



# Cardiff Street Café Design Guide

06 April 2021



## 1. Introduction

- 1.1 Street cafés can make a positive contribution to the city centre, Cardiff Bay and district/local centres by adding vitality, colour, life and interest to the streetscape. They can help to maximise the use of public spaces, aid the local economy and add to the facilities on offer to people who visit, live and work in the city.
- 1.2 The aim of this document is to provide guidance for businesses on the creation of high quality street cafés that contribute towards the character and appearance of an area, whilst safeguarding highway users and their ability to move through an area unhindered.
- 1.3 This Design Guide must be taken into consideration prior to submitting an application for a street café licence and purchasing street café furniture.
- 1.4 This guide only relates to street cafés on the highway. Cafés on private land are not covered by this guide. They do not need a street café licence, although they will require planning permission. You should check with the Council to establish the status of the land in question. Land which you consider to be private may in fact have become highway if the public have enjoyed access over it for at least twenty years, or if the Council have formally adopted the land.

### Street Café Licence

- 1.5 Before you can place a street café on the highway, you must first obtain a licence from the Council. Applications can be made online at:

<https://www.cardiff.gov.uk/ENG/Business/Licences-and-permits/Roads-and-highways-licences/Street-cafe-licence/Pages/default.aspx>

- 1.6 You must read the **Cardiff Street Café Licence – Terms and Conditions** before applying
- 1.7 If you wish to serve alcohol for consumption in the defined area for seating, you will need a premises licence which allows for OFF sales and consumption in that defined area



## Definition

- 1.8 A street café is defined as any group of tables, chairs and related accessories maintained within the adopted highway, where it is intended for the purpose of consumption of food or beverages by customers and located adjacent to a food and drink establishment having the same operator.
- 1.9 Typical elements of a street café include enclosure barriers, planters, tables, chairs and parasols.

## Good Design

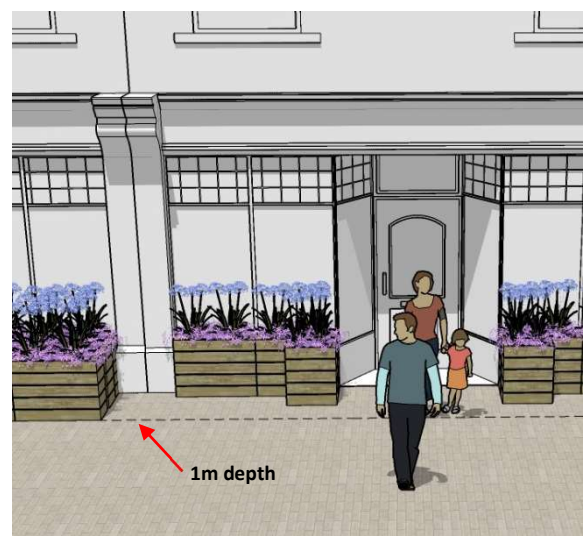
- 1.10 Whilst the provision of street cafés is encouraged, it is important that they are well designed and properly managed/maintained to ensure that they meet the high standards expected in Cardiff.
- 1.11 Street cafés must make a positive contribution towards and be in keeping with their surroundings, particularly within the setting of listed buildings and conservation areas.

## Temporary in Nature

- 1.12 Street cafés are temporary in nature and must not be permanently affixed to the adopted highway, involve any penetration to the highway surface and must not be attached to any building. They must be readily removable without damage to the surface of the highway.
- 1.13 Granting a licence to operate a street café does not imply an exclusive right to the area. The operator of the café must be aware that the Council reserves the right to gain access to the street café area for cleaning, repairing and maintaining the highway or street furniture. Other organisations, such as statutory undertakers, may also require access for the maintenance and repair of their equipment. The Council therefore reserves the right to suspend the licence temporarily if, for any reason, it becomes necessary.

## Storage of Equipment

- 1.14 When designing a street café, consideration will need to be given to where the furniture will be stored when not in use. Outside of licenced hours, all barriers and street café furniture\* must be stored within the associated premises and off the public highway. Access and egress routes within premises, including to neighbouring (e.g. upstairs) properties must not be impeded.
- 1.15 \*Planters may be stored outside the premises, however they must be securely positioned against the frontage of the premises, must not extend more than 1m into the footway and must not impede access and egress from the premises and neighbouring properties.



*Diagram 1: Storage of planters outside premises*

## Major Events

- 1.16 For some major events, such as a parade, concert or sporting fixture, you may, for reasons of public safety and security, be requested to remove all your outdoor furniture and equipment while the event is taking place, even if it is within your licence times. Where you usually store the furniture inside your premises, you may have to make alternative arrangements for storing while you continue to trade. In these circumstances there is no refund available on the licence fee.

## Advertising and Signage

- 1.17 Advertising/signage on street cafés is restricted to the name/logo of the establishment only. They must not be used to advertise services or products sold. The use of Welsh language and bilingual signage is actively encouraged. (You can contact [Bilingualcardiff@cardiff.gov.uk](mailto:Bilingualcardiff@cardiff.gov.uk) for further advice on this).
- 1.18 The control of advertisements is provided through the Town and Country Planning (Control of Advertisements) Regulations 1992.

## Management and Maintenance

- 1.19 The Licensee will be responsible for the cleanliness of the street café area at all times. Care must also be taken to ensure that litter does not stray or get blown further afield. An area of approximately five metres around the site must be kept clear of any stray or windblown litter from the street café.
- 1.20 The street café area must be swept when necessary to keep it clear of litter and refuse. Spillages and breakages, especially of glass and crockery, must be cleared up immediately. The street café area must be thoroughly washed down at the end of each trading day and all discarded cigarette stubs must be cleared.
- 1.21 Premises staff must periodically check the positioning of the street café furniture and barriers to ensure that customers have not moved items beyond the extent of the approved café layout.
- 1.22 Licensees are reminded that the general use of street cafés can cause noise/disturbance and of the need to respect other businesses and residences nearby. With regard to the 'agent of change' principle, where a street café is proposed, it is the responsibility of the licensee to ensure that solutions to mitigate noise are addressed through their proposals and (where a licence is granted) adhered to during subsequent operation (this may for example include hours of operation). Failure to address such impacts may lead to the refusal, suspension, termination or non-renewal of the licence.

## Public Liability Insurance

- 1.23 The Licensee will be required to indemnify the Council against all actions, demands, costs, charges or expenses arising from using the highway under the permission granted. The Council will therefore require the Licensee to take out third party public liability insurance in the sum of at least £5,000,000. Details of the third party liability insurance must be enclosed with the street café licence application.

## 2. Street Café Layout

- 2.1 The size and layout of a street café will be dependent upon the characteristics of the area outside the premises, taking into account the needs of other users. A street café must:
- occupy the area directly in front of and abutting the applicant's premises\*<sup>1</sup>
  - be visible from these premises
  - not extend beyond the width of the applicant's frontage
  - not obstruct access routes to/from adjacent buildings or the applicant's premises
  - not obstruct kerbside parking, loading bays, bus stops, emergency vehicle access, emergency exits, dropped kerbs and pedestrian crossings
  - not hinder the reasonable use of the highway for pedestrians

### Unobstructed Pedestrian Movement Space

- 2.2 Street café proposals must not hinder the reasonable use of the adopted highway and available routes for pedestrians must be straightforward, obvious and unobstructed. This is particularly important for wheelchair users, people with visual impairments and people with pushchairs.
- 2.3 On streets with a traditional footway/carriageway layout, there must remain an unobstructed space between the carriageway and the front of the street café to allow pedestrians to pass by safely at all times. Where there is a significant amount of street furniture, the unobstructed space is will be measured from the edge of the street furniture rather than the edge of the carriageway.
- 2.4 The amount of unobstructed space needed will be proportionate to levels of pedestrian footfall in the area. This may mean that some streets (or sections thereof) are not deemed suitable for street café use.

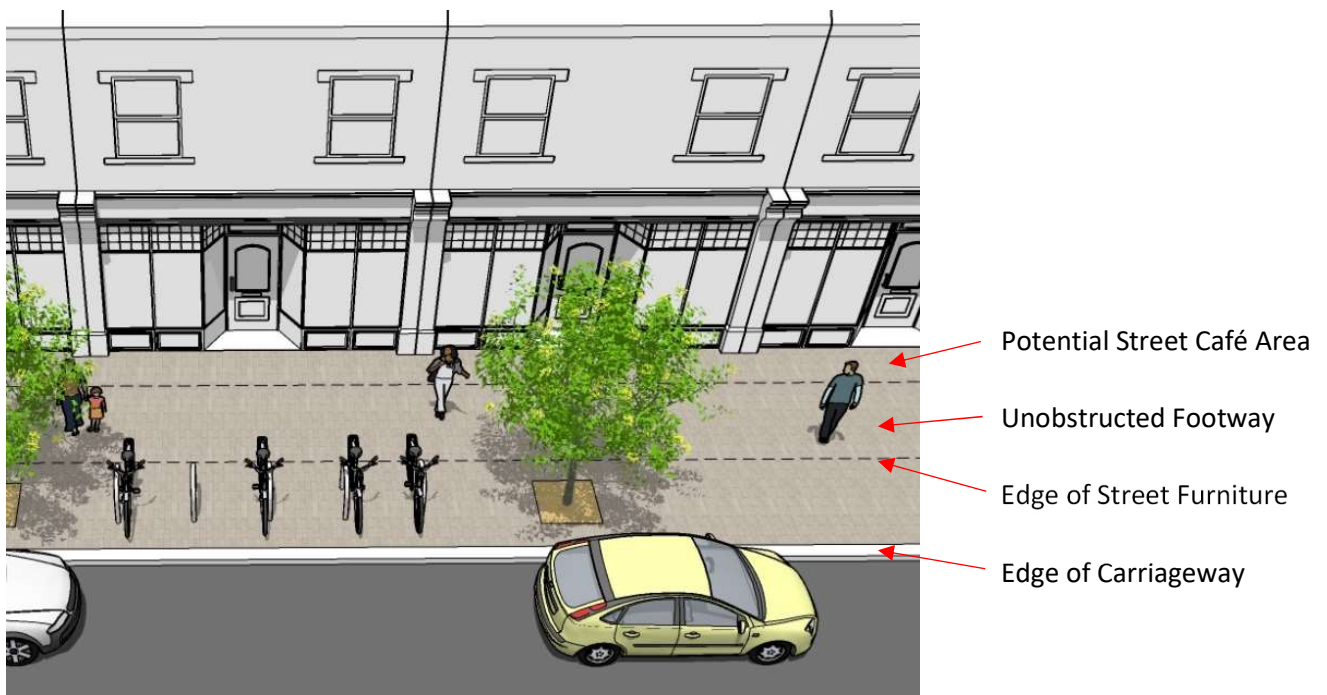


Diagram 2: Maintaining uninterrupted pedestrian movement space

2.5 In pedestrianised streets, the amount of unobstructed space needed will be proportionate to levels of pedestrian footfall and will need to take account of emergency service vehicle access routes through the area. Where possible/appropriate, café depths will be equally balanced/apportioned on both sides of the street.

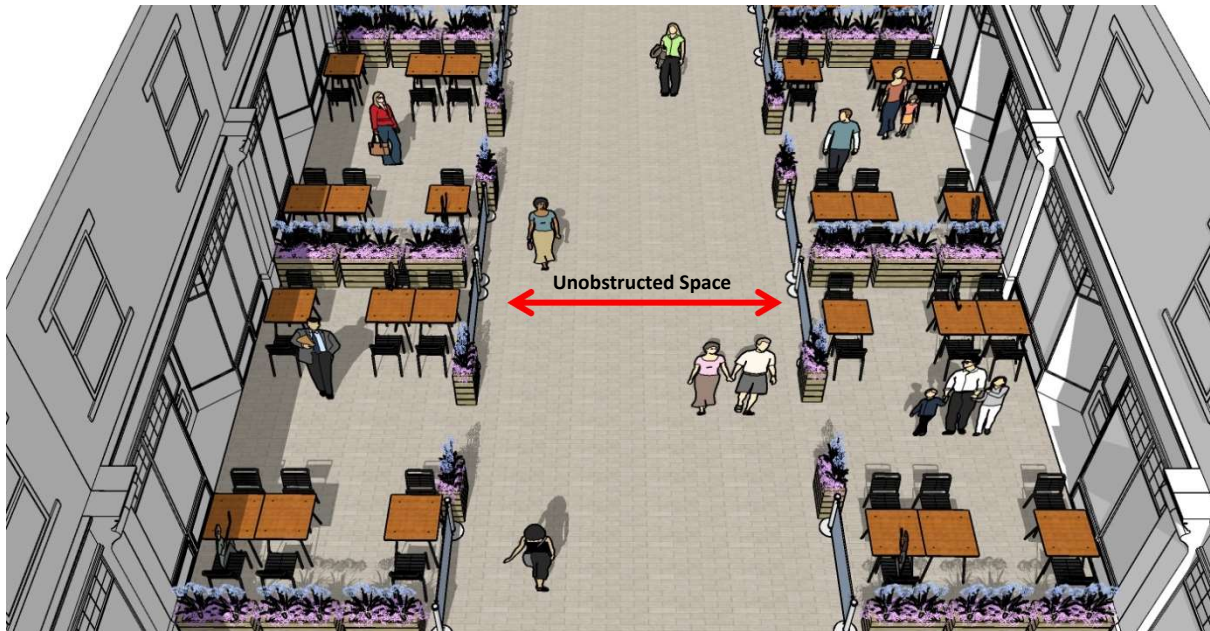


Diagram 3: An unobstructed corridor with equally balanced depth of street cafés

2.6 In sections of pedestrianised streets where street furniture or other obstructions exist, part of the unobstructed space will need to be of a suitable width for emergency service vehicles and will need to form part of a continuous connected corridor.

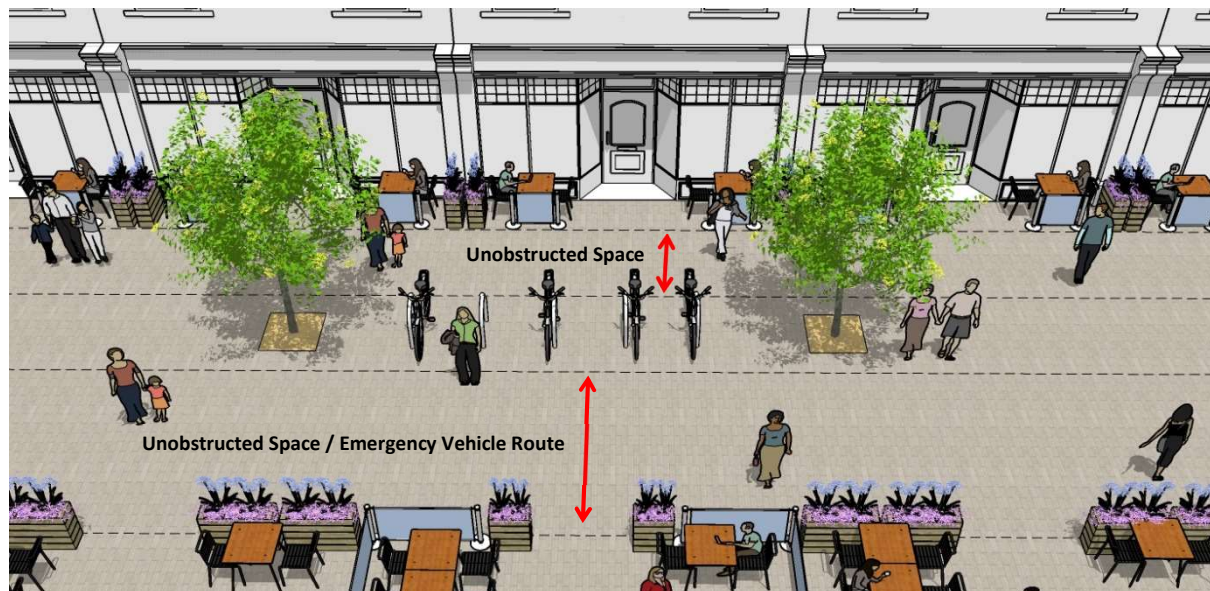


Diagram 4: Maintaining an emergency vehicle access corridor past an obstruction

2.7 In all circumstances, it is important that no obstructions such as tables, chairs, planters or barriers are placed outside the licenced area.

## Layout Categories

- 2.8 The characteristics of an area and the associated design/positioning of a street café can broadly be identified within four categories of street/public space:
- a) Category A: Streets with a traditional footway/carriageway layout
  - b) Category B: Traditional streets where footways have been widened
  - c) Category C: Pedestrianised streets and public spaces
  - d) Category D: Remote locations (only to be considered in exceptional circumstances)

### Category A: Streets with a Traditional Footway/Carriageway Layout:

- 2.9 In most traditional high streets, there may only be space available to accommodate a single row of small bistro style tables (each with a maximum of two chairs) outside the premises. A distance of 0.75m-1.0m from the face of the building is needed to satisfactorily accommodate a small table plus two seated persons. In this circumstance, a barrier must be positioned adjacent to the table/chairs and at the leading edges of the café area.



*Diagram 5: A 1m deep café with decorative planters at the leading edges of the café area.*

### Category B: Traditional Streets with Widened Footways:

- 2.10 In circumstances where a street café extends more than 1 metre into the footway, it shall be enclosed by continuous barriers that are durable, removable and maintained in good condition.



*Diagram 6: Street cafés with barriers extending more than 1m into the footway*

### Category C: Pedestrianised Streets and Public Spaces

- 2.11 In circumstances where a street café extends more than 1 metre into a pedestrianised street or public space, it shall be enclosed by continuous barriers that are durable, removable and maintained in good condition.



*Diagram 7: Street cafés with barriers extending more than 1m into a pedestrianised space.*



### Category D: Remote Locations (In Exceptional Circumstances)\*<sup>1</sup>

- 2.12 A street café must abut the applicant's premises in order to help maintain responsibility for/ownership of the area and to avoid conflict between the principal lines of pedestrian movement along the street and staff/customers using the café area.
- 2.13 It is recognised that in some streets it may be appropriate to position the street café away from the premises and align it between street trees/street furniture at the edge of the carriageway. This will only be considered in exceptional circumstances and would need to be applied to all proposals along the street in order to maintain consistency for pedestrians moving through the area. In this circumstance, a continuous barrier would need to be provided around the entire street café.
- 2.14 An unobstructed footway would need to be maintained between the forward edge of the street café and the frontage of the premises.

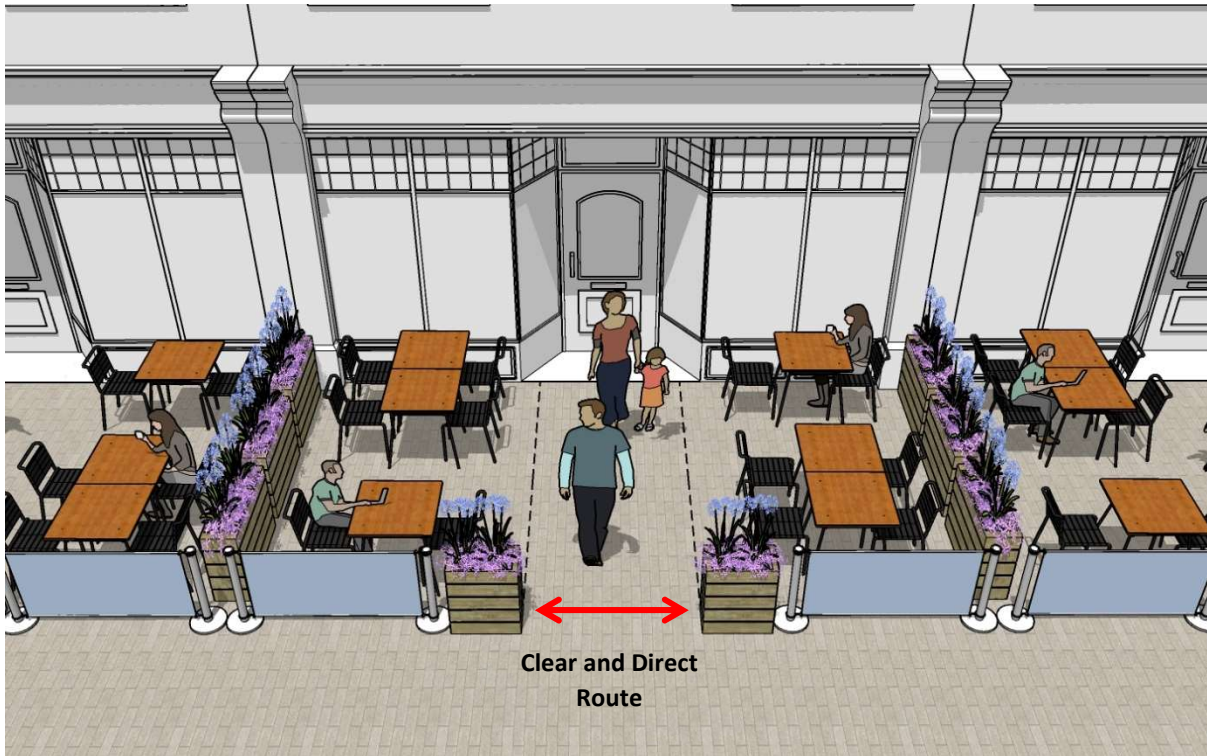


*Diagram 8: Street cafés at the edge of a carriageway, maintaining an unobstructed footway.*

- 2.15 Street cafés must not be located in areas where they would impede drivers' sight lines or obscure highway signs.
- 2.16 In all categories (A-D), any proposal to extend a street café beyond the width of your own frontage would need the express consent of the neighbouring property who is affected by the proposal.

## Access Routes and Circulation Space

- 2.17 A clear and direct route must be maintained between the entrance to the street café and the entrance to the premises. This must also be maintained for any routes to neighbouring (e.g. upstairs) properties.
- 2.18 Layouts must provide sufficient internal circulation space for staff and customers including wheelchair users and those with buggies.

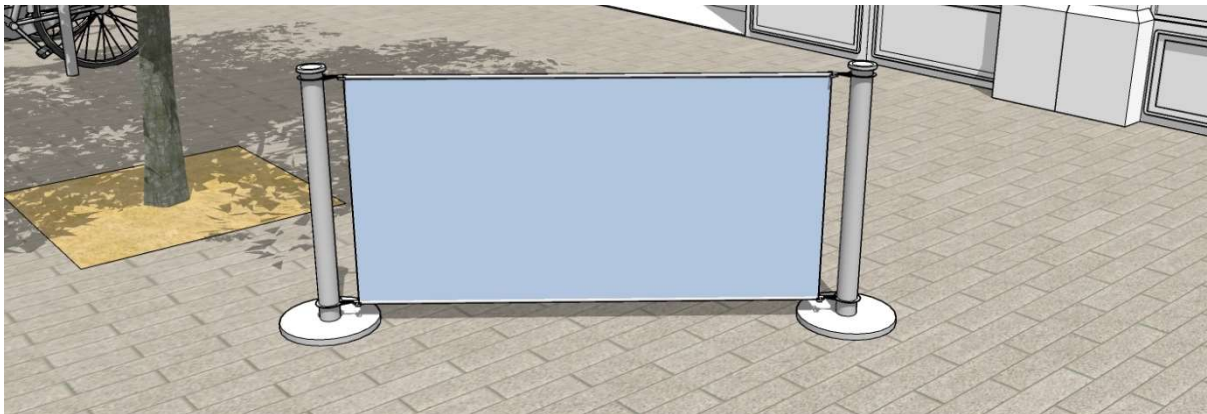


*Diagram 9: Maintaining a clear and direct route to the entrance of the premises*

### 3. Means of Enclosure

#### Barriers

- 3.1 The standard café barrier comprising a fabric banner and associated post/rail system is preferred. They shall be:
- a) manufactured from a durable and hard wearing fabric for the banner
  - b) suitably secured by a purpose designed post and rail system with weighted post bases to prevent being knocked or blown over
  - c) provided with a fixed upper and lower horizontal rail, that keeps the banner under perfect tension. The lower horizontal rail shall be a maximum of 200mm above the ground, in order to act as a tapping rail that visually impaired pedestrians can use to navigate around the street café using a long cane
  - d) within a height range of 700-1000mm, so as to not visually obstruct views down the street or pose a trip hazard
  - e) designed to be connected to each other and/or a planter, in order to provide a continuous means of enclosure



*Diagram 10: Indicative Barrier*

- 3.2 With regard to design elements, street café barriers must complement the character of the surrounding area. The use of glossy acrylics/plastics and overly bright/highly reflective sheet materials are not considered acceptable. Banners must be of one design, in a plain style, incorporating the business name or brand logo only. Posts and rails should be stainless steel, chrome plated or polyester powder coated.
- 3.3 It must be noted that:
- a) Rope barriers and other non-ridged structures are not considered acceptable
  - b) Crowd barriers are not considered acceptable
  - c) Picket and ranch style fences are not considered acceptable
  - d) Bases must not cause an obstruction or tripping hazard to pedestrians

## Planters

- 3.4 Flowers, plants, trees and other greenery provide a welcome contrast to hard city streets. They can help to soften the urban landscape and make areas more inviting and aesthetically pleasing, which in turn encourages people to spend time in these places.
- 3.5 Increased greenery in cities also has a positive impact on public health. Plants and trees can help to regulate air quality and climate, counter the warming effects of paved surfaces and reduce noise pollution levels.
- 3.6 Well-maintained planters can help to enhance the character and appearance of a street café and must make up a minimum of 25% of the means of enclosure. They may be provided at the corners of, or entrance to, a street café (where integrated with fabric banners), or used to provide a continuous edge. For street cafes of less than 1m in depth, they can be used to define the leading edge of the area.



*Diagram 11: Indicative Planter*

- 3.7 Planters must contain vibrant living planting and must not be left empty. They shall be:
  - a) within a height range of 700-1000mm, so as to not visually obstruct views down the street or pose a trip hazard
  - b) provided with castors (and brakes) that to enable them to be fixed securely in position and stored inside or against the premises after the close of business
  - c) provided with a bottom edge that is a maximum of 200mm above the ground, in order to act as a tapping rail that visually impaired pedestrians can use to navigate around the street café using a long cane
  - d) kept free of litter and debris by the street café licence holder
  - e) well maintained and watered regularly by the street café licence holder
- 3.8 With regard to design elements, planters complement the character of the surrounding area. Suggested finishes include; polyester powder coated metal, stained, painted or varnished hardwood timber and matte recycled plastic.
- 3.9 In order to maintain an open appearance within the street, no part of the planter's structure must exceed 1000mm in height. Plants may be up to 1800mm tall (when measured from ground level), but the overall design/layout must maintain open views into/from the street café.

## 4. Furniture

- 4.1 Street café furniture must be of a high quality, uniform in style and capable of being moved into/out of the premises. It must be designed for commercial use and comply with all relevant BS EN standards.
- 4.2 Furniture and fittings shall be:
- a) fit for purpose and designed specifically for commercial outdoor use
  - b) high quality, strong, stable, durable and suitable for heavy use
  - c) easy to keep clean, wipe down and dry after rain or cleaning
  - d) kept in good order; damaged or faded items must be removed until repaired to original state
  - e) removed each night and stored within the premises
  - f) of sufficient weight to avoid being blown over or away
  - g) uniform in style and of a simple contemporary or classic design, as appropriate to the setting
  - h) positioned not to overhang the café's boundary or obscure vehicle sight lines and traffic signs

### Tables and Chairs

- 4.3 Street cafés will only be permitted where they are for the purpose of people being seated at tables. Tables and chairs must be fitted with rubber feet to reduce noise when moving and potential damage to paved surfaces. They must have rounded edges for safe pedestrian passage and be of a standard dining table arrangement to provide for use by all.
- 4.4 A small element of high tables may be permitted, but only where accompanied by associated seating. They must not form the only or predominant type of table and chair provision.
- 4.5 Picnic benches are not permitted.
- 4.6 Preferred finishes are chrome, brushed aluminium or matte polyester powder coated for metalwork and stained hardwood for timber elements. Higher quality continental style dining tables and chairs can also be considered.

### Parasols

- 4.7 Parasols shall be suitably secured by purpose designed pavement weights to avoid being blown over, of a suitable size relative to the limitations of the space and with a canopy clearance of 2.3m (measured from ground level). They must be of a single colour and either unbranded, or incorporating the business name/logo only.
- 4.8 Any form of gazebo or enclosed shelter is not permitted.

### Floor Coverings

- 4.9 No alterations should be made to the highway and no coverings should be placed over the street café space. Platforms, artificial turf, paint, or carpet in street café areas is prohibited.

### Outside Heaters

- 4.10 The use of outside heaters is not recommended. Should the Licensee wish to use outside heaters, the Council accepts no liability in respect of the same and it is the responsibility of the Licensee to assess the health and safety implications of placing said heaters.

## 5. Best Practice Example:



Diagram 12: Best Practice Example

- 5.1 The street cafés are enclosed by planters and barriers that are of a consistent design and measure 1m in height.
- 5.2 The barriers have a horizontal bar at the top/bottom to provide a handrail and tapping rail.
- 5.3 Planters make up more than 25% of the enclosure and contain living plants that are healthy, vibrant and have been well maintained.
- 5.4 The parasols do not extend beyond the café area; they are unbranded and of one colour that complements the barriers.
- 5.5 There are no adverts other than the name of the establishment, which is in Welsh or bilingual.
- 5.6 The tables and chairs are of a uniform style and have rubber feet in order to reduce noise and the potential to damage paving.
- 5.7 All of the street café furniture has been designed for commercial use and complies with the relevant BS EN Standards.
- 5.8 There is a clear route to the buildings entrance and sufficient circulation space within the café area.
- 5.9 No café extends beyond the width of its own frontage and a clear/uninterrupted footway has been maintained along the length of the street.

