

OFFICER DELEGATED DECISION NOTIFICATION (NON-EXECUTIVE)

Subject:	Pavement Licensing (Enforcement) Fees under the Business and Planning Act 2020
Decision:	That the following new fees in respect of Pavement Licensing are adopted with immediate effect and for the 2026/27 financial year: £353 for initial seizure of furniture and the first 7 days of storage. £5 per day for storage thereafter (i.e. from day 8 onwards). £150 for seized furniture to be returned to the premises from which it was seized. £40 copy of licence following loss or damage
Type of Decision:	Introduction of new fees and charges – decision taken under section 6.25 of the Employee Delegation Scheme
Name and title of decision taker:	Phil Watts, Chief Operating Officer
Reasons for Decision	In cases of non-compliance with the Pavement Licensing regime, authorised officers may remove and store the furniture, recover the costs from the business for the removal and storage of the furniture, and refuse to return the furniture until those costs have been paid. If within 3 months of the notice, the costs are not paid, the authority can dispose of the furniture by sale or other means and retain the proceeds. Arrangements have been made to facilitate such enforcement action, and costs established for these. Fees therefore now need to be set in order to enable the council to recover their costs and enable officers to undertake meaningful compliance visits.
Date of Decision:	16 March 2026
Details of any other options considered and rejected	None
Director:	Bhupinder Gill, Assistant Director, Legal and Governance
Lead Officer:	Mark Lees, Head of Community Protection, Gravesham Borough Council (with responsibility for the Licensing Shared Service).
Conflicts of Interest:	None