

Licensing Committee (Regulatory)



Please contact: Democratic Services

Please email: democraticservices@north-norfolk.gov.uk

Please direct dial on: 01263 516108

Date Not Specified

A meeting of the **Licensing Committee (Regulatory)** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 22 October 2025** at **10.00 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516108, Email: democraticservices@north-norfolk.gov.uk

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Cllr P Fisher, Cllr D Birch, Cllr M Batey, Cllr K Bayes, Cllr J Boyle, Cllr A Brown, Cllr T FitzPatrick, Cllr N Housden, Cllr E Tooke, Cllr P Porter, Cllr L Withington, Cllr K Leith, Cllr C Ringer, Cllr C Rouse and Cllr M Taylor

All other Members of the Council for information.

Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order
to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Corporate Directors: Nick Baker and Steve Blatch

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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. PUBLIC QUESTIONS AND STATEMENTS

3. MINUTES (Pages 1 - 10)

To approve as a correct record the Minutes of the Licensing Committee (Regulatory) 9th July 2025 and the Sub-Committee (Regulatory) of 14th July 2025 and 24th September 2025.

4. DECLARATIONS OF INTEREST (Pages 11 - 12)

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest. Members are requested to refer to the attached guidance and flowchart.

5. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

6. STREET TRADING POLICY 2025-2028 (Pages 13 - 52)

STREET TRADING POLICY 2025 - 2028	
Executive Summary	A full review of the Street Trading Policy has been undertaken to bring the policy up to date and to ensure public safety and support local economic growth. Following consultation, the revised policy introduces clearer enforcement powers, and a more accessible format.
Options considered	Do nothing. Complaints have been raised in relation to a lack of street trading designation and suggestions have been put forward which would be ignored and are currently impacting on fair competition and the success of local business in some areas. Add a single street designation for areas with problems. This would be a missed opportunity to review all designations and consult widely on changes recommended as good practice.
Consultation(s)	Full public consultation
Recommendations	That the Licensing and Appeals Committee: 1. Approves the revised Street Trading Policy 2025. 2. Recommends its adoption by Full Council.

	3. Authorises officers to implement the policy and update the Council's website, procedures and application materials accordingly.
Reasons for recommendations	Policy modernisation and clarity Support for local economic growth Public safety and amenity Consistency and fairness in decision making Positive stakeholder engagement Alignment with strategic objectives
Background papers	Institute of Licensing Street trading training 2025 Cornwall Council Street Trading Policy East Suffolk Street Trading Policy Breckland Council Street Trading guidance and conditions Local Government Provisions Act 1982

Wards affected	All
Cabinet member(s)	Councillor Callum Ringer
Contact Officer	Elisa Pendered

Links to key documents:	
Corporate Plan:	An environment for business to thrive in.
Medium Term Financial Strategy (MTFS)	
Council Policies & Strategies	

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Yes and full public consultation applies
Details of any previous decision(s) on this matter	2016 a review of street trading was considered and found to be unnecessary at the time. The last street trading policy issued by North Norfolk District Council was in 1989.

7. LICENSING FEES AND CHARGES 2026-2027

(Pages
53 -
72)

LICENSING FEES AND CHARGES 2026 - 2027	
Executive Summary	A comprehensive review of licensing fees and charges for 2026–27 has been undertaken to ensure compliance with

	statutory cost-recovery requirements. The proposed changes aim to ensure fairness, transparency, and alignment with legal duties, with implementation delegated to officers from 1 April 2026.
Options considered	Postpone review to a later date. Postponement would be out of line with legislation. The Council is required to charge on a cost recovery basis. To ensure accuracy, a regular cost analysis is required. Percentage uplift. This approach does not take account of fluctuating costs and demand on each licence type.
Consultation(s)	Licensing fees and charges are set by Government or cost recovery; therefore, full consultation is not required. The Licensing Committee is a public meeting. Papers are publicly available online in advance of the meeting. Members of the public can attend the meeting. Fees will be published for at least 4 weeks before being introduced.
Recommendations	That the Licensing and Appeals Committee: 1. Acknowledges the scrap metal fees, licensed vehicle and private hire operator fees to be approved by Cabinet. 2. Agrees the revised Mobile Home Fees Policy 3. Agrees the 2026-27 fees and charges, excluding those mentioned in recommendation 1. 4. Recommends approval by Full Council. 5. Delegate authority to officers to implement the revised fees from 1 April 2026.
Reasons for recommendations	Consistency and fairness in decision making Alignment with statutory obligations Cost recovery
Background papers	Institute of Licensing Street fees and charges training 2025 Local Government Miscellaneous Provisions Act 1982 Licensing Act 2003 Public Health Act 1936 Licensing Activities Involving Animals (England) Regulations 2018 Town Police Clauses Act 1847 Local Government Miscellaneous Provisions Act 1976 Breckland District Council fees and charges Great Yarmouth District Council fees and charges Norwich City Council fees and charges East Lindsey District Council Mobile Home Fees Policy South Norfolk and Broadland fees and charges

Wards affected	All
Cabinet member(s)	Councillor Callum Ringer
Contact Officer	Environmental and Leisure Business Support Manager

Links to key documents:

Corporate Plan:	An environment for business to thrive in.
Medium Term Financial Strategy (MTFS)	The licensing fees and charges contribute to the overall budget-setting. Licensing fees are ringfenced to be reinvested in the licensing service.
Council Policies & Strategies	Mobile Home Fees Policy

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	
Details of any previous decision(s) on this matter	Licensing fees and charges form part of the budget proposals set before Full Council each year.

8. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph _ of Part I of Schedule 12A (as amended) to the Act.”

9. TO CONSIDER ANY EXEMPT MATTERS ARISING FROM THE PUBLIC BUSINESS OF THE AGENDA

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LICENSING COMMITTEE (REGULATORY)

Minutes of the meeting of the Licensing Committee (Regulatory) held on Wednesday, 9 July 2025 at the Council Chamber - Council Offices at 10.30 am

Committee

Members Present:

Cllr P Fisher
Cllr A Brown
Cllr P Porter

Cllr J Boyle
Cllr E Spagnola (Acting Chair)
Cllr C Ringer

Officers in Attendance

Environmental & Leisure Business Services Manager (ELBSM)
Legal Officer (LO)
Democratic Services Manager (DSM)
Democratic Services Officer (DSO)

Also in attendance:

Members of the Public

Apologies for Absence:

Cllr D Birch (Chairman)
Cllr M Batey
Cllr K Bayes
Cllr T FitzPatrick
Cllr N Housden
Cllr L Withington
Cllr K Leith
Cllr C Rouse
Cllr M Taylor

1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Batey, Cllr Bayes, Cllr Birch, Cllr Housden, Cllr Leith, Cllr Rouse, Cllr Taylor, Cllr Withington and Cllr Fitzpatrick.

2 PUBLIC QUESTIONS

Members confirmed they had received the representations from the NNTPHA Secretary and following a question from the Chair, that they had no questions arising from those representations.

3 MINUTES

Cllr Boyle proposed, and Cllr Porter seconded approval of the minutes of the meeting 22nd January 2024. **It was resolved** unanimously to approve the minutes as a correct record.

4 DECLARATIONS OF INTEREST

None

5 ITEMS OF URGENT BUSINESS

None

6 DRAFT TAXI AND PRIVATE HIRE POLICY AND HANDBOOK

Cllr Ringer presented the report, noting this draft document was the culmination of a number of months of work by Officers, 2 rounds of public consultations and discussions with representative of the trade. He thanked Officers, Consultees and the representatives of the trade for their efforts. He invited the ELBSM to provide the Committee with further information.

The ELBSM presented the draft handbook to the Committee and confirmed that one of the main reasons for rewriting the handbook was to address accessibility issues, removing legal jargon and following the principles of Plain English.

She highlighted that standards and policies in this arena must consider the 4 licensing objectives as a priority and in this handbook more emphasis was placed on safeguarding practices.

The ELBSM outlined the consultation process including monthly meetings with the trade representative and informed the Committee that this provided valuable insight and led to key amendments including update to the knowledge test, revised guidance on the carriage of dogs, changes to documentary evidence required for vehicle renewals and other operational improvements.

She brought the Committees attention to a new quick guide document which aimed to provide highlights of the main document to the reader.

Cllr Ringer proposed, and Cllr Brown seconded the recommendation that the Committee agree and recommend adoption of the Taxi and Private Hire Policy and Handbook 2025 v5.1 to Full Council, with effect from 1st September 2025.

It was resolved unanimously to accept the recommendation

The meeting ended at 10.38 am.

Chairman

LICENSING SUB-COMMITTEE (REGULATORY)

Minutes of the meeting of the Licensing Sub-Committee (Regulatory) held on Monday, 14 July 2025 at the Council Chamber - Council Offices at 10.00 am

Committee Cllr E Spagnola (Chair)
Members Present:

Cllr P Porter
Cllr J Boyle

Officers in Attendance: Licensing Officer (LO)
Assistant Director for Finance, Assets, Legal & Monitoring Officer (Legal Adviser)
Democratic Services Manager
Democratic Services Officer

1 CHAIRMAN'S INTRODUCTION

The Chair welcomed attendees and explained how the Sub-Committee would run.

2 TO RECEIVE APOLOGIES FOR ABSENCE

None

3 DECLARATIONS OF INTEREST

None

4 ITEMS OF URGENT BUSINESS

None

5 EXCLUSION OF THE PRESS AND PUBLIC

The Chair proposed that the Sub-Committee went into private session for the following reason:

That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12 A (as amended) to the Act.

Cllr Boyle seconded the recommendation, and **it was resolved** unanimously.

6 (WK/250004467) - APPLICATION FOR A LICENCE TO DRIVE HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLES IN NORTH NORFOLK

The attendees of the Sub-Committee introduced themselves following an invitation by the Chair. The Hackney Carriage and Private Hire Driver ("the Driver") introduced himself.

The Legal Advisor outlined the procedure that would be followed, and the LO

presented the report to the Sub-Committee, detailing that the Driver had held a licence with NNDC since May 2024 without Complaint and without NNDC penalty points. She confirmed he had a clear updated DBS certificate.

She provided the Sub-Committee with details of the 3 speeding issues that have resulted in the Driver having 9 DVLA penalty points. 1 incident predated the granting of the Drivers licence with NNDC. The second incident related to 41 mph in a 30-mph limit. The third, 36 MPH in a 30 MPH limit.

The LO explained the relevant legislation, guidance and policies to the Sub-Committee including the DFT Statutory Taxi and Private Hire Standards (July 2020) and the NNDC Hackney Carriage and Private Hire Policy Handbook.

The LO confirmed the Sub-Committee was being asked to consider whether the Driver remained a “fit and proper” person to continue to hold a NNDC Hackney Carriage and Private Hire Driver’s Licence, she outlined the available actions to the Sub-Committee, allowing the Licence to be retained without condition, to suspend the Licence or to revoke the Licence. The LO explained the Driver’s right of appeal of this decision. Neither the members nor the Driver had any questions for the LO.

The Driver explained the background to his becoming a taxi driver. He explained the circumstances of the 2 more recent speeding incidents, noting that on neither occasion were passengers in the car. He told the Sub-Committee that he had been very focuses on his speed since the first 2 incidents.

Cllr Porter asked the Driver what other steps he would take in the future if the Sub-Committee decided he could retain his Licence. The Driver indicated that he had revisited the highway code and ensured he was able to identify the relevant speed limits depending on the type of road and would consider use of a speed limiter.

On a request from the Chair the LO summarised the facts and the evidence presented. The Driver indicated he had nothing further to add.

The Legal Officer provided the Sub-Committee with advice and noted that the decision of the Sub-Committee was not a punitive one but needed to relate to the objective of public safety. She noted that speeding constitutes a road traffic risk.

She confirmed the options available to the Sub-Committee noting that revocation of the licence was for the most serious matters, with suspension for the less serious matters. She stated that the Sub-Committee would need to have consideration as to whether the issues was a permanent one or more of a temporary one and that in any event their decision needed to a proportionate one.

The Members retired to consider their decision at 10.25 am

The Sub-Committee reconvened at 11.20.

The Chair asked the LA to read out the reasons for its decision.

In deciding the matter, the Sub-committee considered the details of the LO report, the oral representations given by the Driver at the hearing, along with the various guidance available to it, and noted as follows.

1. It has concerns that the three speeding offences all occurred in a 30mph speed limit, and within a short period of time, two of which were within the

first year of being licensed.

2. Taxi drivers are professional drivers charged with the responsibility of carrying the public. Speeding is considered a risk to the other road users and is recognised as such by endorsements in the Road Traffic legislation.
3. The Driver has explained that this is his livelihood and will pay significant attention in the future. He is aware that if he receives another 3 points within the relevant period, he is likely to receive a mandatory 6 month disqualification from the Court.
4. Public safety of road users is a paramount consideration. Whilst the Committee did not think the speeding contraventions, given all the information available, amounted to a permanent failure of the fit and proper test, it considered that a short suspension of the taxi licence would be a proportionate action. A 2-week suspension will provide a period to consider the importance of public safety or road users; the risk that speed represents; and how he will put in place his own ways to address and prevent this happening again.

It was resolved

That a 2- week suspension of the Driver's taxi licence be imposed commencing 21 days from the date of receipt of the decision notice.

The meeting ended at 11.25 am.

Chairman

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LICENSING SUB-COMMITTEE (REGULATORY)

Minutes of the meeting of the Licensing Sub-Committee (Regulatory) held on Tuesday, 23 September 2025 at the Council Chamber - Council Offices at 10.00 am

Committee Cllr E Tooke (Chair)

Members Present:

Cllr J Boyle

Cllr M Batey

Officers in Licensing Officer (LO)

Attendance: Legal Advisor (LA)

Democratic Services Officer (DSO)

7 CHAIRMAN'S INTRODUCTION

The Chair opened the meeting and explained how the meeting would be managed and the procedure to be followed.

8 TO RECEIVE APOLOGIES FOR ABSENCE

None

9 ITEMS OF URGENT BUSINESS

None

10 DECLARATIONS OF INTEREST

None

11 EXCLUSION OF THE PRESS AND PUBLIC

The Chair proposed and Cllr Boyle seconded and it **was resolved unanimously**

That the Sub-Committee went into private session under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A (as amended) to the Act.

12 (WK/240009262) - APPLICATION FOR A LICENCE TO DRIVE HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLES IN NORTH NORFOLK

The attendees of the Sub-Committee introduced themselves following an invitation by the Chair. The Hackney Carriage and Private Hire applicant ("the Applicant") introduced himself

The LA explained the procedure of the meeting and the order in which representations would be made.

The LO presented the report to the Sub-Committee, taking the committee through the timeline of events and the issues, namely the disclosure contained within the applicant's enhanced disclosure, the entry on the NR3S database showing a revocation of a licence by another Licensing Authority and the DVLA record showing 14 points for speeding offences.

The LO referred the Sub-Committee to the applicant's caution recorded on his DBS check and the report from the Borough Council of West Norfolk (BCKLWN) detailing their determinations including to revoke the applicant's combined drivers and private hire operators licence.

The LO took the sub-committee through the 4 speeding offences recorded on the applicants DVLA licence, noting that he had a total of 14 points but has retained his DVLA driving licence.

The LO explained the relevant legislation, policies and guidance which were relevant to the sub-committee's consideration. The LO confirmed that the Sub-Committee was being asked to consider whether the Applicant was a "fit and proper person" to hold a NNDC Hackney Carriage and Private Hire Driver's Licence

Following a question from the Chair, the LO confirmed the reasons for the delays during the application process.

The Applicant explained the background to his caution, informing the Sub-Committee that he acted in self-defence. He explained that he believed the trip limiter failed on one of his speeding offences and on another occasion, he had received some bad family news. He suggested on one occasion he was 3 miles over the limit, another 4 miles and a 3rd 15 miles over the speed limit.

Regarding the issues referred to by BCKLWN, he stated the issue with his MOT was down to an error by the garage and he did not realise the accident he had required reporting.

Answering questions from the LA, the Applicant confirmed he had previously attended 2 speed awareness courses in approximately the last 6 years and that he hadn't appealed the revocation of his licences as he did not know how to do that. He denied that he had been verbally aggression at the determination hearing.

The LO summed up the issues and evidence heard by the Sub-Committee, bringing their attention to the options available to them. She referred the Sub-Committee to the "fit and proper person test". The Applicant asked the Sub-Committee to consider that he believed he was a safe and professional driver.

The Sub-Committee retired to consider their decision at 10.41 am

The Sub-Committee reconvened at 11.24 and on request from the Chair, the LA read out their determination.

The Chair asked the LA to read out the determination.

In deciding the application, the Sub-Committee considered the oral representations given by the applicant at the hearing together with all other evidence.

1. At the time of the original application in October 2024, the Applicant had 6 points on his DVLA licence which would meet the threshold for a delegated decision to be made in respect of granting the licence.
2. Between the original application and the submission of all the documentation by August 2025, the Applicant received a further 2 speeding offence disposals amounting to a further 8 points being added to his DVLA licence. This took the total points to 14, which in normal circumstances would have led to disqualification from driving. That the court did not disqualify the Applicant from driving is a matter for the court and not the licensing authority whose principal role is to assess the fit and proper person test to ensure public safety.
3. The DVLA points accrued in a relatively short period of time.
4. The “accident” referred to by the previous licensing authority indicated a lack of care/consideration
5. The 5 DVLA points speeding offence was for travelling at 45 mph in a 30mph zone which indicates a serious lack of concentration regardless of circumstances.
6. The Sub-Committee was mindful of the decision of BCKLWN in revoking the Applicant’s licence and felt that the reasons given remained valid.
7. Collectively, on considering all of the evidence, the Sub-Committee did not believe that the Applicant was a fit and proper person for the purposes of being a licensed driver.
8. Once the applicants points total falls below 9, then he is at liberty to reapply.

Accordingly, **it was resolved** the application for a licence was refused.

The LA informed the Applicant of his right to appeal and suggested that he take advice on this matter.

The meeting ended at 11.25 am.

Chairman

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Declarations of Interest at Meetings

When declaring an interest at a meeting, Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate to any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

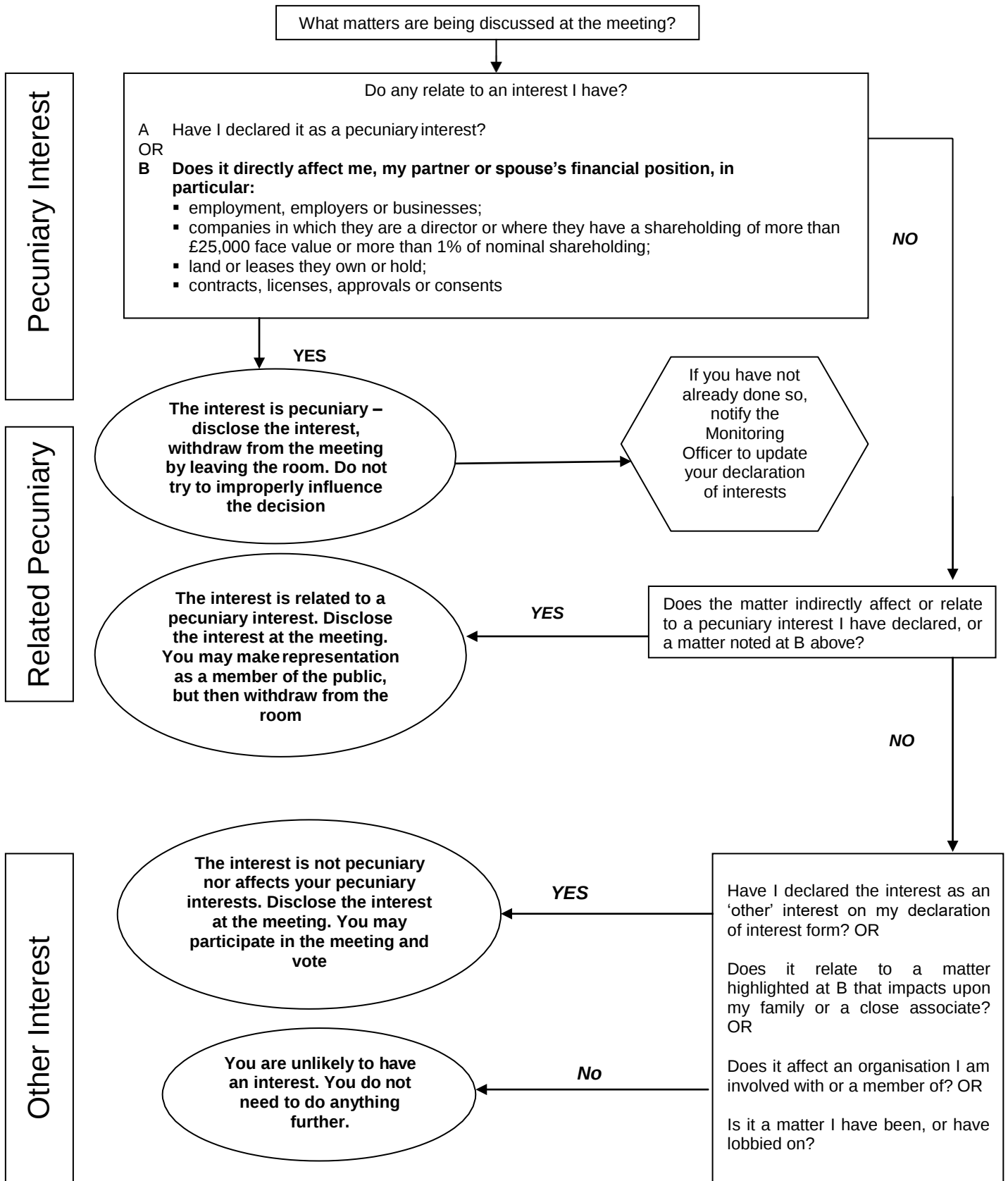
FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DEVELOPMENT COMMITTEE MEMBERS SHOULD ALSO REFER TO THE PLANNING PROTOCOL

Declarations of Interest at Meetings

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



STREET TRADING POLICY 2025 - 2028	
Executive Summary	A full review of the Street Trading Policy has been undertaken to bring the policy up to date and to ensure public safety and support local economic growth. Following consultation, the revised policy introduces clearer enforcement powers, and a more accessible format.
Options considered	Do nothing. Complaints have been raised in relation to a lack of street trading designation and suggestions have been put forward which would be ignored and are currently impacting on fair competition and the success of local business in some areas. Add a single street designation for areas with problems. This would be a missed opportunity to review all designations and consult widely on changes recommended as good practice.
Consultation(s)	Full public consultation
Recommendations	That the Licensing and Appeals Committee: 1. Approves the revised Street Trading Policy 2025. 2. Recommends its adoption by Full Council. 3. Authorises officers to implement the policy and update the Council's website, procedures and application materials accordingly.
Reasons for recommendations	Policy modernisation and clarity Support for local economic growth Public safety and amenity Consistency and fairness in decision making Positive stakeholder engagement Alignment with strategic objectives
Background papers	Institute of Licensing Street trading training 2025 Cornwall Council Street Trading Policy East Suffolk Street Trading Policy Breckland Council Street Trading guidance and conditions Local Government Provisions Act 1982

Wards affected	All
Cabinet member(s)	Councillor Callum Ringer
Contact Officer	Elisa Pendered

Links to key documents:	
Corporate Plan:	An environment for business to thrive in.
Medium Term Financial Strategy (MTFS)	
Council Policies & Strategies	

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Yes and full public consultation applies
Details of any previous decision(s) on this matter	2016 a review of street trading was considered and found to be unnecessary at the time. The last street trading policy issued by North Norfolk District Council was in 1989.

1. Purpose of the report

1. **Summarise the key changes** made to the existing policy, including updated street designations and clearer guidance for applicants.
2. **Explain the rationale** behind the policy updates, including public safety, economic development, and community feedback.
3. **Demonstrate compliance** with legal duties under the Local Government (Miscellaneous Provisions) Act 1982.
4. **Assess the implications** of the policy in terms of finance, resources, equality, community safety, and environmental impact.
5. **Seek formal approval** from the Committee to adopt and implement the revised policy

2. Introduction & Background

The Council's current Street Trading Policy was last considered for review in 2016, when it was found that no changes were required. Since then, changes in trading patterns, public safety considerations, and community feedback have necessitated a comprehensive review.

The policy aims to:

- Clarify the application process and grounds for refusal.
- Update the list of designated streets based on current needs and local consultation.
- Provide a more accessible, Plain English version of the policy.
- Support local enterprise while maintaining public safety and amenity.

3. Proposals and Options

A revised list of consent and prohibited streets has been developed following consultation with parish councils, local businesses, and residents. Streets near schools and narrow thoroughfares have been designated as prohibited to enhance safety.

- Extensive consultation was undertaken with:
- Parish and town councils
- Local businesses and Chambers of Commerce
- Norfolk Constabulary and Highways Authority
- Environmental and Planning teams
- Members of the Public

3.1. New section on urban centres

- A new section has been added regarding designation of urban centres as **consent streets**, supporting economic vitality while ensuring appropriate regulation.

The designation of urban centres is to:

- ✓ Encourage local enterprise and economic growth.
- ✓ Manage public space use effectively.
- ✓ Ensure fair competition with established businesses.
- ✓ Maintain public safety and accessibility.
- ✓ Align with local development and planning policies.

This approach allows the Council to regulate trading activity while supporting vibrant town centres.

3.2. Improved clarity and accessibility

The policy has been rewritten in plain English to improve understanding and compliance among traders and the public.

3.3. Enhanced enforcement framework

Clearer penalties and enforcement powers are outlined, including seizure of goods and potential prosecution for illegal trading.

3.4 Policy Modernisation and Clarity

The revised policy reflects current trading practices, legal requirements, and community expectations. It simplifies language and

improves accessibility, making it easier for traders and the public to understand and comply with the rules.

3.5 Support for Local Economic Growth

By designating urban centres as consent streets, the policy encourages responsible street trading that contributes to the vibrancy and economic vitality of town centres, supporting local businesses and tourism.

3.6 Public Safety and Amenity

The updated list of prohibited streets—particularly those near schools and on narrow roads—prioritises pedestrian safety, traffic flow, and the prevention of nuisance. This ensures that trading does not compromise public health or safety.

3.7 Consistency and Fairness in Decision-Making

The policy provides clear criteria for granting or refusing consent, ensuring transparency and consistency in licensing decisions. This helps protect existing businesses from unfair competition and supports a level playing field.

3.8 Positive Stakeholder Engagement

The policy has been shaped by consultation with parish councils, local businesses, residents, and statutory bodies. Incorporating their feedback ensures the policy is locally relevant and widely supported.

3.9 Legal Compliance and Enforcement

The policy aligns with the Local Government (Miscellaneous Provisions) Act 1982 and strengthens the Council's ability to enforce against illegal trading. This protects the integrity of the licensing system and public confidence in the Council's regulatory role.

4. Corporate Priorities

The policy supports the Council's broader goals around economic development, community wellbeing, and sustainable town centre management.

The policy complements other Council strategies on climate action, clean air, and sustainable transport by ensuring that street trading does not undermine environmental objectives.

5. Financial and Resource Implications

5.1 Administrative costs

Processing applications, conducting consultations, and issuing consents will continue to require officer time from the Licensing, Environmental Health, and Legal teams.

These costs are partially offset by application fees, which are reviewed periodically to ensure cost recovery.

5.2 Enforcement and compliance

Increased clarity in the policy may reduce non-compliance, but proactive enforcement through inspections, responding to complaints and legal action will require ongoing staff resources.

Where illegal trading persists, additional costs may arise from legal proceedings or the seizure and storage of goods.

5.3 IT and communication

Updates to the Council's website, application forms and internal systems will require one-off minor resource input from the communications and IT teams.

5.4 Training and implementation

Staff training may be required to ensure consistent application of revised policy and procedures. This is expected to be delivered in-house and within existing budgets.

5.5 Revenue generation

The policy supports responsible street trading, which may increase the number of applications and generate additional income through consent fees.

Vibrant town centres may also indirectly support local economic growth and business rates income.

5.6 Cost recovery

The Council will continue to operate the street trading function on a cost-recovery basis, in line with legal requirements.

A review of fees and charges will be undertaken following adoption to ensure they remain proportionate and sustainable. This is expected to be carried out in September 2026.

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.

To follow.

Legal Implications

The policy is made under the Local Government (Miscellaneous Provisions) Act 1982. It aligns with the Council's objectives for economic development, public safety, and environmental protection.

- Applicants have a right to appeal to the Magistrates' Court if their application is refused or conditions are imposed.
- The Council must be prepared to justify its decisions with clear evidence and reference to policy criteria.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

The revised street trading policy seeks to support street trading within the local economy whilst ensuring there are appropriate balances by way of proper oversight and enforcement to protect the public and the council's aims.

6. Risks

Over-regulation or inappropriate designation of streets could discourage legitimate traders, reducing vibrancy in town centres and impacting local economies.

Conversely, under-regulation may lead to unfair competition with established businesses.

Enforcement limitations

- Without adequate resources for monitoring and enforcement, illegal trading may persist, undermining the policy's effectiveness and the Council's credibility.
- Enforcement actions must be proportionate and legally sound to avoid liability.

Financial risks

- If application fees do not cover the cost of administration and enforcement, the Council may face budgetary pressures.
- Legal proceedings or appeals could incur unplanned costs.

7. Net ZeroTarget

Reduced Environmental Impact

By regulating the number and type of traders, the Council can manage the environmental footprint of markets and events, including energy use, waste, and traffic.

- Designating urban centres as consent streets encourages compact, walkable town centres where residents and visitors can access goods and services without needing to drive.
- This supports modal shift to walking, cycling, and public transport.
- By supporting small-scale, local street trading, the policy promotes local supply chains and reduces reliance on long-distance transportation of goods.
- This helps lower carbon emissions associated with freight and logistics.

The consent process allows the Council to prioritise or incentivise traders who adopt sustainable practices, such as:

- Using renewable energy sources (e.g. solar-powered stalls and electric vehicles).
- Offering plant-based or locally sourced products and compostable packaging.

8. Equality, Diversity & Inclusion

An Equality Impact Assessment was completed as part of this review and is appended.

9. Community Safety issues

Pedestrian and Traffic Safety

- Street trading in busy or narrow areas can obstruct pavements and roads, increasing the risk of accidents, especially for children, older people, and those with disabilities.
- The policy mitigates this by prohibiting trading near schools and in high-risk locations, and by requiring consent applications to include site maps and safety assessments.

Congestion and Emergency Access

- Unregulated trading can cause bottlenecks in town centres, particularly during peak hours or events.
- This may hinder access for emergency services or create unsafe crowding conditions.
- The consent process allows the Council to control the number and placement of traders to maintain clear access routes.

Anti-social behaviour and nuisance

Poorly managed trading can lead to noise, littering, and loitering, which may contribute to anti-social behaviour or reduce the quality of life for nearby residents.

- The policy includes grounds for refusal or revocation of consent where trading may cause nuisance or disorder.

Public Health and Hygiene

- Food traders operating without proper hygiene controls can pose risks to public health.
- The policy requires food traders to be inspected and approved by the Council's Commercial Team and to provide evidence of hygiene certification.

Safeguarding Children and Vulnerable People

- Prohibiting trading near schools helps reduce risks to children from traffic, crowding, and inappropriate interactions.
- The policy also considers the suitability of applicants, including any history of offences, to protect the public.

Illicit or Unlicensed Trading

- Illegal trading undermines public safety and the integrity of the licensing system.
- The policy outlines enforcement powers, including seizure of goods and prosecution, to deter and address unauthorised activity.

Conclusion and Recommendations

The revised Street Trading Policy 2025 provides a clear, fair, and enforceable framework for managing street trading across North Norfolk. It balances the need to support local enterprise and economic vitality with the Council's responsibilities for public safety, accessibility, and community wellbeing.

Through updated designations, improved guidance, and strengthened enforcement powers, the policy ensures that street trading is well-regulated, inclusive, and aligned with the Council's strategic objectives—including its commitments to net zero, equality, and sustainable town centre development.

Following extensive consultation and careful consideration of legal, financial, and community safety implications, the policy is now ready for adoption. Approval by the Licensing and Appeals Committee will enable its implementation and help maintain a vibrant, safe, and well-managed trading environment across the district.

Appendix

Equality Impact Assessment by Protected Characteristic

Protected Characteristic	Potential Impact	Mitigation/Enhancement
Age	Neutral to positive. Young entrepreneurs may benefit from clearer access to trading opportunities.	Ensure application materials are accessible and support is available for first-time applicants.
Disability	Potential negative if stalls obstruct pavements or access routes.	Consent process includes assessment of location suitability and accessibility. Traders must not obstruct public rights of way.
Gender Reassignment	No specific impact identified.	Policy applied equally to all applicants.
Marriage and Civil Partnership	No specific impact identified.	N/A
Pregnancy and Maternity	Potential negative if public spaces become congested or inaccessible.	Location assessments and enforcement will ensure safe, accessible trading environments.
Race	Neutral. Policy is applied equally regardless of ethnicity.	Ensure translated materials or language support is available if needed.
Religion or Belief	No specific impact identified.	N/A
Sex	No specific impact identified.	N/A
Sexual Orientation	No specific impact identified.	N/A

Human Rights Considerations

The policy respects individuals' rights to trade and earn a livelihood, while balancing this with the rights of others to safety, accessibility, and a clean environment.

Actions to Mitigate Negative Impacts

- Ensure all application materials are accessible (e.g. plain English, large print, digital formats).
- Provide clear guidance on accessibility requirements for trading locations.
- Monitor complaints and feedback to identify any emerging equality issues.
- Offer support to new or underrepresented traders to encourage inclusive participation.

Conclusion

The Street Trading Policy 2025 is not expected to have a disproportionate negative impact on any protected group. Where potential impacts are identified, appropriate mitigations are in place. The policy supports inclusive economic participation and aligns with the Council's equality duties.

Street trading, house to house and charitable collections policy 2025 - 2010

Differences between Street Trading, Charitable Collections, and House-to-House Collections

Feature	Street Trading	Charitable Collection	House-to-House Collection
Purpose	Commercial – selling goods	Non-commercial – collecting for charity	Non-commercial – collecting for charity
Location	Public spaces (streets, lay-bys, markets)	Public spaces (streets, parks, outside shops)	Private premises (homes, pubs, businesses)
Examples	Food vans, market stalls, mobile traders	Bucket collections, charity stalls, supermarket collections	Doorstep clothing collections, donation requests, charity sign-ups
Licence Required	Yes – Street Trading Licence	Yes – Street Collection Permit	Yes – House-to-House Collection Licence (or exemption certificate)
Governing Law	Local Government (Miscellaneous Provisions) Act 1982	Police, Factories, etc. (Miscellaneous Provisions) Act 1916	House to House Collections Act 1939
Collector Requirements	Must comply with trading standards, hygiene, and safety regulations	Must wear ID badge, use sealed containers, and follow collection rules	Must carry certificate of authority, wear badge, and use sealed containers

Licensing team Contact Us

For applications, forms, or advice, contact:

 **01263 513811**

 licensing@north-norfolk.gov.uk

 [Apply online](#)

North Norfolk District Council Street Trading Policy

North Norfolk District Council has the legal power to control street trading under **Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982** (the 1982 Act). The Council has formally adopted this part of the law, which allows it to:

- Decide which streets in the district are suitable for trading,
- Set rules for how and when trading can take place,
- Decide applications for street trading consents, review and revoke trading consents - if necessary.

This helps the Council manage public spaces safely, support local businesses, and prevent nuisance or unfair competition.

What is street trading?

Street trading is the **offering of goods for sale** in public places like streets, pavements, or car parks, even where a sale is not completed. This includes trading from stalls, vans, trailers, or similar setups.

The definition of 'Street' includes: **A street includes any road, footway, beach, car park, or area accessible to the public without payment**, including service areas.

What is not street trading?

The following activities do not require Street Trading Consent:

- Pedlars with valid certificates issued under the Pedlars Act 1871, **who must trade on foot and move frequently, at least once every half an ~~hour~~ hour**, to

a completely new area, which must be out of sight of the previous place of trading.

- News vendors selling newspapers or periodicals.
- Trading at historic or statutory markets and fairs **with appropriate permissions.**
- Forecourt sales at petrol stations.
- Roundsmen delivering pre-ordered goods. Sometimes known as door-to-door deliveries.

Pavement licenses are different from street trading consents. They grant deemed planning permission and apply only to areas adjacent to the business premises. You can find out about pavement licensing in the Council's Pavement Licensing Policy.

Street designation

North Norfolk District Council has three types of street designations:

1. A **Prohibited Street** – a street where street trading is prohibited. It is a criminal offence to do so.
2. A **Consent Street** – a street where street trading is prohibited unless you have obtained a Street Trading Consent from this Council.
3. **Un-designated Streets** – All streets that are not designated as either a Consent Street or Prohibited Street are un-designated streets. You may be able to trade here, but you will need the landowner's permission and you must not obstruct the highway or cause a nuisance.

Most streets near schools will be designated as Prohibited Streets

The Council has chosen to prohibit street trading near schools for the following reasons:

1. Child safety
 - Streets near schools are often busy with children walking, cycling, or being dropped off and picked up.
 - Street trading can obstruct visibility for drivers and pedestrians, increasing the

risk of accidents.

- Reducing distractions and congestion helps ensure a safer environment for children.

2. Traffic flow and congestion

- Street traders can cause bottlenecks, especially during peak school hours.

- Prohibiting trading helps maintain smooth traffic flow and access for emergency vehicles, school buses, and parents.

3. Public health and hygiene

- Food stalls or vendors near schools may not always meet hygiene standards.

- Limiting trading helps control litter, pests, and food safety concerns in areas where children are present.

4. Noise and nuisance

- Street trading can generate noise and crowding, which may disrupt the school environment and nearby residents.

5. Planning and accessibility

- Narrow streets or pavements near schools may not have the capacity to safely accommodate both pedestrians and traders.

- Ensuring clear walkways supports accessibility for all, including those with disabilities or pushchairs.

Designation procedure

Designating a street requires a formal resolution, at least 28 days' notice, publication in a local newspaper, and notification to the Police and Highways Authority.

Street trading consents

Rules and applications for consent streets

You must apply for street trading consent to be able to trade on a Consent

Street. If you want to trade from a stationary van, cart, ~~barrow~~barrow, or other vehicle, this must be approved as part of any consent.

Application

Applications must be submitted at least 35 days before you want to start trading.

You need to provide:

- A completed application form (available online [Home | Commercial Street](#)

[Trading](#))

- The relevant fee

- A map showing where you want to trade
- Details of your vehicle, stall etc. including dimensions and a photograph
- Right to work evidence
- Proof of land ownership or permission from the landowner (if on private land)
- If you're selling food, your setup must be inspected and approved by the Council's ~~Commercial~~Public Protection team
- You must provide proof of public liability insurance

The council may ask for a DBS disclosure, MOT certificate,

~~photographs~~photographs, or any other reasonable information to help it decide whether to grant a street trading co~~n~~sent.

Deciding the application

The aApplication will be decided by an officer of the Council's licensing team.

It will ~~take into account~~consider such information as it considers necessary, including all information requested as part of the application.

When deciding a new or renewal application the Council may:

- Grant the consent as applied for;
- Grant the consent with conditions;
- Refuse the consent.

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Event based trading

The Council may waive individual consent for stalls operating within an event footprint with more than 10 stalls. A single consent can be granted to the event organiser, who manages third-party agreements. Event consent holders are expected to ensure their traders comply with this policy. The arrangement may be reviewed if breaches occur.

Trading adjacent to business premises

The Council may waive individual consent for established business premises who display their wares outside their trading address. The common grounds for refusal will be considered in determining whether a waiver will be granted.

Consent duration

Street trading consents may be granted for up to **a maximum of 12 months**.

Consents may be for a specific:

- Date range
- Time period
- Duration of less than 12 months

Depending on the outcome of the application assessment~~:-~~.

They may be revoked at any time.

Trading hours

Street trading is generally permitted between 5:00 AM and 11:00 PM, although restrictions may be applied to individual consents.

Please note that any trading outside these hours may require a Premises Licence under the Licensing Act 2003.

You can find full details on our ~~website, or~~website or contact the Council for further information.

Conditions on Street Trading Consent

- The Council may impose conditions on any street trading ~~consent~~consent.
 - To restrict obstruction of the street (for example by restricting the size, positioning, ~~type~~type, or number of stalls~~:-~~:-).
 - To prevent ~~a danger~~danger to any person using the street (for ~~example~~example by restricting the include size, ~~positioning~~positioning, and type of stall~~:-~~:-).
 - to prevent a nuisance or annoyance to any person (for example conditions about waste management or how frequently you may trade~~:-~~:-).
 - The times between or period when street trading may take ~~place~~place.
 - Where the street trading may take ~~place~~place.
 - Any other conditions it considers reasonably necessary.

The Council may vary the Conditions of a street trading consent at any time by informing the trader in writing of the change to conditions and reasons why.

A failure to comply with any condition of a Street Trading Consent could result in your consent being revoked.

Common grounds for refusal

~~North Norfolk District Council~~, North Norfolk District Council may refuse a **Street Trading Consent** on **discretionary grounds** under the **Local Government (Miscellaneous Provisions) Act 1982**. Common reasons for doing so include, but are not limited to:

1. Unsuitability of the Applicant

- Street trading consent will not be granted to anyone under 17 years of age. Proof of age will be required.
- Previous convictions for dishonesty, violence, or trading offences.
- History of breaching licence conditions or trading without consent.

2. Unsuitability of the Location

- The site is too narrow or busy, causing obstruction or danger.
- The location is near a school, pedestrian crossing, or junction.
- The area is already well-served by similar traders or shops.

3. Public Safety or Nuisance

- The activity may cause congestion, noise, litter, or anti-social behaviour.
- Risk to pedestrians, especially in high-footfall areas.

4. Impact on Local Businesses

- The trader may unfairly compete with nearby rate-paying businesses.
- The activity may harm the character or appearance of the area.

5. Failure to Comply with Application Requirements

- Incomplete or inaccurate application.
- Lack of insurance, hygiene certification, or landowner permission.

6. Objections from Relevant Authorities

- Police, Highways Authority, Environmental Health, or Planning may raise concerns.

7. Non-Compliance with Council Policy

- The application contradicts the council's street trading policy or local development plans.

8. Public Objections

- If there are significant objections from residents or businesses during consultation.

All consent holders must:

- Prevent obstruction or danger to the public.
- Comply with directions from the Police, Council, or Highways Authority.
- Not assign or sub-let the consent.
- Comply with food hygiene, planning, and health & safety laws.
- Maintain cleanliness and dispose of waste responsibly.

Offences

It is a criminal offence to:

- Engage in street trading on a Prohibited ~~Street~~Street.

- Engage in street trading on a Consent Street without having first obtained a Street Trading Consent from this ~~Council~~Council.
- Contravene any of the conditions of any Street Trading Consent relating to location, time and duration of permitted street ~~trading~~trading.
- Trades from a stationary van, cart, barrow or other vehicle, or from a portable stall without the required permission to do so.

Penalties

1. Prosecution

- You may be **prosecuted in a Magistrates' Court**, which could result in a criminal record and may result in a fine of up to £1000 for each offence.

2. Confiscation orders

- In some cases, the court may issue a **confiscation order** under the Proceeds of Crime Act if illegal trading has generated significant income.

3. Seizure of goods

- The Council has the power to seize goods, equipment or vehicles used in illegal street trading.

4. Loss of future trading rights

- Councils may **refuse future applications** for street trading consents if you've previously traded illegally.

5. Civil enforcement

- The Council may also use **injunctions** or **civil enforcement** to stop persistent offenders.

Any enforcement action will be taken in accordance with the Council's enforcement policy and upon consideration of evidential and public interest tests.

Appeal process

If your application is refused or your consent is revoked, you may:

- Request a review by the Licensing Team. The review will be ~~carried out~~conducted by a senior officer who was not involved with the original decision.
- Seek Judicial Review, as there is no statutory appeal process.

Table 1 - Full list of designated streets

The following is the existing list of designated streets in North Norfolk District Council, including their designation and status.

These designations will continue under the new policy.

In Cromer, Fakenham, North Walsham and Sheringham, current Consent Streets will be brought under the proposed 'all unprohibited streets' in table 2.

Town	Street	Designation	Description
Cromer	Bond Street	Consent	Existing
Cromer	Church Street	Consent	Existing
Cromer	The Gangway	Consent	Existing
Cromer	Garden Street	Consent	Existing
Cromer	Hamilton Road	Consent	Existing
Cromer	High Street (between Runton Road and Hamilton Road)	Consent	Existing
Cromer	Louden Road	Consent	Existing
Cromer	Meadow Road	Consent	Existing
Cromer	Mount Street	Consent	Existing
Cromer	Prince of Wales Road	Consent	Existing
Cromer	Runton Road	Consent	Existing
Cromer	Tucker Street	Consent	Existing
Holt	Bull Street	Consent	Existing
Holt	Cross Street	Consent	Existing
Holt	Fish Hill	Consent	Existing
Holt	High Street	Consent	Existing
Holt	Mill Street	Consent	Existing

Holt	New Street	Consent	Existing
Holt	Peacock Lane	Consent	Existing
Holt	Plain Park	Consent	Existing
Holt	Station Road	Consent	Existing
Holt	Letheringsett Hill Car Park	Consent	Existing
Holt	Market Place	Consent	Existing
Holt	Station Road Car Park	Consent	Existing
Holt	White Lion Street	Consent	Existing
Holt	Shire Hall	Consent	Existing
Holt	Albert Street	Consent	Existing
Holt	Albert Street Car Park	Consent	Existing
Hoveton	A1151 (from River Bridge to Horning Road)	Prohibited	Existing
Hoveton	Church Road	Prohibited	Existing
Hoveton	Tunstead Road (between Station Road and Horning Road)	Prohibited	Existing
Hoveton	Station Road	Prohibited	Existing
North Walsham	Church Street	Consent	Existing
North Walsham	Kings Arms Street	Consent	Existing
North Walsham	Market Place	Consent	Existing
North Walsham	Market Street	Consent	Existing
North Walsham	New Road (between Yarmouth Road and public car park)	Consent	Existing
Sheringham	Church Street	Consent	Existing
Sheringham	High Street	Consent	Existing
Sheringham	Station Approach	Consent	Existing
Sheringham	Station Road	Consent	Existing
Stalham	Baker Street	Consent	Existing
Stalham	Bank Street	Consent	Existing
Stalham	Dunkerley Court	Consent	Existing
Stalham	High Street	Consent	Existing
Stalham	Ingham Road (between its junction with High Street and	Consent	Existing

	Brumstead Road)		
Stalham	Lower Staithe Road	Consent	Existing
Stalham	Recreation Road (including Recreation Car Park)	Consent	Existing
Stalham	Upper Staithe Road (excluding Sale Ground)	Consent	Existing
Stalham	York Lane	Consent	Existing
Stalham	York Road	Consent	Existing
Stalham	Newlands Car Park	Consent	Existing
Stalham	The Close Café Car Park	Consent	Existing
Stalham	The Grebe Public House	Consent	Existing
Stalham	The Maids Head Public House car park	Consent	Existing
Stalham	The Swan Public House car park	Consent	Existing
Stalham	The Co-Operative rear car park	Consent	Existing
Stalham	Weavers Close	Consent	Existing
Stalham	Market Row	Consent	Existing
Stalham	Lawns Loke	Consent	Existing
Walcott	Along the north side of the B1159 COAST ROAD at Walcott, from a point commencing at the end of the no waiting restriction (as defined by the commencement of double yellow lines) adjacent to the property known as 'Shifting Sands', for a distance of approximately 355 metres in an easterly direction to	Prohibited	Existing

	the commencement of the no waiting restriction (as defined by the commencement of double yellow lines) opposite Walcott Post Office Stores.		
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Table 2 - Full list of proposed streets

The following list shows proposed designations in North Norfolk District, including their designation type and reasons.

Town	Street	Designation	Description	Basis	Basis 2	Basis 3
Aylmerton	Holt Road	Prohibited	New	School vicinity		
Bacton	Walcott Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	
Blakeney	All	Prohibited Consent	New	Narrow main thoroughfare	Parish council suggestion	
Catfield	School Road	Prohibited	New	School vicinity		
Cley	Coast Road	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Cley	New Road	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Cley	High Street	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Colkirk	School Road	Prohibited	New	School vicinity		
Cromer	Mill Road	Prohibited	New	School vicinity		
Cromer	Norwich Road	Prohibited	New	School vicinity		
Cromer	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
East Ruston	School Road	Prohibited	New	School vicinity		
Fakenham	Field Lane	Prohibited	New	School vicinity		
Fakenham	Highfield Road	Prohibited	New	School vicinity		
Fakenham	Norwich Road	Prohibited	New	School vicinity		
Fakenham	Queens Road	Prohibited	New	School vicinity		
Fakenham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
Gimingham	All	Consent	New	Parish council suggestion		
Gresham	Cromer Road	Prohibited	New	School vicinity		
Happisburgh	The Street	Prohibited	New	School vicinity	Narrow main thoroughfare	
Hickling	The Street	Prohibited	New	School vicinity		

Hindringham	Wells Road	Prohibited	New	School vicinity		
Holt	Church Street	Consent	New			
Holt	Cromer Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	
Holt	Norwich Road	Prohibited	New	School vicinity		
Horning	Abbot Road	Consent	New	Parish council suggestion		
Horning	Benedict Road	Prohibited	New	Parish council suggestion		
Horning	Bettys Way	Prohibited	New	Parish council suggestion		
Horning	Broadwater Way	Consent	New	Parish council suggestion		
Horning	Burnt Fen Road	Consent	New	Parish council suggestion		
Horning	Church Road	Consent	New	Parish council suggestion		
Horning	Crabbetts Marsh Marsh	Consent	New	Parish council suggestion		
Horning	Falgate	Consent	New	Parish council suggestion		
Horning	Ferry Cott Lane	Consent	New	Parish council suggestion		
Horning	Ferry Road	Consent	New	Parish council suggestion		
Horning	Ferry View Estate	Consent	New	Parish council suggestion		
Horning	Hall Farm Cottage	Consent	New	Parish council suggestion		
Horning	Hillside Road	Consent	New	Parish council suggestion		
Horning	Horning Hall	Consent	New	Parish council suggestion		
Horning	Horning Reach	Consent	New	Parish council suggestion		
Horning	James Road	Consent	New	Parish council suggestion		
Horning	Kimberley Terrace	Consent	New	Parish council suggestion		
Horning	Leeds Way	Prohibited	New	Parish council suggestion		
Horning	Letheringtons Lane	Consent	New	Parish council suggestion		
Horning	Long Lane	Consent	New	Parish council suggestion		
Horning	Lower Street	Prohibited	New	School vicinity	Parish council suggestion	
Horning	Mill Hill	Consent	New	Parish council suggestion		
Horning	Mill Hill Close	Consent	New	Parish council suggestion		

Horning	Mill Loke	Consent	New	Parish council suggestion		
Horning	Neatishead Road	Consent	New	Parish council suggestion		
Horning	Norwich Road	Consent	New	Parish council suggestion		
Horning	Orchard Cottage	Consent	New	Parish council suggestion		
Horning	Parker Way	Consent	New	Parish council suggestion		
Horning	Parkland Close	Consent	New	Parish council suggestion		
Horning	Parkland Crescent	Consent	New	Parish council suggestion		
Horning	Petersfield Drive	Prohibited	New	Parish council suggestion		
Horning	Pinewood Drive	Consent	New	Parish council suggestion		
Horning	Ropes Hill	Consent	New	Parish council suggestion		
Horning	Ropes Hill Dyke	Consent	New	Parish council suggestion		
Horning	School Road	Prohibited	New	School vicinity	Parish council suggestion	
Horning	Staithe Close	Consent	New	Parish council suggestion		
Horning	The Avenue	Consent	New	Parish council suggestion		
Horning	The Staithe	Prohibited	New	Parish council suggestion		
Horning	Upper Street	Consent	New	Parish council suggestion		
Horning	Water Works Lane	Consent	New	Parish council suggestion		
Kelling	Salthouse Road	Prohibited	New	School vicinity		
Langham	North Street	Prohibited	New	School vicinity		
Little Snoring	Thursford Road	Prohibited	New	School vicinity		
Ludham	All	Prohibited	New	Parish council suggestion		
Ludham	School Road	Prohibited	New	School vicinity		
Mundesley	Trunch Road	Prohibited	New	School vicinity		
North Walsham	Manor Road	Prohibited	New	School vicinity		
North Walsham	Recreation Road	Prohibited	New	School vicinity		
North	Spenser Avenue	Prohibited	New	School vicinity		

Walsham						
North Walsham	The Stables	Prohibited	New	School vicinity		
North Walsham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
Northrepps	Church Street	Prohibited	New	School vicinity		
Overstrand	Cromer Road	Prohibited	New	School vicinity	Busy thoroughfare	
Salthouse	Coast Road	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Sculthorpe	Creak Road	Prohibited	New	School vicinity		
Sculthorpe	Lancaster Road	Prohibited	New	School vicinity		
Sheringham	Cooper Road	Prohibited	New	School vicinity		
Sheringham	Holt Road	Prohibited	New	School vicinity		
Sheringham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
Sidestrand	Cromer Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	
Southrepps	Lower Street	Prohibited	New	School vicinity		
Stalham	Brumstead Road	Prohibited	New	School vicinity	Busy thoroughfare	
Stalham	Old Yarmouth Road	Prohibited	New	School vicinity		
Stibbard	Fulmodeston Road	Prohibited	New	School vicinity	Narrow thoroughfare	Fair competition
Stiffkey	Church Street	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Sutton	Church Road	Prohibited	New	School vicinity	Narrow thoroughfare	
Swanton Abbott	Youngmans Lane	Prohibited	New	School vicinity	Narrow thoroughfare	
Walsingham	High Street	Consent	New	Narrow main thoroughfare		
Walsingham	Wells Road	Prohibited	New	School vicinity	Narrow main thoroughfare	
Wells	Market Lane	Prohibited	New	School vicinity		
Wells	Polka Road	Prohibited	New	School vicinity		
Wells	Staithe Street	Prohibited Consent	New	Local business representations	MP support	

Commented [EP1]: Businesses within curtilage

West Raynham	Hollow Lane	Prohibited	New	School vicinity	Narrow thoroughfare	
Weybourne	The Street	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Weybourne	Sheringham Road	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Worstead	School Road	Prohibited	New	School vicinity		

Justification for designating urban centres as consent streets

Urban centres: Cromer, North Walsham, ~~Fakenham~~Fakenham, and Sheringham are fully designated as consent or prohibited streets, to support a balanced approach to street trading that promotes economic vitality while safeguarding public interests.

These towns have the highest urban centres, defined by visitor traffic and density of population. The following reasons underpin these designations:

1. Economic development and local enterprise

- Urban centres are hubs of commercial activity and footfall, making them ideal locations for street trading.
- Designating these areas as consent streets encourages entrepreneurship and supports local traders, artisans, and small businesses.
- Controlled trading enhances the vibrancy of town centres, attracting visitors and boosting the local economy.

2. Managed public space use

- Consent designation allows the Council to regulate the number, type, and location of traders, ensuring public spaces are used efficiently and safely.
- It helps prevent overcrowding, obstruction, and conflicts between traders, pedestrians, and existing businesses.

3. Fair competition and business protection

- By requiring consent, the Council can assess the impact of proposed trading on nearby rate-paying businesses.

- This ensures fair competition and protects the character and sustainability of established retail areas.

4. Public safety and accessibility

- Consent streets enable the Council to evaluate and mitigate risks related to pedestrian safety, emergency access, and traffic flow.

- Traders must meet specific criteria, including insurance and hygiene standards, which helps maintain public health and safety.

5. Community and aesthetic considerations

- The consent process allows for consultation with residents, businesses, and relevant authorities.

- It ensures that street trading activities align with the town's visual appeal, heritage, and community values.

6. Legal and policy alignment

- Under the Local Government (Miscellaneous Provisions) Act 1982, local authorities have the power to designate streets to control trading.

- The designation aligns with local development plans and Council policies aimed at enhancing town centre environments, specifically E4 of the local plan. The plan defines what is suitable in town centre locations.

By designating urban centres as consent streets, North Norfolk District Council aims to foster a thriving, safe, and well-managed street trading environment that benefits traders, residents, and visitors alike.

House-to-house collection policy

1. What is a house-to-house collection?

A house-to-house collection is when someone goes door-to-door or visits public places (like pubs) to ask for donations. This can include:

- Money (in sealed tins or envelopes)
- Goods (like clothes, books, or household items)
- Sign-ups for regular donations (e.g. direct debits)

These collections are usually for charitable purposes.

2. Do I need a licence?

Yes. You must apply for a licence from North Norfolk District Council unless you have a national exemption certificate from the Charity Commission.

Collecting without a licence is a criminal offence under the House-to-House Collections Act 1939 and the House-to-House Collections Regulations 1947.

3. Who can apply?

Anyone organising a charitable collection can apply. You must:

- Be over 18
- Be a fit and proper person
- Provide full details of the charity and collection plans

4. How to apply

You'll need to submit:

- A completed application form
- A signed declaration
- Details of the charity or cause

- Dates and locations of the collection
- Evidence of how donations will be used

There is **no fee** for the licence.

5. What happens after you apply?

If approved, you'll receive:

- A permit
- A certificate to request official badges and ID cards from HM Stationery Office

You must display these when collecting. It is an offence not to do so.

6. Collection rules

- Collectors must be **over 16**
- Must wear a badge and carry a certificate of authority
- Use sealed and numbered collection boxes
- Do **not** collect at homes with "No Cold Calling" signs or in designated No Calling Zones

7. After the collection

You must submit a returns form within one month showing:

- Total amount collected
- Any expenses
- Amount given to the charity

This form must be signed by a responsible person and may need to be audited.

8. Enforcement

You may face enforcement action if:

- You collect without a licence
- You fail to follow the rules
- Complaints are received about your conduct

Penalties can include fines or imprisonment.

All forms and further information about house to house collections in North Norfolk can be found on the Council website: [Home | General Information - House to House Collections](#) or requested from the Licensing team.

Licensing team

Contact Us

For applications, forms, or advice, contact:

Tel. 01263 516189

Email licensing@north-norfolk.gov.uk

[Apply online](#)

Charitable collections policy

1. Introduction

This policy outlines the rules and procedures for charitable collections in public spaces and door-to-door within North Norfolk. It ensures collections are lawful, transparent, and respectful of residents.

2. Legal framework

Charitable collections are regulated under:

- **House to House Collections Act 1939**
- **House to House Collections Regulations 1947**
- **Charitable Collections (Transitional Provisions) Order 1974**
- **Consumer Protection from Unfair Trading Regulations 2008**
- **EU Services Directive** (no restriction on number of charities collecting per day)

3. Types of collections

- **Street Collections:** In public places such as streets, parks, and shopping areas.
- **House-to-House Collections:** Door-to-door or in venues like pubs, collecting money or goods.

4. Licence requirements

A licence is required for all charitable collections unless the organiser holds a national exemption certificate from the Charity Commission.

Applications must include:

- Completed application form
- Declaration of charitable purpose

- Proposed dates and locations
- Details of the charity and intended use of funds

Note: Incomplete applications will be returned. The council aims to process applications within **7 days** of receiving a complete submission.

5. Collector requirements

- Must be **over 16 years old**
- Must wear a **badge** and carry a **certificate of authority**
- Must use **sealed and numbered collection boxes**
- Must **not collect** at properties with “No Cold Calling” signs or in designated **No Calling Zones**

6. Conduct during collections

- Collectors must be polite, respectful, and avoid pressuring residents.
- Collections must not obstruct public pathways or cause nuisance.
- Collections must not be made during unsociable hours (e.g. before 9am or after 8pm).

7. Post-collection reporting

Within **one month** of the collection, organisers must submit a **returns form** detailing:

- Total amount collected
- Expenses incurred
- Net amount donated to the charity

Returns must be signed by a responsible person and may require independent audit. The council may also request evidence of bank deposits.

8. Transparency measures

To improve public trust, the council **recommends**:

- Publishing collection results in a local newspaper or online
- Providing a summary of how funds were used

9. Enforcement

Failure to comply with this policy may result in:

- Refusal of future applications
- Licence revocation
- Legal action under relevant legislation

All forms and further information about charitable collections in North Norfolk can be found on the Council website: [Home | Street collections](#) or requested from the Licensing team.

Licensing team

Contact Us

For applications, forms, or advice, contact:

Tel. 01263 516189

Email licensing@north-norfolk.gov.uk

[Apply online](#)

Appendix A - Sample trading conditions

Street Trading Consent conditions

1. Consent validity

- Consent is non-transferable and valid only for the named trader, location, and dates specified.

2. Trading hours

- Permitted between **5:00 AM and 11:00 PM**, unless otherwise stated in Trading Consent.

3. Location & setup

- Trading must occur only at the approved location.
- Stall/vehicle must not obstruct the highway or pedestrian access.
- Setup must be safe, clean, and well-maintained.

4. Goods & services

- Only goods/services listed in the application may be sold.
- No alcohol or age-restricted items without appropriate licences.

5. Conduct

- Traders must behave respectfully and avoid aggressive sales tactics.
- No amplified music or shouting to attract customers.

6. Waste & cleanliness

- Area must be kept clean and free of litter.
- Waste must be removed daily and disposed of responsibly.

7. Insurance & documentation

- Valid **public liability insurance** (min. £5 million) must be held.
- Food traders must comply with hygiene regulations and be registered with Environmental Health.

8. Safety & compliance

- Traders must comply with all relevant laws, including health & safety, planning, and food hygiene.
- Generators must be quiet and safely operated.

9. Authority directions

- Traders must follow instructions from Council officers, Police, or Highways Authority.

10. Revocation & enforcement

- Breach of any condition may result in **revocation of consent** or **legal action**.

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LICENSING FEES AND CHARGES 2026 - 2027	
Executive Summary	A comprehensive review of licensing fees and charges for 2026–27 has been undertaken to ensure compliance with statutory cost-recovery requirements. The proposed changes aim to ensure fairness, transparency, and alignment with legal duties, with implementation delegated to officers from 1 April 2026.
Options considered	Postpone review to a later date. Postponement would be out of line with legislation. The Council is required to charge on a cost recovery basis. To ensure accuracy, a regular cost analysis is required. Percentage uplift. This approach does not take account of fluctuating costs and demand on each licence type.
Consultation(s)	Licensing fees and charges are set by Government or cost recovery; therefore, full consultation is not required. The Licensing Committee is a public meeting. Papers are publicly available online in advance of the meeting. Members of the public can attend the meeting. Fees will be published for at least 4 weeks before being introduced.
Recommendations	That the Licensing and Appeals Committee: 1. Acknowledges the scrap metal fees, licensed vehicle and private hire operator fees to be approved by Cabinet. 2. Agrees the revised Mobile Home Fees Policy 3. Agrees the 2026-27 fees and charges, excluding those mentioned in recommendation 1. 4. Recommends approval by Full Council. 5. Delegate authority to officers to implement the revised fees from 1 April 2026.
Reasons for recommendations	Consistency and fairness in decision making Alignment with statutory obligations Cost recovery
Background papers	Institute of Licensing Street fees and charges training 2025 Local Government Miscellaneous Provisions Act 1982 Licensing Act 2003 Public Health Act 1936 Licensing Activities Involving Animals (England) Regulations 2018 Town Police Clauses Act 1847 Local Government Miscellaneous Provisions Act 1976 Breckland District Council fees and charges Great Yarmouth District Council fees and charges Norwich City Council fees and charges East Lindsey District Council Mobile Home Fees Policy South Norfolk and Broadland fees and charges

Wards affected	All
Cabinet member(s)	Councillor Callum Ringer
Contact Officer	Environmental and Leisure Business Support Manager

Links to key documents:	
Corporate Plan:	An environment for business to thrive in.
Medium Term Financial Strategy (MTFS)	The licensing fees and charges contribute to the overall budget-setting. Licensing fees are ringfenced to be reinvested in the licensing service.
Council Policies & Strategies	Mobile Home Fees Policy

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	
Details of any previous decision(s) on this matter	Licensing fees and charges form part of the budget proposals set before Full Council each year.

1. Purpose of the report

To present the updated **Licensing fees and charges for 2026-27**, following a comprehensive review in line with relevant legislation and statutory guidance. The proposed fees are set on a **cost-recovery basis** to ensure compliance with:

- Local Government Miscellaneous Provisions Act 1982
- Licensing Act 2003
- Public Health Act 1936
- Licensing Activities Involving Animals (England) Regulations 2018
- Town Police Clauses Act 1847
- Local Government Miscellaneous Provisions Act 1976

2. Introduction & Background

The review covers licensing-related fees under Environmental Health, including:

- Taxi licensing
- Animal licensing
- Skin piercing
- Sex establishment licensing
- Street trading
- Mobile Homes licensing

Fees were re-calculated based on:

- Officer time
- Administrative costs
- Training
- Technical charges
- Compliance monitoring costs
- Inflation adjustments where applicable

Some fees remain unchanged where set by central government (for example: alcohol premises licences, gambling permits, personal licences).

Before fees can be introduced for mobile home licensing, a Mobile Home Fee Policy must be in place. The revised Mobile Home Fee Policy is circulated with this report.

3. Financial and Resource Implications

- Taxi licensing: significant adjustments to reflect actual costs (e.g., hackney carriage new licence reduced from £210 to £139.90). A surplus in the taxi licensing fund has been applied, which has significantly reduced some licence types. Costs are split over the number of licences received in the baseline year. The last full year statistics available are for 2024-25.
- Street trading: consolidated under a single annual fee; redundant fees removed.
- Sex establishment licences: updated for cost recovery; no licences issued in past 8+ years.
- Animal licensing: cost recovery applied. Significant training is underway to meet an uplift in demand and to fill a national shortage of animal welfare-qualified officers.
- Primate licensing: new legislation enforceable from April 2026.

- Mobile homes licensing: cost-recovery applied. In the baseline year, a full-time caravan officer was employed to bring the caravan archive up to date in compliance. This project is ongoing on a scaled-back basis, within the licensing team, since the caravan officer role was removed from the establishment.

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.

The proposed fees have been reviewed and are in line with the council's cost recovery requirements. No significant budget impact is anticipated, as licensing income is ringfenced within the service. The methodology appears reasonable and transparent, with annual reviews recommended to maintain compliance and financial balance.

4. Legal Implications

Fees are considered in line with legislation and guidance. Benchmarking was undertaken. It is acknowledged that cost recovery will be unique to each council, based on volume of work and charges to be met by each individual district. Most fees benchmarked comparatively against neighbouring and similar authorities.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

The licensing authority charges fees for its licensing functions, and reviews these fees as required. Caselaw details that fees must be proportionate to the cost of provision.

5. Risks

Legislation requires that Licensing Authorities establish fees on a cost recovery basis. In mitigation of risks, there should be a review of fees annually, to adjust for inflation and demand changes.

- Business impact: Local businesses may view increases as a barrier, affecting relationships with the council.
- Governance Risks: Some fees (such as Scrap Metal licensing) require Executive approval, not Licensing Committee. Incorrect governance route could invalidate decisions.
- Transparency: Failure to clearly document cost-recovery methodology could lead to audit challenges.
- Reputational Risks: Significant fee changes (especially reductions or increases) may attract negative media or stakeholder criticism. Relevant trades should reasonably expect fluctuation within district-set fees. Education and messaging would support this. The Licensing team will work with Communications to convey cost-recovery methodology.

Appendix A: Schedule of fees and charges for 2026-27 (including statutory and discretionary fees).

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
TAXI LICENCE FEES						
Taxi Licences						
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	£205.00	£210.00	£139.90	Statutory	District
	- New Licence valid for 3 years	£205.00	£210.00	£139.90	Statutory	District
	- Renewal valid for 1 year	£205.00	£210.00	£107.36	Statutory	District
	- Renewal valid for 3 years	£205.00	£210.00	£107.36	Statutory	District
Hackney Carriage Vehicle Licence	- New valid for 1 year	£178.00	£182.00	£85.53	Statutory	District
	- Renewal valid for 1 year with plate	£178.00	£182.00	£39.34	Statutory	District
	- Renewal valid for 1 year with no plate	£157.00	£160.00	£27.34	Statutory	District
Private Hire Vehicle Licence	- New valid for 1 year	£178.00	£182.00	£49.00	Statutory	District
	- Renewal valid for 1 year with plate	£178.00	£182.00	£134.68	Statutory	District
	- Renewal valid for 1 year with no plate	£157.00	£160.00	£122.68	Statutory	District
Private Hire Operators Licence	- New or Renewal valid for 5 years	£184.00	£190.00	£0.00	Statutory	District
Taxi Licence Charges						
Replacement Badge & Licence (Name Change)		£18.00	£19.00	£45.06	Statutory	District
Replacement Licence (Address Change)		£13.00	£14.00	£9.45	Statutory	District
Replacement drivers badge holder		£4.00	£5.00	£2.00	Statutory	District
Windscreen pouches (additional or replacement)		£3.00	£4.00	£2.00	Statutory	District
Replacement plate for vehicle		£48.00	£50.00	£18.10	Statutory	District
Replacement door signs				£9.42		District
Replacement internal taxi plates/signs		£11.00	£11.20	£18.10	Statutory	District
Knowledge Tests (New Taxi Driver Applications)		£45.00	£46.00	Inc.	Statutory	District
Knowledge Tests (Retest)		New	£23.00	£17.88	Statutory	District

Licences and certificates of suitability						Government
Skin piercing premises	- Registration (one-off)	£298.00	£305.00	£336.20	Statutory	District
	Variation			£17.98		District
Skin piercing each additional operative at same premises	- Registration (one-off)	£40.00	£50.00	£50.94	Statutory	District
Scrap Metal Dealer - must be decision of Exec. NOT Council or will be void	New/Renewal (3 years)	£535.00	£550.00	£488.52	Statutory	District
Scrap Metal Dealer - must be decision of Exec. NOT Council or will be void	Variation	£402.00	£410.00	£25.14	Statutory	District
Scrap Metal Collector - must be decision of Exec. NOT Council or will be void	New/Renewal (3 years)	£134.00	£175.00	£213.68	Statutory	District
Scrap Metal Collector - must be decision of Exec. NOT Council or will be void	Variation	£101.00	£105.00	£25.14	Statutory	District
Scrap metal collector - must be decision of Exec. NOT Council or will be void	Replacement licence/badge			£6.29	Statutory	District
Sex Shop or sex cinema	New application	£2,406.00	£2,455.00	£108.95	Statutory	District
	Grant of new licence	£3,609.00	£3,680.00	£130.86	Statutory	District
	Renewal application			£77.19		District
	Grant of renewal licence			£124.06		District
	Transfer			£37.31	Statutory	District
	Variation			£54.69		District
	Replacement licence			£19.29		District
Sexual Entertainment Venue	New application	£3,609.00	£3,680.00	£130.86		District
	Grant of new application			£77.19		District
	Renewal application			£124.06		District
	Grant of renewal application			£37.31		District
	Variation			£54.69		District
	Replacement licence			£19.29		District
Street Trading Consent Annual Fee		£210.00	£210.00	£304.19	Statutory	District
Street Trading Consents	- Non profit	Free	Free	Free	Statutory	District
	- Commercial - per day	£89.00	£91.00	£93.73	Statutory	District
Pavement lic	New - 2 year licence			£166.20		District (Capped)
	Renewal licence			£143.64		District (Capped)
Replacement licence				£0.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ ; p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED						
Animal Boarding	- New application	£364.00	£370.00	£326.15	Statutory	District
	- Grant of new application			£250.30	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£186.37	Statutory	District
	Grant of renewal application			£143.03	Statutory	District
	Replacement licence			£40.21	Statutory	District
Dangerous Wild Animals (plus vet fees where appropriate)	- New application	£216.00	£220.00	£443.39	Statutory	District
	Grant of new application			£360.63	Statutory	District
	Renewal application	£216.00	£220.00	£283.77	Statutory	District
	Grant of renewal application			£319.25	Statutory	District
Dog Breeding (and vet fees where appropriate)	- New application	£364.00	£370.00	£326.15	Statutory	District
	- Grant of new application			£250.30	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£186.37	Statutory	District
	Grant of renewal application			£143.03	Statutory	District
	Replacement licence			£40.21	Statutory	District
Pet Shop	- New application	£364.00	£370.00	£326.15	Statutory	District
	- Grant of new application			£250.30	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£186.37	Statutory	District
	Grant of renewal application			£143.03	Statutory	District
	Replacement licence			£40.21	Statutory	District

Riding Establishment (and vet fees where appropriate)	- New application	£364.00	£370.00	£326.15	Statutory	District
	- Grant of new application			£250.30	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£186.37	Statutory	District
	Grant of renewal application			£143.03	Statutory	District
	Replacement licence			£40.21	Statutory	District
Zoo (and vet fees where appropriate)	- New application	£364.00	£370.00	£528.96	Statutory	District
	- Grant of new application			£542.19	Statutory	District
	- Variation (inc. transfer, change name or address)	£117.00	£120.00	£112.41	Statutory	District
	Interim inspection	£55.00	£56.00	£224.81	Statutory	District
	Renewal application	£364.00	£370.00	£396.71	Statutory	District
	Grant of renewal application			£462.84	Statutory	District
	Replacement licence			£0.00	Statutory	District
Keeping Animals for Exhibition	- New application	£364.00	£370.00	£434.87	Statutory	District
	- Grant of new application			£309.60	Statutory	District
	- Variation (inc. transfer)	£117.00	£120.00	£103.52	Statutory	District
	Interim inspection	£55.00	£56.00	£57.61	Statutory	District
	Renewal application	£364.00	£370.00	£124.25	Statutory	District
	Grant of renewal application			£109.14	Statutory	District
	Replacement licence			£40.21	Statutory	District
Primate (New licence 2025)	- New application			£197.96	Statutory	District
	- Grant of new application			£230.97	Statutory	District
	- Variation (inc. transfer)			£224.38	Statutory	District
	Interim inspection			£224.37	Statutory	District
	Renewal application			£131.99	Statutory	District
	Grant of renewal application			£191.38	Statutory	District
	Replacement licence			£0.00	Statutory	District
Combination of Activities		Equal to the highest activity fee.	Equal to the highest activity fee.	Equal to the highest activity fee.	Statutory	District (Capped)
Variation to reduce the licensable activities or numbers of animals		£64.00	£65.00	£103.52	Statutory	District
Transfer due to death of licensee		£64.00	£65.00		Statutory	District (Capped)
Reissue of Licence (copy only)		£12.00	£25.00	£40.21	Statutory	District
DBS Check (when requested)	Paid directly to Medicare (no profit to NNDC).	£51.80	£51.80	£65.70	Statutory	Cost is set by the provider

Environmental Health

OTHER LICENSING CONTINUED

Premises Licences (Alcohol)

Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.

The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:

		2024/25 Agreed Charge £ : p	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Band	Non-domestic rateable value					
A	£0 - £4,300	£100.00	£100.00	£100.00	Statutory	Government
B	£4,301 - £33,000	£190.00	£190.00	£190.00	Statutory	Government
C	£33,001 - £87,000	£315.00	£315.00	£315.00	Statutory	Government
D	£87,001 - £125,000	£450.00	£450.00	£450.00	Statutory	Government
E	£125,001 and over	£635.00	£635.00	£635.00	Statutory	Government
Annual charges relating to the above are:						
Band	Non-domestic rateable value					
A	£0 - £4,300	£70.00	£70.00	£70.00	Statutory	Government
B	£4,301 - £33,000	£180.00	£180.00	£180.00	Statutory	Government
C	£33,001 - £87,000	£295.00	£295.00	£295.00	Statutory	Government
D	£87,001 - £125,000	£320.00	£320.00	£320.00	Statutory	Government
E	£125,001 and over	£350.00	£350.00	£350.00	Statutory	Government
Personal Licence	- Initial Fee	£37.00	£37.00	£37.00	Statutory	Government
Application for copy of licence or summary on theft, loss etc. of premises licence or summary						
Notification of change of name or address (holder of premises licence)		£10.50	£10.50	£10.50	Statutory	Government
Application to vary to specify individual as premises supervisor		£23.00	£23.00	£23.00	Statutory	Government
Application to transfer premises licence		£23.00	£23.00	£23.00	Statutory	Government
Interim authority notice		£23.00	£23.00	£23.00	Statutory	Government
Application for making of a provisional statement		£315.00	£315.00	£315.00	Statutory	Government
Application for copy of certificate or summary on theft, loss etc. of certificate or summary		£10.50	£10.50	£10.50	Statutory	Government
Notification of change of name or alteration of club rules		£10.50	£10.50	£10.50	Statutory	Government

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Change of relevant registered address of club		£10.50	£10.50	£10.50	Statutory	Government
Temporary event notices		£21.00	£21.00	£21.00	Statutory	Government
Application for copy of notice on theft, loss etc. of temporary notice		£10.50	£10.50	£10.50	Statutory	Government
Application for copy of notice on theft, loss etc. of personal licence		£10.50	£10.50	£10.50	Statutory	Government
Notification of change of name or address (personal licence)		£10.50	£10.50	£10.50	Statutory	Government
Notice of interest in any premises		£21.00	£21.00	£21.00	Statutory	Government
Application for a minor variation to a premises licence or club premises licence		£89.00	£89.00	£89.00	Statutory	Government
Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED						
Mobile Home Act 2013 (MHA 2013)						
New Park Home Licence	Units - 1-5	£210.00	£210.00	£532.89	Statutory	District
	Units - 6-24	£225.00	£225.00	£595.53	Statutory	District
	Units - 25+	£240.00	£240.00	£658.16	Statutory	District
Annual Licence Fee	1-5	Free	Free	£238.27	Statutory	District
	6-24	£180.00	£180.00	£246.39	Statutory	District
	25+	£240.00	£240.00	£262.63	Statutory	District
Fit and Proper Person - Caravan Sites		£205.00	£210.00	£195.75	Statutory	District
Licence Transfer	n/a	£97.50	£98.00	£99.25	Statutory	District
Licence Variation	n/a	£97.50	£98.00	£99.25	Statutory	District
Deposit of Site Rules	n/a	£45.00	£45.00	£97.43	Statutory	District
Replacement licence				£15.12	Statutory	District

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Mobile Home Fees Policy

DATE CHANGES MADE	ORIGINATOR	SECTIONS CHANGED	APPROVED BY	VERSION NUMBER	NEXT REVIEW DATE
20/07/15	Gemma Faircloth	New document	S Hems / Full Council	1.0	January 2018
29/09/2025	Elisa Pendered	Updated with legislative change and fee review	Emily Capps	2.0	October 2028

licensing@north-norfolk.gov.uk



NORTH
NORFOLK
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COUNCIL

Contents

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Summary

Publication of this fees policy is a statutory requirement and will enable Councils to recover fees associated with the licensing function and enable site owners to recover these costs should they opt to increase pitch fees at the next pitch fee review date.

The fees associated with applying for a new site licence, for transfers or variations of existing licences and for annual fees are as follows:

Item	Units	Fee (£)
New park home licence	1 - 5 6 - 24 25+	£532.89 £595.53 £658.16
Annual licence fee	1 - 5 6 - 24 25+	£238.27 £246.39 £262.63
Licence transfer	N/A	£99.25
Licence variation	N/A	£99.25 (plus inspection fee if applicable)
Deposit of site rules	N/A	£97.43
Replacement licence	All	£15.12

This policy is applicable to 'Relevant Protected Sites' (RSP) only. An RSP can be defined as any licensable caravan site other than those solely for

(a) holiday use **or**

(b) where conditions exist specifying times during the year where caravans may not be stationed on the land for human habitation.

Sites where there are a mix of RSPs and sites falling within (a) and (b) above will be deemed as RSPs.

The MHA 2013 enables LAs to introduce a scale of fees according to the size and character of the RSP. A

The LA has powers under the MHA to serve enforcement notices on site owners for failing to comply with site conditions. They may also carry out works in default to secure a remedy for such failures. Any reasonable expenses incurred while doing so may be recovered by the LA.

1. Introduction

A licensing scheme was introduced under The Caravan Sites and Control of Development Act 1960 (CSCDA 1960) to regulate the establishment and operation of caravan sites. The Act defines what constitutes a caravan and caravan site. It also sets out cases where a site licence is not required, including:

- Local Authority-owned sites
- Use incidental to a dwelling-house and within the same curtilage
- Sites for stationing of a caravan for not more than 2 nights (as long as caravans had not been present for more than 28 days during the previous year)
- Sites where caravans are stationed on land not less than five acres for not more than 28 days and no more than three caravans are stationed at any one time
- Sites where caravans are solely for seasonal agricultural/forestry workers employed on land owned by the site owner
- Sites where caravans are solely for workers employed in building or engineering operations on that or adjacent land
- Sites used by travelling showmen who are members of a relevant organisation
- Sites occupied by organisations holding a certificate of exemption

NNDC will only consider granting licences to the owners of sites that have obtained valid planning permission.

In setting the fees published in this Fees Policy, North Norfolk District Council (NNDC) has given attention to the document “Mobile Homes Act 2013 – A guide for Local Authorities on setting site licensing fees” produced by the Department for Communities and Local Government. The level of fees and how they are charged are, subject to legal restrictions, at the discretion of North Norfolk District Council.

The MHA 2013 introduced powers to enable LAs to recover costs associated with its function to grant, amend or transfer caravan site licenses under the CSCDA 1960. Fees may also be charged for annual inspections of licensable sites and for the depositing of site rules with the LA by site owners. Before these fees can be recovered, NNDC has a legal duty under Section 10A of CSCDA 1960 (as amended by MHA 2013) to publish a Fees Policy.

2. Fees for New Licences, Transfer/Variation and Annual Fees

2.1 Overview

The owners of Relevant Protected Sites are required by the CSCDA 1960 to obtain a licence from the Local Authority. Failure to possess a licence is an offence under this legislation and is punishable by a fine, upon conviction in a magistrates court, of up to Level 4 on the Standard Scale (currently £2500).

The MHA 2013 amends the CSCDA 1960 and now enables LAs to impose fees in respect of:

- Relevant Protected Site applications (s.3 (2A))
- Annual fees in respect of RPSs (s.5A (1))
- Alterations to site licence conditions (where requested by the site owner) (s.8 (1B))
- The transfer of a site licence to another party (s.10 (1A))

When requiring a licence holder to pay an annual fee, NNDC must inform them of matters to which they have had regard to in fixing the fee. The costs associated with monitoring conditions on sites and dealing with licensing matters informally can be included within annual fees. However, annual fees should not take into account any costs incurred in relation to enforcement activities such as serving compliance notices, emergency action, and works in default as these costs can be recovered by other means.

2.2. Exemptions from paying fees

Sites that fall outside the definition of a Relevant Protected Site are exempt from licensing fees. These include sites for holiday use only or where conditions exist specifying times during the year where caravans may not be stationed on the land for human habitation. The MHA 2013 also allows LAs to determine that no fee is required to be paid in 'certain cases or descriptions of case' (s.10A(3)).

Sites for the sole use of the owner and their families (does not include sites that are run for financial gain) are also exempt from the annual licensing fee.

2.3 Fees for new licence, transfer/ variation and annual fees

In determining the fee structure contained within this policy, the Council has referred to the document 'Mobile Homes Act 2013 – A guide for Local Authorities on setting site licensing fees'. This involved a cost recovery exercise, based upon the amount of Licensing time taken administration, relevant tasks, site inspections, travelling to and from site and any associated consultations or meetings and divided by the number of applicable sites. Costs associated with enforcement or licensing duties outside the MHA 2013 cannot be taken into consideration.

The subsequent fee levels were reviewed by officers responsible for licensing mobile home sites at NNDC and are considered comparable with nearby local authorities. Differences arise from cost differences for each LA.

2.4 Review of annual licensing fees

Section 5A(2) of the CSCDA 1960 provides that a LA in setting annual fees must advise the site owner of the extent to which they have had regards to deficits and surpluses from the previous year. In terms of deciding surpluses and deficits a local authority must not make a profit and can only pass on to the site owner their costs incurred in carrying out the licensing function. Equally, a local authority is not expected to make a loss in carrying out its licensing functions. Overall licensing can be a self-financing function which local taxpayers are not required to subsidise. The Council will therefore carry out an annual review of licensing fees, taking into account deficits and surpluses and advise site owners of the outcome of this review.

2.5 Time when fees are payable

Section 10A(5) of the MHA 2013 states that the Fees Policy must include provision about the time at which the annual fee is payable. For the purpose of this policy the period covered by the annual fee will mirror the financial year (1 April to 31 March) and will be paid in advance. Invoices may be sent out during the month of April requiring payment within 30 days. It is the licence holder's duty to pay their annual fees when they are due. Where a new site is licensed

part-way through the year an invoice with the same payment terms will be sent shortly after the licence is issued, prorated for this date to the beginning of the next financial year. Transfer or variation must be paid on application.

3. Enforcement costs

The MHA 2013 allows NNDC to serve compliance notices on site owners within its district, where site licence conditions are breached. Where a notice is not complied with, an offence is committed and NNDC will enforce the notice which may involve legal proceedings. Upon successful prosecution, the Council has the power to carry out works in default.

The cost of deciding whether to take action, preparing and serving the various enforcement notices and the actual work itself can be recovered by NNDC at the Court's discretion. Unpaid expenses can be placed as a charge against the site owner's land.

4. Fees for depositing site rules

The Mobile Homes (Site Rules) (England) 2014

Site rules constitute a pitch agreement between the site owner and the mobile home occupier, setting out the residents' rights and obligations and **are not enforceable by the local authority**. NNDC shall check the rules deposited with them have been made in accordance with statutory procedure. We are also required to establish, keep up to date, and publish a register of site rules. In doing so we may levy a fee for the depositing of site rules, or the variation or deletion of site rules.

A cost recovery fee of £97.43 will be charged for the depositing or replacement of site rules.

Calculating the fee 2026-27

Calculations are based on the last complete full year of data at the time of reporting. This report was produced in October 2025, when the latest data was the financial year from 1 April 2024 to 31 March 2025.

The tables below show the number of hours assigned to each task and the cost to the council. The cost is split over the number of relevant licence types (for example: the number of new licence applications or the number of renewal licenses).

Table 1: Mobile home fees - new licence

Processing	Time (hours)	Cost (C)	Fee (£) C/total sites
Set for other charges: enquiries, complaints, project work, general admin, meetings, compliance, training	151.27	1168.90	10.92 (per licence)
Processing, checking, consultation, system updates, preparation, verification of criteria, issue resolution	43.21	334.06	167.03

Inspection	Pitches	Time (hours)	Cost (£)	Fee (£)
Verification inspection of the site	1 - 5	10.8	83.52	41.76
Verification inspection of the site	6 -24	21.6	167.04	83.52
Verification inspection of the site	25+	32.5	250.56	125.28

Issue of new licence	Time (hours)	Cost (£)	Total (£)
- Prepare licence documents and certificates - Check and sign certificates / licence as necessary, and serve by post - Update database register and public register	70.23	542.85	271.43

Interim Inspection (1 allowed)	Pitches	Time (hours)	Cost (£)	Fee (£)
Interim inspection	1 - 5	10.8	83.52	41.76
Interim inspection	6 -24	16.2	125.27	62.64
Interim inspection	25+	21.6	167.02	83.52

Combined total fees for new park home licence applications

Number of Pitches	Total Fee (£)
1 - 5	532.89
6 - 24	595.53
25+	658.16

Table 2: Mobile Home Fees - Annual Fee (Relevant Protected Sites only)

Number of Pitches	Time (hours)	Cost (£)	Fee (£) inc. set fee per lic. (10.92)
1 - 5	58.8	454.70	238.27
6 - 24	59	470.94	246.39
25+	65	503.41	262.63

(Calculations based on Institute of Licensing guidance)

Table 3: Variations and amendments

Variations and Amendments	Time (hours)	Cost	Fee (£)
- Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached, system updates - Check site history for any outstanding issues - Make decision as to whether amendments are appropriate - Prepare new licence documents - Check, sign and post new documents - Update database and public register	75.7	584.60	99.25

Table 4: Licence transfer fee

Transfer	Time (minutes)	Hourly rate (£)	Total (£) inc. set fee
• Check application and fee • Create transfer in system • Check site history and any outstanding issues • Examine request and make decision • Prepare new licence documents • Check, sign and post new documents • Update database and public register	80.63	584.60	99.25

Table 5: Additional inspections

The Council may decide to carry out an inspection upon receipt of a variation, amendment or licence transfer application. The following fees will apply.

Inspection	Pitches	Time (hours)	Cost (£)	Charge (£)
Interim inspection	1 - 5	10.8	83.52	41.76
Interim inspection	6 - 24	16.2	125.27	62.64
Interim inspection	25+	21.6	167.02	83.52

Table 6: Deposit of site rules

Deposit of site rules	Time (minutes)	Hourly rate (£)	Total (£) inc. set fee
• Examine rules, checking for banned rules • Check site history • Accept rules or suggest amendments • Update database and public register	75.60	584.60	97.43