

From: [REDACTED]
Sent: 03 June 2025 12:33
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy

I'm happy with that, thanks [REDACTED]

[REDACTED] – can we edit that section please

Thanks
[REDACTED]

From: [REDACTED]
Sent: 03 June 2025 12:28
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy

Hi All,

Happy for 6.1.2 to be more precise to avoid any issues in the future. We could add the wordings in red if everyone is fine with it.

Seating areas located on privately owned land, land to the rear of buildings, or within the defined boundary of Stevenage Town Centre do not require a licence under this Policy. However, if you do not own the land, you may still need to obtain permission from the landowner.

If you wish to apply for outdoor seating within the area defined as Stevenage Town Centre, please contact the Town Centre Management team in the first instance at (tcm@stevenage.gov.uk/ whatever is the best generic TC email to use)

Thanks [REDACTED]

From: [REDACTED]
Sent: 03 June 2025 10:04
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy

Hi all

I find that paragraph a little confusing . Sorry I know what they are like, and they would say it reads like they don't need a licence?

Kind Regards

[REDACTED]
[REDACTED] | Town Centre & Market Support Officer
Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, Hertfordshire, SG1 1HN
[REDACTED] [REDACTED] [REDACTED]

[Events](#) | [Stevenage Town Centre](#)



From: [Redacted]
Sent: [Redacted]
Cc: [Redacted]
Subject: FW: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy
Importance: High

Hi all

Page 8, 6.1.2 – I think we're all happy with what's written right? Vague enough but people know outdoor seating in the town centre doesn't fall within this policy..

Please confirm you are ok with it

Thanks
[Redacted]

From: [Redacted]
Sent: Friday, May 30, 2025 8:34 AM
To: County Wide Licence and Enforcement <countywide.licenceandenforcement@hertfordshire.gov.uk>; Plan Devcon <Plan.Devcon@stevenage.gov.uk>; R Licensing Eastern Area <licensingeasternarea@herts.police.uk> [Redacted]
[Redacted] Environmental Health SBC <Env.Health@stevenage.gov.uk>; Engineers <Engineers@stevenage.gov.uk> [Redacted]
[Redacted] Commercial Estates <CommercialEstates@stevenage.gov.uk> [Redacted]
[Redacted] TCM_SBC <tcm@stevenage.gov.uk> [Redacted]
Cc: [Redacted] Licensing <Licensing@stevenage.gov.uk>
Subject: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy
Importance: High

Dear All

Stevenage Borough Council, as the Licensing Authority, is responsible for granting Pavement Licences in accordance with the Business and Planning Act 2020.

We have developed a draft Pavement Licence Policy which sets out the standards, expectations and application procedures associated with the granting, monitoring and enforcement of Pavement Licences across the Borough of Stevenage (excluding the Town Centre).

The Policy aims to provide a consistent, fair and transparent approach to managing the use of public highways for commercial purposes, while ensuring public safety, accessibility and amenity are protected. It also offers guidance to applicants, existing licence holders, and authorised Council officers, explaining how compliance will be monitored and what actions will be taken in the event of non-compliance or breaches of licence conditions.

The draft Policy is now open to informal consultation from Friday 30th May to Friday 13th June 2025. A copy of the document is attached for your review.

We welcome any comments or feedback you may have. Please send your responses to licensing@stevenage.gov.uk by the end of the consultation period.

Kind Regards

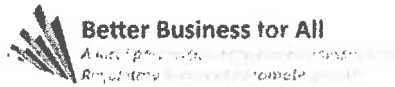
[Redacted]
Licensing Manager

Environmental Health and Licensing
Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN

Email: [Redacted]

Direct Line: [Redacted]

Mobile: [Redacted]



Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link <http://www.stevenage.gov.uk/privacy-policy>



From: [REDACTED]
Sent: 30 May 2025 13:52
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Informal Consultation - Stevenage Borough Council
Pavement Licensing Policy

Thanks [REDACTED]

I think this all looks pretty good. I was confused at first by some clauses that referred both "the Licensing Authority" and "Stevenage Borough Council" in one sentence as if the two were separate parties. And I wondered if the licence conditions should be explicit on minimum footway clearances, but maybe it is better to leave this out so that we have more discretion on a case by case basis.

Interesting that this policy clarifies that S115a will no longer be used for furniture on the highway. [REDACTED] Do we need "furniture" to be defined in Section 10? It would be useful if the policy was explicit that structures [REDACTED] in the High Street) are beyond the scope of the pavement licenses and still rest with HCC under s115a. I couldn't see that in there but might have missed it.

[REDACTED]
*Engineering Services Manager
Stevenage Borough Council*
[REDACTED]

I am currently hybrid working from home and office. My normal working hours are Monday - Friday [9am-5pm] although this may vary. The best way to reach me is by email but if you require an urgent response please call me on 07810 154918.
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<http://www.stevenage.gov.uk/privacy-policy>

From: Engineers
Sent: Friday, May 30, 2025 9:17 AM
To: [REDACTED]
Subject: FW: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy
Importance: High

Regards

[REDACTED]
Technical Support Manager
Planning & Regulation

From: [REDACTED]
Sent: 30 May 2025 08:34
To: County Wide Licence and Enforcement
<countywide.licenceandenforcement@hertfordshire.gov.uk>; Plan Devcon
<Plan.Devcon@stevenage.gov.uk>; R Licensing Eastern Area <licensingeasternarea@herts.police.uk>;
[REDACTED] Environmental Health SBC

<Env.Health@stevenage.gov.uk>; Engineers <Engineers@stevenage.gov.uk>; [REDACTED]
[REDACTED] Commercial
Estates <CommercialEstates@stevenage.gov.uk> [REDACTED]
[REDACTED]; TCM_SBC <tcm@stevenage.gov.uk> [REDACTED]
Cc [REDACTED]; Licensing <Licensing@stevenage.gov.uk>
Subject: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy
Importance: High

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We welcome any comments or feedback you may have. Please send your responses to licensing@stevenage.gov.uk by the end of the consultation period.

Kind Regards

[REDACTED]
Licensing Manager

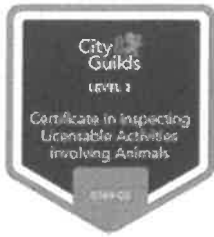
Environmental Health and Licensing

Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN

Email: [REDACTED]

Direct Line: 01438 242493

Mobile: [REDACTED]



Better Business for All

At the heart of the Council's Mission Statement is the commitment to providing a better business environment for all.



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From: Licensing
Sent: 11 June 2025 16:42
To: [REDACTED]
Subject: PAVEMENT LICENCE CONSULTATION Rep - Informal Consultation - Stevenage Borough Council Pavement Licensing Policy

Hi,
EVI

[REDACTED] | Licensing Officer | Stevenage Borough Council | Daneshill House, Danestrete, Stevenage, Herts., SG1 1HN
Web: www.stevenage.gov.uk



Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link <http://www.stevenage.gov.uk/privacy-policy>

From: [REDACTED]
Sent: 11 June 2025 09:12
To: Licensing
Subject: [External] Re: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy

Good morning

In relation to the attached, I have liaised with our Licence and Enforcement team for comments.

Main comment was around possibly placing a bit more emphasis on licence holders' duties for removing all associated apparatus from the highway outside of licensing hours. ("must remove" etc)

Other than that, no significant concerns around the document raised

Kind regards

[REDACTED]
Assistant Network Manager | Highways Network Management Strategy & Compliance | Growth & environment
Hertfordshire County Council
Address: Farnham House, Six Hills Way, Stevenage, SG1 2ST, Postal Point: CHN115.

Our vision is to create a cleaner, greener and healthier Hertfordshire, guided by our RISE values

We improve Residents' lives	We work with Integrity	We act Sustainably	We champion Equality & fairness
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From: [REDACTED]
Sent: 30 May 2025 08:34

To: County Wide Licence and Enforcement <[redacted]>; Plan Devcon <Plan.Devcon@stevenage.gov.uk>; R
Licensing Eastern Area <licensingeasternarea@herts.police.uk>; [redacted] Environmental Health SBC
<Env.Health@stevenage.gov.uk>; Engineers <Engineers@stevenage.gov.uk>; [redacted]
[redacted] Commercial Estates <CommercialEstates@stevenage.gov.uk>
[redacted] TCM SBC <tcmsbc@stevenage.gov.uk>; [redacted]
Cc: [redacted] Licensing <licensing@stevenage.gov.uk>
Subject: Informal Consultation - Stevenage Borough Council Pavement Licensing Policy
Importance: High

Dear All

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The draft Policy is now open to informal consultation from **Friday 30th May to Friday 13th June 2025**. A copy of the document is attached for your review.

We welcome any comments or feedback you may have. Please send your responses to licensing@stevenage.gov.uk by the end of the consultation period.

Kind Regards

[redacted]
Licensing Manager

Environmental Health and Licensing

Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN

Email: [redacted]

Direct Line: [redacted]

Mobile: [redacted]



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From: [REDACTED]
Sent: 06 February 2026 10:37
To: [REDACTED]
Subject: RE: ****CONSULTATION**** Stevenage Borough Council Draft Street Trading Policy

Hi [REDACTED]

Just a thought. I cannot see anything within the documentation about pitch traders or traders that have been allowed to use the paving in front of the shops, to make sure they keep them clean. Too many 'café' areas are not clearing their spillages or cigarette ends at the end of each day. Also weeds / debris builds up under trader trailers, that should be their responsibility to keep clean.

Kind regards,

[REDACTED]

[REDACTED]
Street Scene Manager | Environment & Leisure | [Stevenage Borough Council](#)

Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link <http://www.stevenage.gov.uk/privacy-policy>



From: [REDACTED]
Sent: 28 January 2026 12:50
To: Plan Devcon <Plan.Devcon@stevenage.gov.uk>; R Licensing Eastern Area <licensingeasternarea@herts.police.uk>; [REDACTED] Engineers <Engineers@stevenage.gov.uk>; TCM_SBC <tcm@stevenage.gov.uk> [REDACTED]
[REDACTED] County Wide
Licence and Enforcement <countywide.licenceandenforcement@hertfordshire.gov.uk>
Subject: Re: ****CONSULTATION**** Stevenage Borough Council Draft Street Trading Policy
Importance: High

Good Afternoon

Further to my previous email dated 14th January 2026. The consultation period has been extended by a further 2 weeks. The last date for comments will now be Wednesday 11th February.

Kind Regards

[REDACTED]
Licensing Manager

Environmental Health and Licensing
Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN
Email: [REDACTED]
Direct Line: [REDACTED]
Mobile: [REDACTED]



Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link <http://www.stevenage.gov.uk/privacy-policy>.

From [REDACTED]
Sent: 14 January 2026 14:37
To: Plan Devcon <Plan.Devcon@stevenage.gov.uk>; R Licensing Eastern Area <licensingeasternarea@herts.police.uk> [REDACTED] Engineers <Engineers@stevenage.gov.uk>; TCM_SBC <tcm@stevenage.gov.uk>; [REDACTED]
[REDACTED]; County Wide Licence and Enforcement <countywide.licenceand enforcement@hertfordshire.gov.uk>
Subject: ****CONSULTATION**** Stevenage Borough Council Draft Street Trading Policy
Importance: High

Dear Stakeholder

Stevenage Borough Council has developed a draft Street Trading Policy to provide a clear consistent framework for the regulation of street trading within the borough. As this will be the Council's first dedicated Street Trading Policy, we are keen to ensure that the final version reflects local needs, supports businesses and promotes public safety and community wellbeing.

We are now inviting views from key stakeholders as part of a 14-day consultation period. The purpose of this consultation is to gather feedback on the proposed policy prior to formal adoption by the Council.

Please find attached a copy of the draft Street Trading Policy for your consideration. We would be grateful if any comments, observations or suggestions could be submitted in writing no later than **Wednesday 28th January 2026**.

Responses may be sent to licensing@stevenage.gov.uk . All representations received will be reviewed and considered before the final version of the policy is presented for approval.

Thank you in advance for taking the time to contribute to this consultation. Should you have any questions or require clarification on any aspect of the policy, please do not hesitate to contact us.

Kind Regards

[Redacted Signature]

Licensing Manager

Environmental Health and Licensing

Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN

Email: [Redacted]

Direct Line: [Redacted]

Mobile: [Redacted]



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From: [REDACTED]
Sent: 28 September 2025 12:19
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Re: Sign off of Pavement Licence Policy

Hello [REDACTED]

Thank you for feedback and listening on my point about refunds and clarifying around privately owned land and the policy . This will help greatly for businesses and sets out clear guidance and expectations . Thank you again for sight of the policy.

[REDACTED]



[REDACTED]
Cabinet Member for Environment
Councillor for Shephall Ward
Stevenage Borough Council
Daneshill House,
Danestrete,
Stevenage SG1 1HN

[REDACTED]
www.stevenage.gov.uk

[REDACTED]
Sent: 26
September 2025
16:29

To: [REDACTED]
[REDACTED]

Cc: [REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Re:
Sign off of

Importance: High

Good afternoon, [REDACTED]

Thank you for your recent email and for raising some helpful points regarding the pavement licence policy.

To clarify, the pavement licence policy does not apply to privately owned land. This includes areas such as private retail spaces, land to the rear of buildings, or any locations within the town centre that do not form part of the public highway.

For outdoor seating located within the defined town centre area, management falls under the remit of the Town Centre Management Team. This process is outlined in paragraphs 6.1.2 and 6.1.3 of the policy.

You also raised an important question regarding refunds — specifically whether a partial fee refund could be considered in cases where a business closes mid-year or is unable to use the licensed area due to unavoidable works (e.g. resurfacing or utility works). While paragraph 6.26.3 already states that refunds will be determined on a case-by-case basis, we agree this could be made clearer. Following discussions with [REDACTED] we have now included a sentence to confirm that any approved refund would be subject to the deduction of administration fees, in order to ensure cost recovery on works the Council have already carried out.

Additionally, in paragraph 6.26.2, we have added the word “normally” to provide some flexibility in the rare instances where a refund might otherwise be considered.

Finally, just to confirm, I have received advice from [REDACTED] in Shared Legal Services (by email dated 18th May) that this policy decision can be made via delegated decision and does not need to go to Cabinet.

I hope this helps clarify the position, I have attached the amended policy to this email along with associated appendices ready for sign off, but please don't hesitate to get in touch if you have any further questions.

Kind Regards

[REDACTED]

[REDACTED]

Licensing Manager

Environmental Health and Licensing

Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN

Email: [REDACTED]

Direct Line: [REDACTED]

Mobile: [REDACTED]



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A local partnership between Business and Regulatory Services to provide growth



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From: [REDACTED]
Sent: 24 September 2025 21:06
To: [REDACTED]
Cc: [REDACTED]

Subject: RE: Re: Sign off of Pavement Licence Policy

Hello [REDACTED]

I am well, and hope that you [REDACTED] and the team are doing well.

Thank you for sight of this policy , which I know to be important to the safe management of the public realm , in the town centre , old town , and elsewhere in our neighbourhood precincts . I am assuming this does not apply to privately owned retail areas.?

Are there any circumstances under which we would refund part of a fee, if the business closed , halfway through a year , or was unable to use the public realm for this purpose , whilst work is being done on it: resurfacing , laying of utilities etc. ?

Will this policy be coming to cabinet ?

Apart from the above, good to clear for approval.

Best Wishes

[REDACTED]



██████████
Cabinet member for Environment
Councillor for Shephall Ward
Stevenage Borough Council
Daneshill House,
Danestrete,
Stevenage SG1 1HN

██
www.stevenage.gov.uk

From: ██████████
██

Sent: 22
September 2025
12:03

To: ██████████
██

Cc: ██████████
██
██
██
██

Subject: Re: Sign
off of Pavement
Licence Policy

Good morning, Cllr ██████████

I hope this email finds you well.

Please see attached, final version of our proposed Pavement Licensing Policy for your attention. Though this will require sign off, the plan is that we don't finalise it just yet as ██████████ is wanting to resolve the High Street situation first.

Please don't hesitate to get in contact with me should you have any questions.

Kind Regards

[Redacted]

[Redacted]

Licensing Manager

Environmental Health and Licensing

Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN

Email: [Redacted]

Direct Line: [Redacted]

Mobile: [Redacted]



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