACT eLearning product has been successfully completed within the preceding 12 months and that all staff employed by or at the premises complete the ACT eLearning within a reasonable period not exceeding 3 months from the

notification of the grant of the pavement licence. (*ACT eLearning Certificates are provided on successful on-line completion*)

**Guidance: To obtain further ACT eLearning information (FAQ)**

visit <http://www.NaCTSO.GOV.UK> or to register as a business or individual for ACT eLearning visit <https://ct.highfieldelearning.com/>

- 2) The pavement licence holder **must** ensure that existing CCTV systems are correctly working, are compliant with the Data Protection Act 1998, Information Commissioners requirements, and any other local CCTV Code of Conduct produced by the Police or Local Authority. Imagery must be retained for at least 28 days and images produced to a Police Officer or Local Authority Enforcement Officer upon reasonable request. Faults which render the CCTV system or parts of it inoperable should normally be rectified within 24 hours.

## **4 Enforcement**

- 4.1 A council inspector will monitor the use and placement of outdoor seating within the borough and will take appropriate enforcement action when required.
- 4.2 Members of the public will be able to report any queries or infringements via the LBHF website or to the highway licensing team.
- 4.3 Enforcement action will include issuing a notice requiring the breach to be remedied. If the licence-holder fails to do this, the local authority may amend the licence, with the consent of the licence-holder, revoke the licence or itself take steps to remedy the breach and can take action to recover any costs of so doing. Local authorities are encouraged to regularly review licences and enforce any breaches.
- 4.4 The authority may revoke a licence, or amend it with the consent of the licence holder, in the following circumstances:
  - If it considers that the highway is no longer suitable for the use as granted by or deemed to be granted by the licence.
  - There are risks to public health or safety.
  - This use of the highway is causing an unacceptable obstruction, breaching the no-obstruction condition.
  - The use is causing, or risks causing, anti-social behaviour or public nuisance.
  - For a breach of condition, (whether a remediation notice has been issued or not).
  - It comes to light that the applicant provided false or misleading statements in their application – for example they are operating a stall selling hot food and had applied for tables and chairs on which drinks could be consumed.

- The applicant did not comply with the requirement to affix the notice to notify the public of the application or secure that the notice remains in place until the end of the public consultation period.

## LONDON BOROUGH OF HAMMERSMITH & FULHAM

### Appendix 2

### H&F Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	24 / 25
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Pavement licences</p> <p>Short summary: This EIA relates to the issuance of pavement licences, which permits hospitality businesses to use the public highway for the placement of removeable furniture for the serving and or selling of food and or drink. This would be of benefit to local businesses but needs to be managed by the highway authority as additional furniture on the highway has the potential to have an adverse impact on safety and accessibility.</p> <p>The proposed policy on managing these licences, which includes actions from the EIA, would provide the council with the ability to balance these elements.</p>
Lead Officer	<p>Name: Alexander Ryan</p> <p>Position: Service manager – highway works coordination &amp; licensing</p> <p>Email: alexander.ryan@lbhf.gov.uk</p> <p>Telephone No: 07785 343 560</p>
Date of completion of final EIA	14 / 06 / 2024

Section 02	Scoping of Full EIA
Plan for completion	<p>Timing: Meeting to be held on 10<sup>th</sup> July to present proposal.</p> <p>Resources: Management presenting this in monthly meeting with DRT</p>
Analyse the impact of the policy, strategy, function, project, activity, or programme	<p>Analyse the impact of the policy on the protected characteristics (including where people / groups may appear in more than one protected characteristic). You should use this to determine whether the policy will have a positive, neutral, or negative impact on equality, giving due regard to relevance and proportionality.</p>

	Protected characteristic	Analysis	Impact: Positive, Negative, Neutral
	Age	The placement of removeable furniture on the highway creates an obstacle that needs to be managed so that the highway remains safe and accessible to those with who may be more at risk from said items	Negative
	Disability	The placement of removeable furniture on the highway creates an obstacle that needs to be managed so that the highway remains safe and accessible to those with disabilities.	Negative
	Gender reassignment		Neutral
	Marriage and Civil Partnership		Neutral
	Pregnancy and maternity	The placement of removeable furniture on the highway creates an obstacle that needs to be managed so that the highway remains safe and accessible to those with who may be more at risk from said items	Negative
	Race		Neutral
	Religion/belief (including non-belief)		Neutral
	Sex		Neutral
	Sexual Orientation		Neutral

	Care Experienced as a Protected Characteristic		Neutral
	<p><b>Human Rights or Children’s Rights</b>          If your decision has the potential to affect Human Rights or Children’s Rights, please contact your Equality Lead for advice</p> <p>Will it affect Human Rights, as defined by the Human Rights Act 1998?          No</p> <p>Will it affect Children’s Rights, as defined by the UNCRC (1992)?          No</p>		

<b>Section 03</b>	<b>Analysis of relevant data</b> Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.
<b>Documents and data reviewed</b>	Department for Transport – Inclusive mobility (web version). This document is referenced in the government’s pavement licence guidance and the standard pavement licence conditions follow this guidance regarding highway accessibility.
<b>New research</b>	N/A

<b>Section 04</b>	<b>Consultation</b>
<b>Consultation</b>	Consultation is due to be carried out with the Disabled Residents Working Group (DRT). However, please note that comments from that group on outdoor seating were obtained in the London Borough of Hammersmith & Fulham King Street Accessibility Audit Technical Report. The current conditions align with the comments received in that report, i.e. minimum footway width to be maintained, as well as the national guidance referenced above.



<b>Analysis of consultation outcomes</b>	Awaiting feedback from consultation but standard conditions are already in place that align with comments from other related report and national guidance.

<b>Section 05</b>	<b>Analysis of impact and outcomes</b>
<b>Analysis</b>	The placement of temporary furniture on the highway has the potential to impact safety and accessibility. This impact is assessed as part of the application process with conditions in place for minimum widths to be maintained depending on the location of within the borough. It has been noted that these are minimum widths that can be increased depending on the discretion of the highway authority. The standard conditions align with national guidance and feedback from the DRT through another report.

<b>Section 06</b>	<b>Reducing any adverse impacts and recommendations</b>
<b>Outcome of Analysis</b>	Standard conditions are in place for pavement licences that align with national guidance and feedback from impacted group in a previous report.

<b>Section 07</b>	<b>Action Plan</b>					
<b>Action Plan</b>	Note: You will only need to use this section if you have identified actions as a result of your analysis					
	N/A					
	Issue identified	Action (s) to be taken	When	Lead officer and department	Expected outcome	Date added to business/service plan
	Potential accessibility	Consultation with DRT.	10 <sup>th</sup> July 2024	Alexander Ryan, highways	Receive feedback on	25 <sup>th</sup> June 24

	issues				proposal, noting conditions already in place that align with previous feedback	
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<b>Section 08</b>	<b>Agreement, publication and monitoring</b>
<b>Senior Managers' sign-off</b>	Name: Ian Hawthorn Position: Assistant director - highways Email: ian.hawthorn@lbhf.gov.uk Telephone No: 07968857843 Considered at relevant DMT:
<b>Key Decision Report (if relevant)</b>	Date of report to Cabinet/Cabinet Member: 02 / 09 / 2024 Key equalities issues have been included: Yes
<b>Equalities Advice (where involved)</b>	Name: N/A Position: Date advice / guidance given: Email: Telephone No: