


**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN			
Approval of Fees and Charges relating to Occasional Market Consents.			
EXECUTIVE	✓	NON-EXECUTIVE	
			(Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)			No
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?			No
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)			

2. OFFICER DECISION TAKER	NAME: HELEN MANDERSON POSITION/POST: DIRECTOR: BUSINESS DEVELOPMENT  SIGNATURE
	DATE 27 January 2020

3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	
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4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	
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TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.

5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	COUNCILLOR
	POSITION
	SIGNATURE
	DATE

<p>6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN</p>	
<p>7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)</p>	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO SERVICE MANAGER: DEMOCRACY FOR PUBLISHING.

(The definitions of a key decision are when an **executive** decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

NORTH LINCOLNSHIRE COUNCIL

Director of Business Development

Fees & Charges applicable to Occasional Market Consents

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To approve revised fees and charges in-line with a policy review of Occasional Market Consents.

2. BACKGROUND INFORMATION

- 2.1 The current markets policy has been in place for the past six years. A review of this policy has been undertaken, including the fees and charges structure.
- 2.2 Currently, the majority of applications are exempt from charges as the organiser is deemed charity or not for profit organisation.
- 2.3 We have reviewed the policy, key changes proposed include the introduction of a small administration fee.
- 2.4 The fees and charges have been reviewed to provide simpler charging framework. It is proposed that smaller one off events will be charged a lower amount per market consent whilst the large regular events overall will be charged more per market consent, but as they are holding more events the cost per market will be less.

3. OPTIONS FOR CONSIDERATION

3.1 Option 1 – Do nothing.

3.2 Option 2 - Approve the fees and charges detailed in the background papers, appendix 5 without the £10 admin fee for those that are exempt of the market consent charge.

3.2 Option 3 - Approve the fees and charges detailed in the background papers, appendix 5.

4. ANALYSIS OF OPTIONS

4.1 Option 1 – If the fees and charges remain, the same they would continue to be disproportionate for those that hold one off events compared to those that hold regular large events.

4.2 Option 2 - It makes the fees and charges equitable with a rationale of how the fees and charges have been established. If we do not charge the £10 admin fee then the administration process costs will be carried by the service area.

4.3 Option 3 – As above, but the £10 admin fee will make a contribution to the administration process costs.

4.4 Option 3 is recommended.

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS (e.g. LEGAL, HR, PROPERTY, IT, COMMUNICATIONS etc.)

5.1 Financial – The revised fees will ensure full cost recovery.

5.2 Staffing – There are no additional staffing implications.

5.3 Property – There are no property implications.

5.4 IT – A new online application will be created as part of the process, which will require applicants to make online payments.

7. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT

7.1 An integrated Impact Assessment was completed and the findings of this is that there will be no negative impacts resulting from the implementation of the fees and charges as set out in the background documents, appendix 5. There is a positive impact as the fees and charges will create a fair and equitable charging framework for all Market Operators.

7.2 As there is no negative impact a Stage 2 Integrated Impact Assessment is not required.

8. **OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

- 6.1 We have consulted with the Event Safety Advisory Group chair on the Policy and Charges and no adverse comments have been received.
- 6.2 We have engaged with external partners on the Policy and Charges. No significant adverse comments have been received.

9. **RECOMMENDATIONS**

- 7.1 To approve the fees and charges for 2020 – 2023 as detailed in the background documents, appendix 5.

DIRECTOR OF BUSINESS DEVELOPMENT

Church Square House
30-40 High Street
SCUNTHORPE
North Lincolnshire
DN15 6NL
Author: *George Crampton*
Date: 27/01/2020

Background Papers used in the preparation of this report –

Markets Policy 2020
Markets Policy 2020 – Appendix 1
Markets Policy 2020 – Appendix 2
Markets Policy 2020 – Appendix 3
Markets Policy 2020 – Appendix 4
Markets Policy 2020 – Appendix 5
Markets Policy 2020 – Appendix 6
Markets Policy 2020 – Appendix 7
Markets Policy 2020 – Appendix 8