

FEES AND CHARGES UPDATE REPORT

Head of Service:	Peter Sebastian, Director of Corporate Services and Section 151 Officer (Chief Finance Officer)
Report Author	Vanessa Newton, Senior Accountant
Wards affected:	(All Wards);
Urgent Decision?(no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

This report recommends Street Trading and Pavement licence fees and charges for which this Committee is responsible, which were omitted from the Fees and Charges 2025/26 report presented to Environment Committee on 21 January 2025. These fees will be effective from 1 April 2025.

Recommendation (s)

The Committee is asked to:

- (1) Agree the fees and charges for 2025/26 as set out at section 2.4 in this report.**

1 Reason for Recommendation

- 1.1 To agree the Street Trading and Pavement Licence fees/charges for 2025/26.

2 Background

- 2.1 Section 5.5 of the Constitution of the Council states that the management of the Council's financial affairs will be conducted in accordance with the Financial Regulations (see the Framework). Section 14.3 of the Financial Regulations states that: The Heads of Service shall review charges at least once a year. Such charges shall then be submitted to the relevant Committee for approval, except where delegated authority shall otherwise provide. The financial implications of such reviews shall be reflected in the estimates for the forthcoming financial year.

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- 2.2 A report recommending the fees and charges for the Environment Committee was brought to the 21 January 2025 meeting, with the agreed charges taking effect from 1 April 2025 - the charges for Street Trading and Pavement Licence were omitted from the January report and are now being brought before this Committee for approval.
- 2.3 Over 300 fees and charges across the Council's car parks and other services within Environment were agreed.
- 2.4 Fees and charges were omitted which are listed in the table below.

Description	Unit	2024/25 £	2025/26 £	Change
Street trading licence / Consent	6 months	556.50	556.50	0%
Street trading licence / Consent	Annual	901.00	901.00	0%
Pavement licence -Initial 2 year	Per licence	500.00	500.00	0%
Pavement licence – Renewal 2 year	Per licence	350.00	350.00	0%

3 Proposals

- 3.1 Street Trading licences can only recover administrative and enforcement costs incurred and as a result of economies of scale within the team, no increase is proposed for 2025/26.
- 3.2 Pavement licences can only recover administrative and enforcement costs incurred and are capped at £500 for a new licence, and £350 for renewals. These fees were set and approved alongside the Pavement licence policy at Environment Committee on 16 July 2024. They are included in table 2.4 to confirm these fees apply from April 2025.
- 3.3 All other standard rates to remain at the proposed rates of the previous report.

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

4.1.1 None for the purposes of this report.

4.2 Crime & Disorder

4.2.1 None for the purposes of this report.

4.3 Safeguarding

4.3.1 None for the purposes of this report.

4.4 Dependencies

4.4.1 None for the purposes of this report.

4.5 Other

4.5.1 None for the purposes of this report.

5 Financial Implications

5.1 There are fewer than 10 Street Trading licences granted each year, to date in 2024/25 they have generated £4,505 of income for the Council.

5.2 There are currently 5 premises with a pavement licence in the Borough. It is estimated that approximately 2 new licences may be received on average each year and with renewals income, this will help cover the team's costs.

5.3 **Section 151 Officer's comments:** The financial implications are set out in the body of the report.

6 Legal Implications

6.1 **Legal Officer's comments:** None for the purposes of this report.

7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council

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- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.
- 7.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.
- 7.5 **Partnerships:** None for the purposes of this report.

8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Environment Committee Tuesday 21 January 2025 – Item 11 Fees and Charges 2025/26](#)
- [Environment Committee Tuesday 16 July 2024 – Item 4 Pavement Licence Fees and Policy](#)

Other Papers: None