

# RUSHMOOR BOROUGH COUNCIL

## RECORD OF EXECUTIVE DECISION



### Decision taken by individual Cabinet member

*(All sections must be completed (mark "N/A" as applicable))*

#### DECISION MAKER

Executive Head of Operations in Consultation with the Neighbourhood Services Portfolio Holder

#### DECISION AND THE REASON(S) FOR IT

As per the officer recommendations in report number OS2603

- To commence consultation on the proposed new fees for street trading in accordance with the legislation. If no significant representations are received, to agree that the proposed fees shall take effect from 1<sup>st</sup> April 2026.

To ensure that licensing fees and charges are set at a level which enables cost recovery and are reviewed annually.

#### DATE DECISION TAKEN 20/01/2026

#### ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

*(Those examined by officers and generated by consultation, etc)*

#### ANY CONFLICTS OF INTERESTS DECLARED

*(conflict of interests of any executive member who is consulted by the officer which relates to the decision. A note of dispensation should be attached).*

N/A

**Signed: James Duggin**  
(Decision maker)

**Designation:** Executive Head of Operations

**Signed: Christine Guinness**  
(On Consultation)

**Designation:** Pride in Place/Neighbourhood Services Portfolio Holder

**COUNCILLOR CHRISTINE GUINNESS  
(NEIGHBOURHOOD SERVICES PORTFOLIO  
HOLDER)**

**13<sup>th</sup> January 2026**

**REPORT NO. OS2603**

**KEY DECISION? NO**

**REVIEW OF STREET TRADING CONSENT FEES**

**SUMMARY AND RECOMMENDATIONS:**

This report outlines background and current fees for the street trading consent regime and proposes a new fee scale for 26/27.

Recommendation to the Executive Head of Operations, on consultation with the portfolio holder:

- commence consultation on the proposed new fees in accordance with the legislation. If no significant representations are received, to agree that the proposed fees shall take effect from 1<sup>st</sup> April 2026.

**1. INTRODUCTION**

- 1.1. The purpose of this report is to seek the approval to consult on and where appropriate amend the current licensing fees for street trading consents from 1<sup>st</sup> April 2026.

**2. BACKGROUND**

- 2.1. The licensing fees for street trading consents are discretionary and based on cost recovery. To ensure strong budgetary control and robust financial management, fees are reviewed annually.
- 2.2. The application fee is payable at the time an application is made to cover the cost of processing the application, the enforcement fee is payable only when a consent is granted and is to cover the ongoing costs of administering the regime.

**3. DETAILS OF THE PROPOSALS**

- 3.1. Under the Local Government (Miscellaneous Provisions) Act 1982, local authorities may charge what is reasonable for the grant of a street trading consent. Fees were last reviewed in 2025.

3.2. The proposed fees are as follows:

<b>Licence Type</b>	<b>Application Fee</b>	<b>Enforcement Fee</b>
New Street Trading Consent	£326.68	£62.48
Renewal Street Trading Consent	£278.36	£62.48
One-off event (up to 7 consecutive days)	£326.68	-

3.3. The current fees are as follows:

<b>Licence Type</b>	<b>Application Fee</b>	<b>Enforcement Fee</b>
New Street Trading Consent	£307.24	£59.85
Renewal Street Trading Consent	£267.34	£59.85
One-off event (up to 7 consecutive days)	£307.24	-

3.4. Before varying changes to the fees, the legislation requires local authorities to give notice to current licence holders and publish a notice in a local newspaper advertising the proposed changes and giving a reasonable period for representations. It is proposed that we allow a period of 28 days for representations, and if there are no significant representations received within this period, that the proposed fees are implemented with effect from 1<sup>st</sup> April 2026.

### **Benchmarking**

3.5. The fees and charges for Rushmoor's immediate neighbouring authorities are given at **appendix A**.

### **Alternative Options**

3.6. No change. Fees would remain unchanged, and we would not recover the costs we are able to and would be open to challenge on the basis that costs are not based on cost recovery.

## **4. IMPLICATIONS**

### **Risks**

4.1. There are no risks associated with this report.

## **Legal Implications**

- 4.2. The Council is obliged to work within the relevant regulations to avoid any income over and above a cost recovery basis. There are no other legal implications for this report.

## **Financial and Resource Implications**

- 4.3. If fees are not increased, cost recovery is not achieved and there will be a budgetary shortfall. Furthermore, annual fee reviews mean that the process of reviewing fees is less resource intensive, and any changes in fees are incremental.

## **Equalities Impact Implications**

- 4.4. There are no equalities implications arising from this report, the fees and charges apply to all applicants and licence holders regardless of any protected characteristics and are based on the cost recovery of providing the service.

## **Community Safety Implications**

- 4.5. There are no community safety implications arising from this report.

## **5. CONCLUSIONS**

- 5.1. The street trading consent fees have been reviewed in order to ensure that they are reasonable, and based on cost recovery in accordance with the legislation.
- 5.2. The Executive Head of Operations, in consultation with the Portfolio Holder for Neighbourhood Services is recommended to:
  - commence consultation on the proposed new fees in accordance with the legislation. If no significant representations are received, to agree that the proposed fees shall take effect from 1<sup>st</sup> April 2026.

## **BACKGROUND DOCUMENTS:**

None

## **CONTACT DETAILS:**

**Report Author** – Shelley Bowman - Licensing Manager  
**Head of Service** – James Duggin – Head of Operations

## Appendix A Fees from neighbouring authorities

### Surrey Heath Borough Council

#### Street Trading

Charge For	Initial Cost	Renewal Cost	Total Cost
Fast/Takeaway Food/Ice Cream Vehicles or stalls	£2582	£1291	N/A
Fruit and veg and other traders	£1510	£755	N/A
Annual Charge – Camberley Town Centre – markets/events 37 days a year (to include 25 markets and 12 events)	£2970	£1485	N/A

Charge for	Initial Cost	Renewal Cost	Total Cost
Daily Charge for stall in Town Centre	N/A	N/A	£58
Weekly Charge for stall in Town Centre	N/A	N/A	£242
Monthly Charge for stall in Town Centre	N/A	N/A	£794
1 day per week for 12 month period (any category of trader)	£702	£351	N/A
Market/special event day – up to 20 stalls	N/A	N/A	£105
Market/special event day – 20 stalls and over	N/A	N/A	£157

### Hart District Council

Annual Street Trader New £949  
Annual Street Trader Renewal £605  
Seasonal Trader (Christmas Trees) £304

### Waverley Borough Council

- Sole Trader, annual consent - £441.30
- Schedule 2 event, up to 50 traders, annual consent - £568.40
- Schedule 2 event, 51 traders or more, annual consent - £583.70
- Schedule 2 event, up to 50 traders, single event - £517.60
- Schedule 2 event, 51 traders or more, single event - £532.80

### Guildford Borough Council

- new/renewal application fee £826.32
- community event £45.64