

# SUPPLEMENTARY INFORMATION – FOOTPATH IMPLEMENTATION AND CONTROLS

The primary use for footpaths is pedestrian movement, but they are also used for a variety of other activities such as outdoor café seating and street performances. The Footpath Management Policy (the Policy) provides guidelines for activities which may be licensed on Wellington's footpaths and reinforces the pedestrian-priority principle.

The purpose of the Policy is to provide a balanced framework to ensure safe and efficient pedestrian movement on footpaths while also providing opportunity for non-pedestrian activities and as such, guides the prioritisation of footpath space for pedestrian activity, conditions for the licensing of non-pedestrian activities on footpaths and the use of temporary footpath obstructions such as seating.

## Licence Required

A licence or permission is required before engaging in the activities covered by the Policy. All businesses, organisations, groups or individuals wanting to engage in an activity covered by the Policy must first complete an application form and receive Council approval.

Applicants **must provide the following** when submitting an application for an outdoor seating area:

- a fully completed application form
- the appropriate fees
- a scaled site plan of existing conditions that accurately show:
  - the width of the footpath from the building façade to the kerb edge
  - the proposed location of the temporary seating or other obstruction in relation to existing features, including neighbouring properties, street trees, rubbish bins, street light poles, signs, pillars, street furniture, fire hydrants, parking meters, telephone boxes, mail boxes or any other significant features on the footpath
  - a measurement of the continuous width of the unobstructed pedestrian thoroughfare in relation to the temporary obstruction (outdoor seating area)
  - the location of all doorways and service openings.
- the exact location of any veranda covering at the site in relation to the proposed activity area and kerb edge
- the measurements of the height clearance of any umbrellas being placed on the footpath
- evidence of public liability insurance, to the satisfaction of the Council, for a minimum of \$1,000,000 that covers the proposed outdoor seating area
- disclosure of whether alcohol is to be supplied/served/consumed in the proposed outdoor seating area
- identification of the type of any proposed heating devices, and the required safety features.

## Pedestrian priority

The primary purpose and priority use for footpaths is safe and efficient pedestrian movement. The Council requires that minimum continuous unobstructed footpath widths are maintained to ensure pedestrian movement and as such there are three tiers of minimum footpath width (see attached diagrams showing typical layout):

- 4 metres for Lambton Quay and Willis Street,
- 3 metres for Manners Street, Manners Mall, Cuba Street and Cuba Mall, Courtenay Place. Note: the whole of the Courtenay precinct may come under this area and will include Allen Street, Blair Street, Kent Terrace and Cambridge Terrace
- 2 metres for all other locations in the wide city, that is, Wellington District.

On occasion the available footpath space is such that the designated width is unachievable because of the large variation in footpath width that exists throughout Wellington. The Council may make minor discretionary modifications to the ideal minimum unobstructed footpath widths as appropriate.

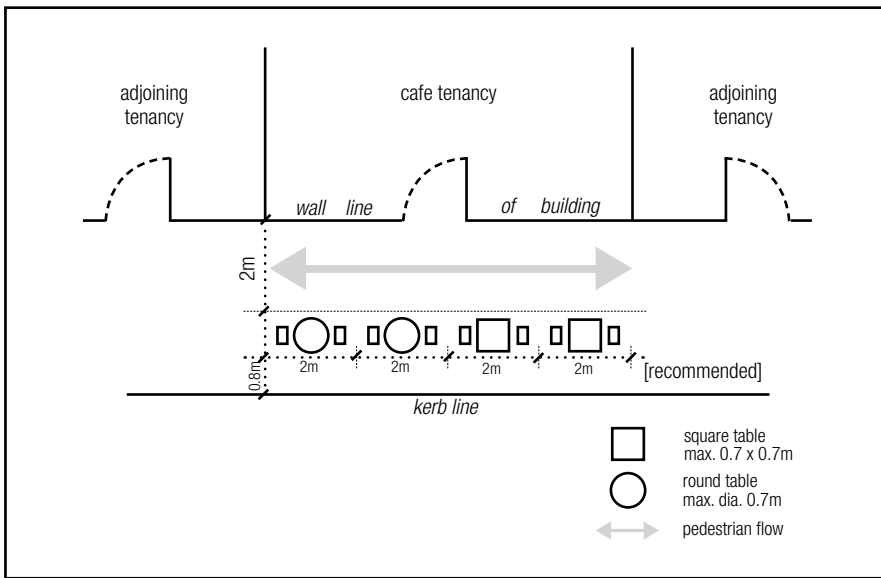
Pedestrians will generally have priority along the building frontage and under veranda spaces with **seating sited on the kerb-side if space allows**.

## Guideline on conditions for outdoor seating

The following guidelines outline the conditions of approval for outdoor seating areas on footpaths and other public spaces (these are additional to the conditions above and should be read in conjunction with the Policy):

- For outdoor seating, the Pavement Permission and approved site plan must be displayed in the licensed area, or in the business's window, so that it is visible at all times
- Tables and chairs are to be high quality, durable, waterproof and weather resistant, designed for outdoor use, be well maintained and must comply with NZS4121
- The outdoor seating area will not interfere with safe and efficient pedestrian movement and the **minimum unobstructed footpath width as outlined above**

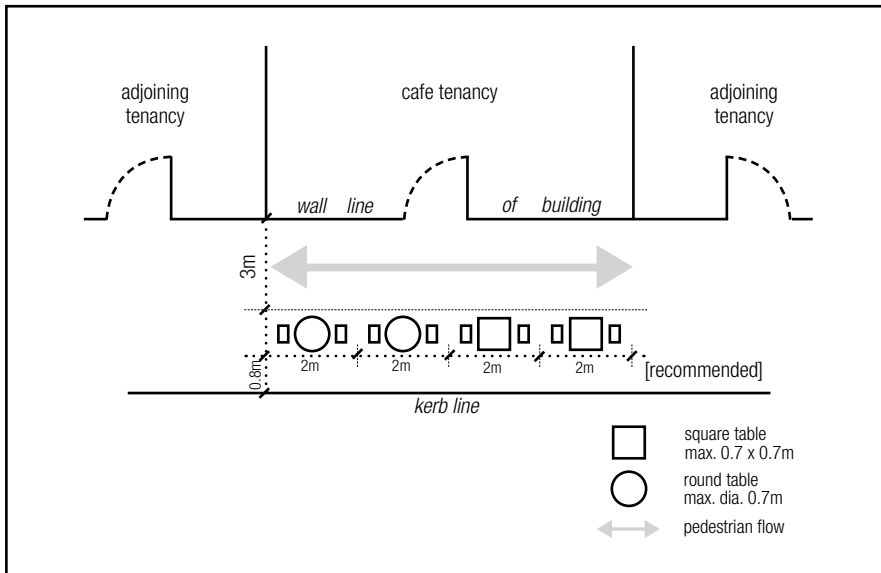
- The outdoor seating area must allow for unobstructed access to and from the premises
- The layout and orientation of furniture in the proposed seating area must allow for at least 0.8m to the adjacent kerb line to ensure safety of patrons (this is the area between the seating and kerb line). See Figure 1
- Adequate space is to be provided within the area to allow for easy movement and chair use
- Toilet accommodation on the premises should be sufficient for the increased number of seating
- The outdoor seating areas will not be permitted on street corners with pedestrian crossings or near entry points of designated crossings. See Figure 3
- The outdoor seating area must be outside of the applicants premises
- Sandwich boards used for advertising are not permitted in outdoor seating areas
- Heating devices are not recommended. Full details of any heating devices are to be provided with any application
- All temporary obstructions, including seating, tables, umbrellas and heating devices must be removed from the footpath outside of the business trading hours and stored away from the public area
- The pavement permission holder is responsible for ensuring that patrons keep the outdoor seating within the approved boundaries of the outdoor seating area
- Permanent barriers are generally not permitted and will require specific design and permission from Urban Design
- Temporary barriers in outdoor seating areas must have separate approval by Council. They are to be located **within** the approved outdoor seating area
- Outdoor seating areas may be required to be marked as stipulated by Council. To assist in the detection of approved outdoor seating areas and temporary obstructions by people with visual impairments, tactile or solid barriers **may** be required as part of the design. The Council will determine the design and manage the installation and removal of markers. The cost of installing, maintaining and removing outdoor seating markers will be met by the pavement permission holder
- The pavement permission is required to clean the approved seating area including tables, chairs and the immediate footpath surrounds. Ashtrays or other suitable devices must be provided and maintained.



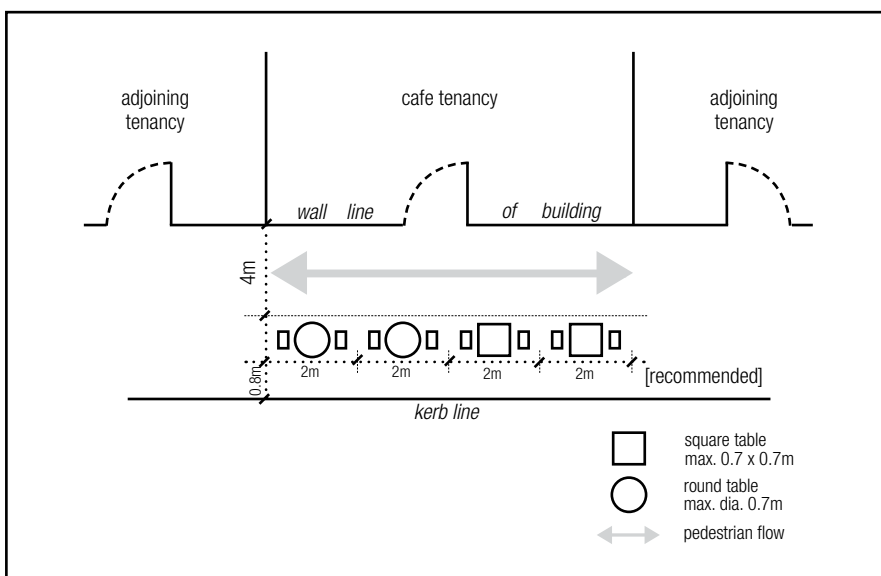
Footpath Cafe adjacent to the respective indoor premises – on kerbside.

- alignment and minimum clearance for pedestrian traffic
- recommended dimensions for furniture layout with 2 chairs per table seating arrangement must ensure minimum required footpath widths.

**2 metres** for all other locations in the wider city, that is Wellington district.

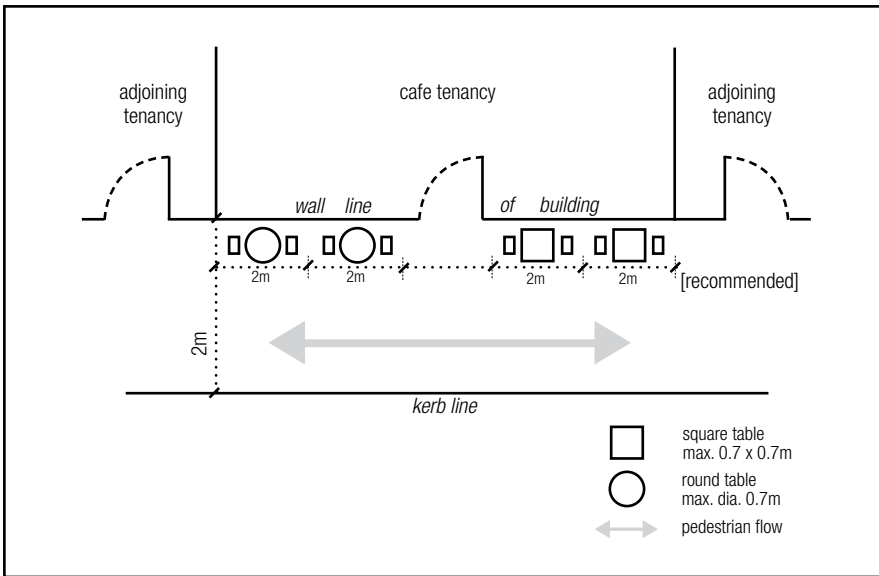


**3 metres** for Manners Street, Manners Mall, Cuba Street, Cuba Mall and Courtenay Place (is likely to include all of Courtenay Precinct).



**4 metres** for Lambton Quay and Willis Street.

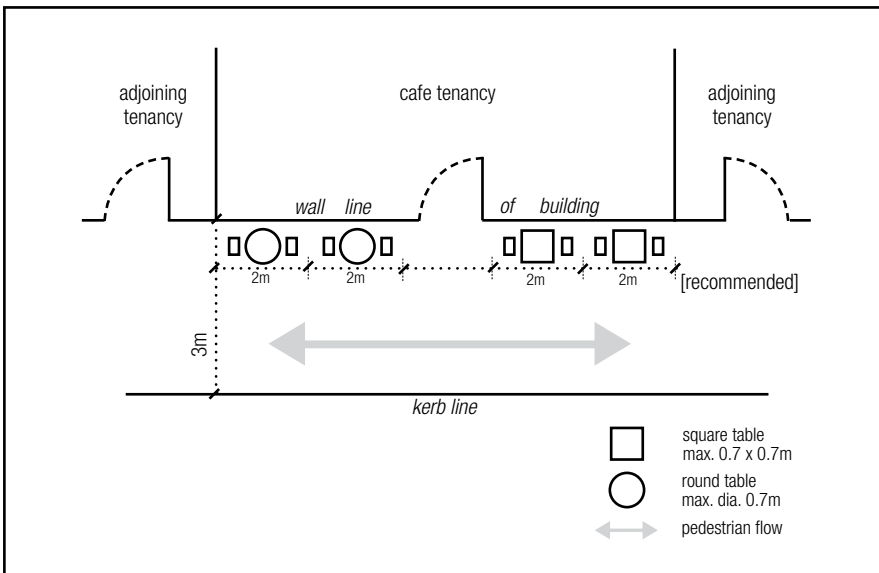
Figure 1 - Shows required layout for all areas.



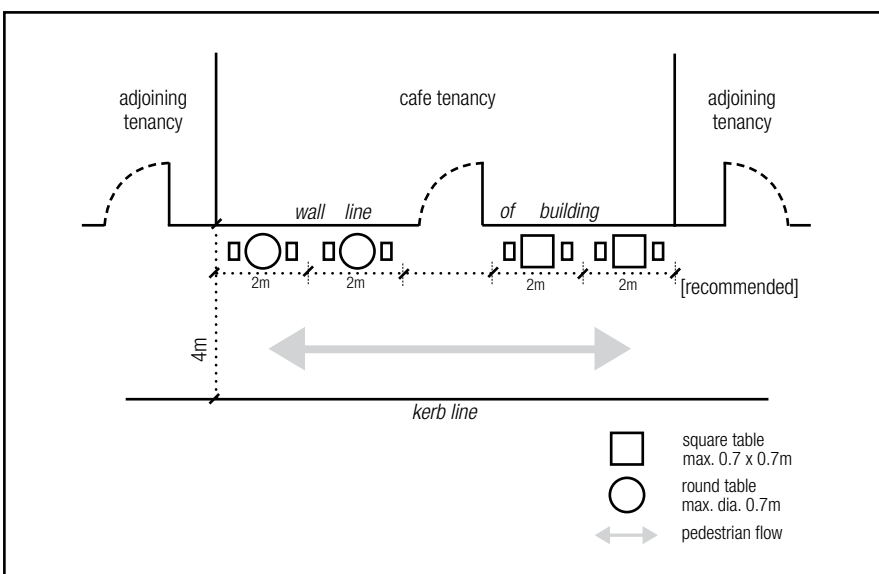
Footpath Cafe adjacent to the respective indoor premises on building boundary. Not normally permitted but will be considered under special circumstances.

- alignment and minimum clearance for pedestrian traffic
- recommended dimensions for furniture layout with 2 chairs per table seating arrangement must ensure minimum required footpath widths.

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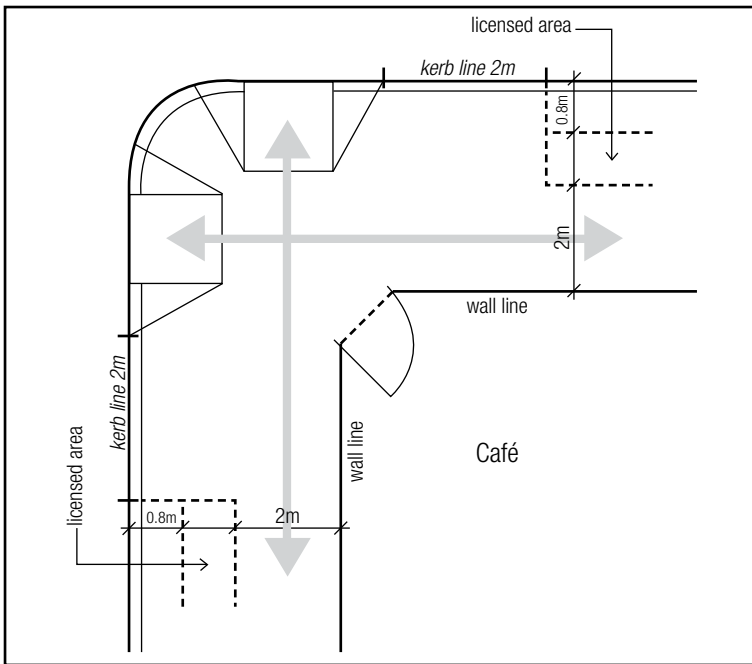


**3 metres** for Manners Street, Manners Mall, Cuba Street, Cuba Mall and Courtenay Place (is likely to include all of Courtenay Precinct).



**4 metres** for Lambton Quay and Willis Street.

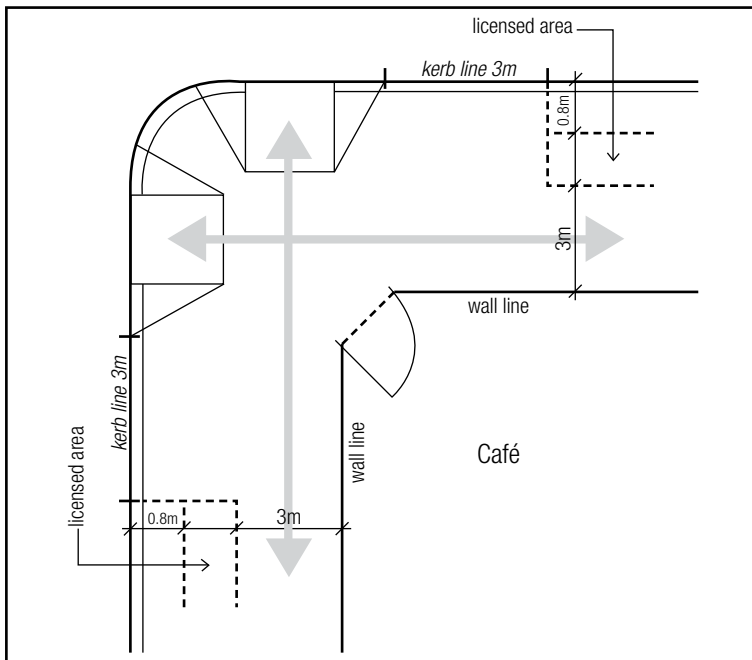
Figure 2 - Shows possible layout for all areas under special circumstances and dispensation granted.



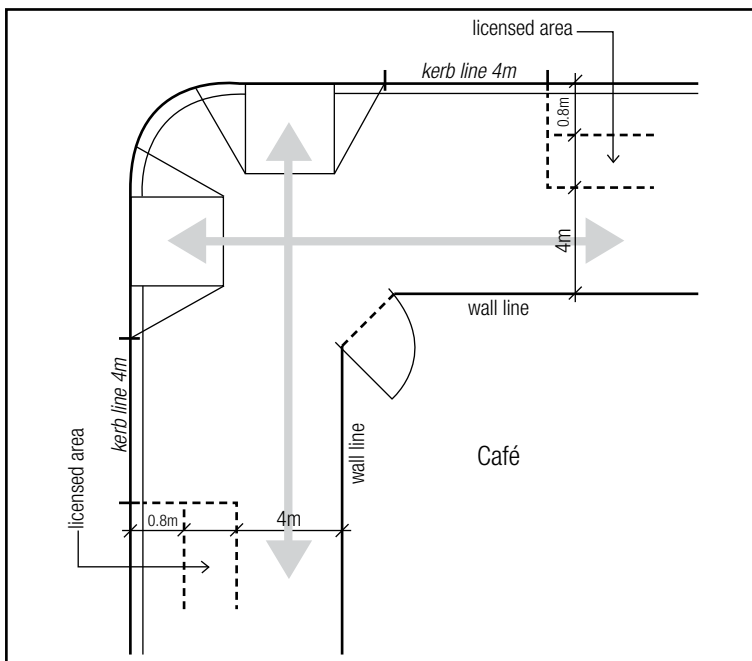
Footpath Cafe adjacent to the kerb close to street intersection

- alignment, normal dimensions and minimum clearance for pedestrian traffic

**2 metres** for all other locations in the wider city, that is Wellington district.



**3 metres** for Manners Street, Manners Mall. Cuba Street, Cuba Mall and Courtenay Place (is likely to include all of Courtenay Precinct).



**4 metres** for Lambton Quay and Willis Street.

Figure 3 - Shows required layout for all areas for premises close to street intersection.