A meeting of the **LICENSING AND PROTECTION COMMITTEE** will be held in **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 18 JUNE 2026** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES AND SUBSTITUTES

1. **MINUTES** (Pages 5 - 10)

   To approve as a correct record the Minutes of the meetings of the Licensing and Protection Committee held on 28th January 2026 and 21st May 2026.

   Contact Officer: Democratic Services - (01480) 388169

2. **MEMBERS INTERESTS**

   To receive from Members declarations as to disclosable pecuniary, other registerable and non registerable interests in relation to any Agenda Item. See Notes below.

   Contact Officer: Democratic Services - (01480) 388169

3. **MONITORING REPORT ON THE DELIVERY OF THE FOOD LAW ENFORCEMENT AND HEALTH AND SAFETY SERVICE PLANS** (Pages 11 - 20)

   To consider the monitoring report on the delivery of Service Plans for Food Law Enforcement and Health and Safety Regulation for Quarter 4.

   Contact Officer: K Penn - (01480) 388362

4. **SERVICE PLAN FOR FOOD LAW ENFORCEMENT 2026/27** (Pages 21 - 42)

   To consider a report on the Service Plan for Food Law Enforcement 2026/27.

   Contact Officer: K Penn - (01480) 388362

5. **SCHEME OF DELEGATION** (Pages 43 - 68)

   To consider a report on the Scheme of Delegation to Officers.

Contact Officer: K Penn - (01480) 388362 Licensing - (01480) 387075

6. STREET TRADING POLICY UPDATE (Pages 69 - 92)

To consider a report providing an update on the Street Trading Policy.

Contact Officer: Licensing - (01480) 387075

7. SUSPENSION AND REVOCATION OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES (Pages 93 - 98)

To consider a report on actions taken under the powers delegated by the Licensing and Protection Committee.

Contact Officer: Licensing - (01480) 387075

8. LICENSING AND PROTECTION SUB COMMITTEES (Pages 99 - 100)

To receive a summary of the meetings of the Licensing and Protection Sub-Committees that have taken place since the last meeting of the Committee.

Contact Officer: Democratic Services - (01480) 388169

9. ADDITIONAL ITEM - REPRESENTATIVES ON ORGANISATIONS

To appoint a Member to the Little Barford Power Station – Annual Local Liaison Forum, 2 Members to the Needingworth Quarry Local Liaison Committee and a Member to the Warboys Landfill Local Liaison Group.

Contact Officer: Democratic Services

10 day of June 2026

Michelle Sacks

Chief Executive and Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

Further information on Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution

Filming, Photography and Recording (including Live Streaming) at Council Meetings

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound

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The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with guidelines agreed by the Council.

Please contact Democratic Services, Tel: 01480 388169 / email: Democratic.Services@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business**.**

Agenda and enclosures can be viewed on the District Council's website.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING AND PROTECTION COMMITTEE held in LANCASTER & STIRLING, CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Wednesday, 28 January 2026.

PRESENT: Councillor N Wells – Chair.

Councillors B S Banks, M L Beuttell, A E Costello, S J Criswell, S W Ferguson, S A Howell, P Kadewere, D Terry and C H Tevlin.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors J Clarke and P A Jordan.

26. MINUTES

The Minutes of the meeting of the Committee held on 22nd October 2025 were approved as a correct record and signed by the Chair.

27. MEMBERS' INTERESTS

No declarations were received.

28. MONITORING REPORT ON THE DELIVERY OF THE SERVICE PLANS FOR FOOD LAW ENFORCEMENT AND HEALTH AND SAFETY REGULATION

By means of a report by the Environmental Health Service Manager (a copy of which is appended in the Minute Book), the Committee received and noted the Monitoring Report on the Delivery of the Food Law Enforcement and Health and Safety Service Plans during the third quarter of 2025/26.

Following an enquiry by Councillor Beuttell, it was noted that report categories could be broken down by ward but that the data was valid on the day it was run.

Councillor Ferguson commented on the number of businesses, particularly those in his own ward, and observed that this was an enormous effort and undertaking by the team.

Following a question from Councillor Banks, the Committee heard that the food and water sample target was currently at red status due to a closure of the lab for testing during part of the period. It was noted that testing was based on food during the period and that water testing could involve bodies of water such as swimming pools.

In response to a question from Councillor Wells about multiple notices being served on one business, it was clarified that this had been broken down into separate notices each covering a different piece of legislation.

Following which it was

RESOLVED

that the report be received and noted.

16:08 Councillor C Tevlin entered the meeting.

29. PUBLIC SPACES PROTECTION ORDER EYNESBURY

By means of a report by the Community Safety Partnership Delivery Officer (a copy of which was appended in the Minute Book) an update on the Public Spaces Protection Order (PSPO) for Eynesbury was presented to the Committee.

Councillor Ferguson observed that whilst he had recently spoken to a resident regarding this matter, it was the first time the issue had been raised in a year which was a positive. He further observed that this illustrated that the PSPO had helped to resolve the matter for now and expressed his gratitude to the team for helping to make this work.

Following which it was

RESOLVED

that the report be received and noted.

30. PUBLIC SPACES PROTECTION ORDER RAMSEY

By means of a report by the Community Safety Partnership Delivery Officer (a copy of which was appended in the Minute Book) an update on the Public Spaces Protection Order for Ramsey was presented to the Committee.

It was noted that there had been a positive trend in the area since the last report although it was observed that the issues tended to have a seasonal trend in this location.

Following which it was

RESOLVED

that the report be received and noted.

31. COMMUNITY ACTION TEAM UPDATE 2025 QUARTER 3

By means of a report by the Community Action Team Leader (a copy of which is appended in the Minute Book), an Update from the Community Action Team covering the period October to December 2025 was presented to the Committee.

Following an enquiry from Councillor Tevlin relating to electrical item bins in Hilton, the team assured the Committee that this would be investigated and resolved.

Following comments from Councillor Banks and Councillor Ferguson

in relation to the prosecution for high hedges referenced in the report, the Committee were reassured that specific legislation was in place to cover such matters.

Councillor Kadewere commented on the swift and proactive approach undertaken by the Council in relation to fly-tipping.

Whereupon it was

RESOLVED

that the report be received and noted.

32. SUSPENSION AND REVOCATION OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES

The Committee gave consideration to a report by the Licensing Manager (a copy of which is appended in the Minute Book) on Suspension and Revocation of Hackney Carriage and Private Hire Licenses.

In response to a question from Councillor Beuttell, the Committee heard that drivers over the age of 65 were instructed to provide proof of a medical on an annual basis and that the team had the power to suspend their Private Hire or Taxi Drivers Licence in the event that this not be provided.

Following a question from Councillor Banks, the Committee were assured that regular vehicle checks were in place and that the undertook both school transport and roadside vehicle checks in conjunction with partners including Cambridgeshire County Council, Cambridgeshire Constabulary and the DVLA.

RESOLVED

that the report be received and noted.

33. LICENSING AND PROTECTION SUB COMMITTEES

By means of a report by the Democratic Services Officer (a copy of which is appended in the Minute Book) the Committee was acquainted with the outcome of a meeting of the Licensing and Protection Sub-Committee held since the last Committee meeting.

RESOLVED

that the report be received and noted.

34. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

35. LICENSING MANAGER UPDATE

The Committee gave consideration to an exempt report by the Licensing Manager (a copy of which was appended in the annex to the Minute Book) on the Licensing Manager Update Report which was presented to the Committee.

Chairman

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING AND PROTECTION COMMITTEE held in CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Thursday, 21 May 2026.

PRESENT: Councillors M L Beuttell, S W Ferguson, I D Gardener, M A Hassall, S Hodgson-Jones, A Hunt, J Hunt, N J Hunt, K Maheshwari, T Nelson, N Sarkies and N Wells.

APOLOGIES: No apologies for absence from the meeting were submitted on behalf of Councillors .

1. ELECTION OF CHAIR

A proposal to elect Councillor M L Beuttell to the Chair of the Panel was moved and seconded. On being put to the vote the proposal was declared to be LOST.

A proposal to elect Councillor N Wells to the Chair of the Panel was then moved and seconded,

whereupon it was

RESOLVED

that Councillor N Wells be elected Chair of the Panel for the ensuing Municipal Year.

2. MEMBERS' INTERESTS

No declarations of interest were received.

3. APPOINTMENT OF VICE-CHAIR

A proposal to appoint Councillor S Hodgson-Jones to the Vice-Chair of the Panel was moved and seconded. On being put to the vote the proposal was declared to be LOST.

A proposal to appoint Councillor A Hunt to the Vice-Chair of the Panel was then moved and seconded, whereupon it was

RESOLVED

that Councillor A Hunt be appointed Vice-Chair of the Panel for the ensuing Municipal Year.

Chair

Licensing and Protection Committee – 18 June 2026

Report by: Kate Penn
Public Protection Manager – Environmental Health
Head of Service: Clara Kerr

Lead Cllr: Councillor Nathan Hunt
Executive Councillor for Resident Services and Corporate Performance

Wards	Open / Exempt	Key Decision?
All	Open	No

Monitoring Report on the delivery of the Service Plans for Food Law Enforcement and Health and Safety Regulation

Executive Summary:
The Service Plans for Food Law Enforcement and Health and Safety Regulation 2025-26 were approved by committee on 6 June 2025. The report provides information about the delivery of the two Service Plans for Quarter 4. Appendices 1 and 2 contain detailed information about the delivery of Service Plans for Food Law Enforcement and Health and Safety Regulation 2025-26.

Recommendations

1.1. The Committee is asked to review progress and provide any comments considered appropriate on the delivery of the two Service Plans for Q4.

	Key Corporate Plan Priorities
1	The work covered by the two Service Plans largely sits under Priority 3 – Doing our core work well - Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

Report Author

Kate Penn, Public Protection Manager – Environmental Health
(kate.penn@huntingdonshire.gov.uk)

1. PURPOSE OF THE REPORT

1.1 The report provides information about the delivery of the Service Plans for Food Law Enforcement and Health and Safety Regulation for Quarter 4 2025-26.

2. BACKGROUND & CONTEXT

2.1 The overall aim of the Service Plan for Food Law Enforcement is to ensure that food placed or intended to be placed on the market for human consumption which is produced, stored, distributed, handled or purchased within Huntingdonshire is without risk to public health or the safety of the consumer. This is fulfilling our statutory duty under the Food Safety Act 1990 and the Food Hygiene and Safety (England) Regulations 2013. There are several key objectives which contribute to the delivery of the overall aim.

- The delivery of a programme of inspections and other interventions in accordance with the FSA's Code of Practice
- To respond to complaints and requests for service in accordance with any internal service standards
- To respond to any FSA Food Alerts for Action (FAFA) subject to available resources

2.2 The overall aim of the Service Plan for Health and Safety Regulation is to work with businesses and employees to protect all people, including members of the public, from unsafe working conditions by fulfilling the council's statutory role as a 'Health and Safety Enforcing Authority'.

3. PROGRESS AGAINST APPROVED SERVICE PLANS

3.1 Service Plan for Food Law Enforcement

3.1.1 The main focus of this service plan is the planned routine inspections of food businesses. All food businesses are risk rated category A to E with A being the highest risk. The risk rating mechanism is provided in the Food Law Code of Practice (England) and considers the consumers at risk; the level of current compliance with statutory obligations and any relevant industry codes of recommended practice in relation to the hygiene and structure of the premises; and the confidence in management/control processes in place. For example, a care home or nursery may be Category A due to their consumers being in a vulnerable group and inspected every six months. Most restaurants, pubs and catering businesses are Category C or D and will be inspected every 18 or 24 months. Category E are the lowest risk premises and will include small retailers selling pre-packed food and home caterers making cakes only.

The table below shows the categorisation of food businesses in Huntingdonshire on 31 March 2025, with the data from 31 March 2024 as a comparison:

Category	Number of Premises 31 March 2024	Number of Premises 31 March 2025
A	3	1
B	79	70

C	340	362
D	460	474
E	645	745
Unrated	58	115

3.1.2 Appendix 1 shows activity in a number of areas against the level of activity predicted.

3.1.3 In Quarter 4 there were 221 food hygiene inspections carried out which was consistent with quarters 1, 2 and 3 and means the level of predicted activity continues to be exceeded.

3.1.4 In Quarter 4 there were 80 new food business registrations received, this shows the continuing flux of food businesses. A new business registration can occur when an existing business changes hands and a new food business operator takes over or an entirely new business starts up.

3.1.5 In Quarter 4 there were 17 compliance checks undertaken, these are revisits to check compliance where the food hygiene inspection has uncovered issues that need attention. This is slightly higher than the level of activity expected.

3.1.6 Fifteen rescore requests were received in Quarter 4 which is higher than previous quarters. We are finding if businesses receive a low food hygiene rating (e.g. 0,1 or 2) they are becoming increasingly quick to request a rescore to improve their rating. This is largely driven by the minimum rating required to stay on online food platforms such as well as the businesses reputation.

3.1.7 Appendix 1 also shows that requests for export certificates continue to be slightly higher than anticipated based on previous years data.

3.1.8 Officers have continued to take part in UK Health Security Agency's sampling study, the topics for Quarter 4 were the same as previous quarters - Ready To Eat Dried Fruit Nuts and Seeds; and Root Vegetables. Businesses were advised of sample results. The number of samples taken in 2025/26 was less than anticipated due and the year overall is rated red due to the laboratory stopping accepting routine samples for a significant period of Q1 and Q2 for operational reasons.

3.2 Service Plan for Health and Safety Regulation

3.2.1 The majority of health and safety work in Quarter 4 was reactive, there were 16 accidents reported of which 4 investigations commenced. The selection of accidents for investigation is founded upon the risk-based criteria in Local Authority Circular (LAC) 22/13.

3.2.1 There were 59 other service requests responded to and the majority of these were licensing consultations where a new premises, street trading or pavement licence had been applied for by a business in the district. Examples of other services requests were a concern about the use of unlicensed botox products, mould in a hotel room and a complaint about infection control in a barbers.

3.2.2 There were 22 skin piercing registration applications made for premises and practitioners within the district. New legislation covering the licensing of non-surgical cosmetic procedures is still awaited.

4. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

4.1 N/A

5. COMMENTS OF OVERVIEW & SCRUTINY

5.1 N/A

6. POST-DECISION IMPLEMENTATION

6.1 N/A – the recommendation is not a decision.

7. IMPLICATIONS OF THE DECISION

7.1 Council Key Priorities and Performance

7.1.1 The work covered by the two Service Plans largely sits under Priority 3 – Doing our core work well - Delivering good quality, high value-for-money services with good control and compliance with statutory obligations. The report demonstrates if this priority is being met by showing how the two service plans are being delivered.

7.2 Financial Implications

7.2.1 N/A – this report does not have a decision with financial implications.

7.3 Policy Implications

7.3.1 N/A

7.4 Legal & Constitutional Implications

7.4.1 N/A

7.5 Community Impact

7.5.1 N/A

7.6 Environment & Climate Change Implications

7.6.1 N/A

7.7 Equality & Diversity Implications

7.7.1 N/A

7.8 Implications on Resources

7.8.1 N/A

7.9 Health & Wellbeing Implications

7.9.1 N/A – the recommendation is not a decision.

7.10 Local Government Reorganisation (LGR) Implications

7.10.1 N/A – the recommendation is not a decision.

8. RISK MANAGEMENT

8.1 The failure to monitor the delivery of the approved Service Plans could invite criticism from the Food Standards Agency (FSA) and the Health and Safety Executive (HSE) in their capacities as the national regulators.

8.2 Members have asked to be kept informed about the delivery of the approved Service Plans in order that they can comment on the way in which the service is provided as well as the available resources.

9. BACKGROUND PAPERS– LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

9.1 The approved Service Plans for 2025/26 can be found here: Agenda for Licensing and Protection Committee on Thursday, 5 June 2025, 2:00 pm - Huntingdonshire.gov.uk

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Appendix 1 Food Activity 2025-2026

Activity	Predicted Activity 2025-26	Recorded Activity Q4 2025-26	Total Activity 2025-26	RAG Status
Programmed food hygiene inspections A breakdown will be reported for: 1) Programmed inspections 2) Initial inspection (new business or new FBO) 3) Aborted/no access or closed premises inspections (aim to minimise)	714	Total: 221 1) 135 2) 61 3) 25	Total: 835 1) 484 2) 268 3) 83	Green
Alternative Enforcement Strategy (AES) (e.g. cake makers and childminders)	107	31	85	Green
Revisits to check compliance following a food hygiene inspection	30	17	51	Green
Mentoring / business support visits (previously included in other proactive visits)	10	1	10	Green
Sampling visits (previously included in other proactive visits)	15	1	11	Green
Food, water and environmental samples taken	50	5	15	Red
Prosecutions and cautions	2	0	0	Green
Formal action (service of notices, closures)	5	0	7	Green
Complaints and service requests about food and about/from food businesses	250	47	237	Green
Requests for export certificates	70	22	96	Green
FHRS re-score requests (low is good)	30	15	40	Green
Infectious disease control - notifications of food-borne/food poisoning illnesses (low is good)	30	8	38	Green
FSA food alerts for action	10	0	1	Green

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Appendix 2 Health and Safety Activity 2025-26

Activity	Predicted activity 2025-26	Recorded Activity Q4 2025-26	Total Activity 2025-26
Premises inspections and interventions (including activities identified in Work Plan)	40	13	40
Health and safety complaints and requests for service (including advice to business/enquiries) *	100	Total: 59 35 licensing consultations 7 relating to work premises 11 skin piercing enquiries 1 lifting equipment notifications 4 other	Total: 154
Skin piercing registrations	50	22	75
Accident and dangerous occurrence reports received	70	16	56
Accident and dangerous occurrence investigations commenced **	30	4	16
Specific smoke free enforcement visits***	0	0	0
Matters of Evident Concern (MEC)****	35	5	31

* This figure includes statutory notifications about working with asbestos, Adverse Insurance Reports (AIR) about unsafe work equipment and requests for advice and information. The diversity of work illustrates the importance of maintaining resources in order that effective investigations can be carried out. A breakdown of service request areas will be given.

**The selection of accidents for investigation is founded upon the risk-based criteria in Local Authority Circular (LAC) 22/13.

*** This figure is driven by the number of relevant complaints received by the service.

**** Matters of Evident Concern are significant health and safety problems that officers have noted during non-health and safety activities. (The fewer the better)

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Licensing and Protection Committee – 18 June 2026

Report by: Kate Penn
Public Protection Manager – Environmental Health
Head of Service: Clara Kerr

Lead Cllr: Councillor Nathan Hunt
Executive Councillor for Resident Services and Corporate Performance

Wards	Open / Exempt	Key Decision?
All	Open	No

Service Plan for Food Law Enforcement 2026-27

Executive Summary:
Huntingdonshire District Council has responsibility for most food safety and hygiene enforcement functions within the district. The Food Standards Agency (FSA) is the Central Competent Authority and National Regulator for food safety and hygiene issues within England and it requires every local authority (food authority) to outline how it will fulfil its duty to deliver official food controls within the district. The arrangements detailing how and at what level the official controls will be delivered must be laid down in the form of a Service Plan for Food Law Enforcement ('Service Plan') and approved by the Council.

The purpose of the Service Plan is to explain how that enforcement function will be delivered. It also details the resources required to deliver it.

Recommendations

1.1. Comment on, and if in agreement, approve the Service Plan for Food Law Enforcement 2026-27 in accordance with the Council's Constitution.

1.2. Request quarterly progress reports to be circulated to the Committee via email by the end of the month following the end of each quarter.

	Key Corporate Plan Priorities
1	The work covered by the two Service Plans largely sits under Priority 3 – Doing our core work well - Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

Report Author

Kate Penn, Public Protection Manager – Environmental Health
(kate.penn@huntingdonshire.gov.uk)

1. PURPOSE OF THE REPORT

1.1 The report formally presents the Service Plan for Food Law Enforcement 2026-27 (Appendix 1) to the Licensing and Protection Committee. It invites the Committee's comments and their approval of the Plan. This enables the Council to discharge its duty as an enforcing authority for food safety and hygiene.

1.2 The Council's Constitution requires the Licensing and Protection Committee to consider and approve this Service Plan.

2. BACKGROUND & CONTEXT

2.1 Huntingdonshire District Council has responsibility for most food safety and hygiene enforcement within the district. The Food Standards Agency (FSA), as England's Central Competent Authority and National Regulator for food safety and hygiene requires every local authority to outline how it will fulfil its duty to deliver official food controls within the district. The FSA requires local authorities to lay down details of the arrangements in the form of a Service Plan, specifying how and at what level the official controls will be delivered. This requirement is formalised within the FSA's 'Framework Agreement on Official Controls by Local Authorities', which was developed in consultation with local authorities, the LGA and other professional organisations, the FSA's Food Law Code of Practice (England) and the FSA's Food Law Practice Guidance (England).

2.2 The food safety and hygiene enforcement function is one of the services provided by specialist officers in the Environmental Health team within the Planning, Infrastructure and Public Protection service area. The officers providing the service also deliver the statutory functions for health and safety and infectious disease control. The team aims to support business to comply with the legislation by using a range of enforcement tools including advice, training, promotional campaigns and social media.

2.3 The purpose of the Service Plan is to explain how that service relating to food law enforcement will be delivered.

2.4 The food safety service covers a wide range of regulatory duties including:

- Programmed and intelligence led food hygiene interventions
- Revisits to premises following inspections where significant issues found
- Carrying out assessments and updating data for the national Food Hygiene Rating Scheme
- Issue approvals to food businesses subject to that requirement
- Investigation of complaints relating to food hygiene, or food prepared and sold in the district
- Infectious disease investigation
- Responding to food alerts issued by the FSA
- Responding to planning and licensing applications in relation to food premises
- Sampling
- Provision of advice and information to food businesses

2.5 On 1 April 2026 there were 1580 food businesses registered in Huntingdonshire. Food businesses are inspected according to their inspection rating category. The

highest risk businesses (category A) are the subject of an inspection, partial inspection or audit at least every 6 months whereas the lowest risk businesses (category E) are monitored using alternative enforcement approaches. Unannounced inspections are carried out at businesses in categories A, B, C and D unless they are based in a domestic premises. There are 464 interventions due in Category A – D premises during 2026-27.

2.6 Predicted levels of work such as complaints and export certificates are included in the Appendix to the Service Plan.

2.7 The Service Plan requires formal approval to ensure compliance with the Council's Constitution, and provide transparency and accountability in the delivery of statutory food law enforcement, and confirm that appropriate resources and priorities are in place to protect public health. It is recommended that that Service Plan is approved.

2.8 Traditionally quarterly reports on progress against the Service Plan have been delivered to Licensing and Protection Committee, however, due to meetings dates these are often provided some time after the end of each quarter. Therefore, it has been recommended that to provide data in a more timely manner and to increase efficiency reports showing progress against the predicted activity are circulated to the Committee via email by the end of the month following the end of each quarter.

3. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

3.1 N/A.

4. COMMENTS OF OVERVIEW & SCRUTINY

4.1 N/A

5. POST-DECISION IMPLEMENTATION

5.1 The Service Plan will be delivered during the 2026-27 financial year.

6. IMPLICATIONS OF THE DECISION

6.1 Council Key Priorities and Performance

6.1.1 The work covered by this service plan largely sits under Priority 3, and consequently a measure of operational performance has been identified in the Corporate Plan as 'The number of programmed food hygiene inspections undertaken (cumulative year to date)'. Monthly data is reported on this Corporate Performance Indicator.

6.2 Financial Implications

6.2.1 The Service Plan will be delivered using existing approved budgets.

6.2.2 Discretionary fees, previously approved for 2026/27, are applied to some work areas which generates a small income, it is estimated that for 2026/27 this will be c.£13,500. Income in 2025/26 was £14,800.

6.3 Policy Implications

6.3.1 N/A

6.4 Legal & Constitutional Implications

6.4.1 It is set out in Part 3 of the Council's Constitution that one of the functions of the Licensing and Protection Committee is to approve this Service Plan.

6.4.2 The FSA has a key role in overseeing official food controls undertaken by local authorities. Powers enabling the Agency to monitor and audit local authorities are contained in the Food Standards Act 1999 and the Official Feed and Food Controls Regulations.

6.4.3 The authority has a duty to comply with the Food Standard's Agency Framework Agreement. These duties include requirements for the planning, management and delivery of the local food law enforcement service.

6.5 Community Impact

6.5.1 N/A

6.6 Environment & Climate Change Implications

6.6.1 N/A

6.7 Equality & Diversity Implications

6.7.1 N/A – The Service Plan sets out how statutory food hygiene and safety duties will be delivered in accordance with national statutory guidance. The plan applies equally to all food businesses and is based on risk and compliance with legal requirements. As such, it does not differentially impact individuals or groups with protected characteristics, and no equality and diversity implications have been identified.

6.8 Implications on Resources

6.8.1 N/A - The Service Plan will be delivered using existing resources.

6.9 Health & Wellbeing Implications

6.9.1 N/A

6.10 Local Government Reorganisation (LGR) Implications

6.10.1 N/A – There are no LGR implications arising from this plan. It relates to the delivery of statutory functions during the 2026/27 financial year within existing organisational structures and does not propose or depend upon any changes associated with LGR.

7. RISK MANAGEMENT

7.1 The failure to produce and have approved a Service Plan could invite criticism from the FSA in their capacity as national regulator.

8. BACKGROUND PAPERS– LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

8.1

Document List	Custodian	File Location
Food Law Code of Practice (England)	Food Standard's Agency	Food Law Code of Practice (England)

SERVICE PLAN FOR FOOD LAW ENFORCEMENT

2026-27

Drawn up in accordance with the

Food Standards Agency Framework Agreement

DRAFT

For approval by Licensing & Protection Committee on 18

June 2026

1. Service Aims and Objectives

1.1. Aims and objectives

1.1.1. The overall aim of the service is to ensure that food placed or intended to be placed on the market for human consumption which is produced, stored, distributed, handled or purchased within Huntingdonshire is without risk to public health or the safety of the consumer. This is fulfilling our statutory duty under the Food Safety Act 1990 and the Food Hygiene and Safety (England) Regulations 2013. There are several key objectives which contribute to the delivery of the overall aim.

- The delivery of a programme of inspections and other interventions in accordance with the FSA's Code of Practice
- To respond to complaints and requests for service in accordance with any internal service standards
- To respond to any FSA Food Alerts for Action (FAFA) subject to available resources

1.2. Links to corporate objectives and plans

1.2.1. A new Corporate Plan was adopted in 2023 for the period 2023 – 2028. It can be viewed here: Corporate Plan.

The three key priorities identified are:
Priority 1 – Improving quality of life for local people
Priority 2 – Creating a better Huntingdonshire for future generations
Priority 3 – Doing our core work well.

The work covered by this service plan largely sits under Priority 3, and consequently a measure of operational performance has been identified in the corporate plan as 'The number of programmed food hygiene inspections undertaken (cumulative year to date)'.

2. Background

2.1. Profile of the Competent Authority

2.1.1. Huntingdonshire is a large (900 square kilometres) and predominantly rural area forming the most westerly part of Cambridgeshire. Over 40% of the population live in our three largest market towns of St Neots, Huntingdon and St Ives. Village settlements provide the main population centres and facilities outside of the market towns. With an estimated 184,050 residents and 80,800 residential properties in mid-2022, the population has grown significantly over recent decades (up by 47% from 1981 to 2021) and is forecast to grow further.

2.1.2. Economic activity (64% of those aged 16+) and employment rates (61.6% of those aged 16+) are both higher than the national average. There are pockets of higher deprivation within the district but most areas have relatively low levels, as measured by the 2019 Indices of Deprivation (data from the Corporate Plan 2023 – 2028).

2.2. Organisational Structure

2.2.1. Huntingdonshire District Council operates an 'Executive Leader and Cabinet' model of decision-making. Under this model, the executive leader, appoints their own deputy executive leader and cabinet, which comprises seven other councillors.

2.2.2. The food safety service is one of the services provided by specialist officers within the Planning, Infrastructure and Public Protection service area. The Environmental Health Service Manager is responsible for the day to day operation of Environmental Health Service and they report to the Public Protection Manager who in turn reports to the Head of Planning, Infrastructure and Public Protection. The Environmental Health Service Manager is supported by a Principal Environmental Health Officer who undertakers the role Lead Food Officer acting as the technical expert on food safety related matters and team leader for the officers covering food hygiene and health and safety work.

2.2.3. On 1 April 2026 there were posts totalling 4.86 FTE with a specific responsibility for the delivery of the food safety service of which approximately 85% of the officer's available time is dedicated to food safety making a resource of 4.25 FTE. The remaining 15% of officer time is allocated to Health and Safety work. The current officers are a combination of Environmental Health Officers and Environmental Health Protection Officers.

2.2.4. Each officer has been allocated a specific geographical area which contains a diverse range of food businesses. The number and type of businesses is consistent with the officer's knowledge and experience. There is a "buddy" system in place to ensure that at least two officers have some knowledge of specialist or unusual businesses.

2.2.5. The service uses several agencies and companies to support the delivery of official food controls. These are summarised in the table below.

Table 1: Provision of External Services

Name of Organisation	Type of Service	Frequency of Service
UK Health Security Agency and East of England Health	Microbiological food and water sampling and advice on infection and disease control	Monthly, as required

Protection Team, Thetford and Colindale		
Anglian Water, Huntingdon	Chemical and microbiological water sampling	As and when required
Campden BRI	Food and foreign body/ contaminant examinations and identifications	As and when required via annual subscription
Chartered Institute of Environmental Health (CIEH)	Information and advice. Materials for food hygiene courses	As and when required
Food Standards Agency (FSA)	Monitoring of performance, information, advice, food alerts	As and when required
Cambridgeshire Trading Standards	Sharing intelligence on food businesses registrations, complaints and enquiries, especially in relation to allergen control and food labelling.	As and when required

2.3. Scope of the food service

2.3.1. The food safety service covers a wide range of regulatory duties including:

- Programmed and intelligence led food hygiene interventions
- Revisits to premises following inspections where significant issues found
- Carrying out assessments and updating data for the national Food Hygiene Rating Scheme
- Issue approvals to food businesses subject to that requirement
- Investigation of complaints relating to food hygiene, or food prepared and sold in the district
- Infectious disease investigation
- Responding to food alerts issued by the FSA
- Responding to planning and licensing applications in relation to food premises
- Sampling
- Provision of advice and information to food businesses

2.3.2. The service is provided by officers employed directly by the council. Approximately 85% of the officer's available time is dedicated to food safety with the remaining 15% being allocated to health and safety work and private water supplies.

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2.3.3. The wider environmental health service deals with nuisances, environmental protection, contaminated land, private sector housing and officers from these service areas could be drawn on to support the food service during an incident.

2.4. Demands on the food service

2.4.1. On 1 April 2026 there were 1580 food businesses registered in Huntingdonshire. This is a decrease of 'open' food businesses registrations since 2025-26 largely due to the data cleansing that has take place to 'close' historic records where businesses are no longer trading or they fall outside of the requirements for registration.

2.4.2. There are a variety of businesses within Huntingdonshire and this number includes primary producers (e.g. farms), manufacturers and packers and importers with the remaining business comprising retail and catering establishments including restaurants, take-aways, schools, pubs, caring premisses, mobile food units and hotels/guest houses.

2.4.3. Food businesses are inspected according to their inspection rating category. The highest risk businesses (category A) are the subject of an inspection, partial inspection or audit at least every 6 months whereas the lowest risk businesses (category E) are monitored using alternative enforcement approaches. New businesses are classified as "Unrated". The breakdown of premises by inspection rating category was:

Table 2: Breakdown of food premises by inspection rating category

	A	B	C	D	E	Unrated
As at 31/03/2025	1	70	362	474	745	115
As at 31/03/2026	4	61	342	516	569	88

There are 54 food business outside the rating programme

2.4.4. Food hygiene regulations require certain premises which handle food products of animal origin to be approved by virtue of their nature, scale or complexity. Within Huntingdonshire there are ten approved premises.

2.4.5. There are a number of manufacturing businesses which regularly supply food to non-EU countries and which require an Export Certificate for each consignment, the certificates certify the premises meets legislative requirements. These arrangements support the businesses in question and generated income of £9,250 in 2025-26 which is slightly more than the previous year (£8,792).

2.4.6. There are also businesses that use complex equipment such as vacuum packing machines and businesses carrying out complex processes such as

sous-vide, cook-freeze and the curing of meat products. Suitably qualified and trained officers carry out interventions in businesses associated with specialist and complex processes and equipment.

2.4.7. The Environmental Health team is based on the first floor of Pathfinder House, St Mary's Street, Huntingdon although officers largely adopt a hybrid approach basing themselves between the office, home and food premises. Customers can contact officers in the following ways:

- In person or by telephone between 08:45 and 17:00hrs Monday to Thursday, 08:45 and 16:30hrs Friday (01480 388302)
- By email: EnvHealth@huntingdonshire.gov.uk or food@huntingdonshire.gov.uk
- Advice and information about good practice and the service is available on the Council's website.

Officers are not on standby outside office hours but arrangements are in place with the FSA, Cambridgeshire Constabulary and UKHSA who all have an out of hours number to contact a duty director and officers can be asked to respond to major incidents and emergencies during evenings and weekends.

2.4.8. The following factors can have an impact on the delivery of the Service Plan:

- An outbreak of food poisoning or a work-related death as the same officers covering food safety also cover health and safety in the workplace.
- Major outdoor events during the course of a year which involve food safety, water and health and safety considerations. Officers participate in the Safety Advisory Group.
- Officers may have to respond to FSA Food Alerts for Action. Some can be very time-consuming, particularly if they require action to be taken to identify and if necessary remove suspect or unsafe food from the food chain.
- The implementation of changes to existing legislation, Codes of Practice, Government guidance and monitoring arrangements have resource implications for the service.
- The continued implementation of the environmental health information management system used for holding records of food businesses and recording and planning inspections.

2.5. Regulation policy

2.5.1. In March 2025 Huntingdonshire District Council adopted an updated Corporate Enforcement Policy. This sets out its approach to proportionate, transparent, fair and effective regulation and enforcement, following the principles set down in the Regulators Code. This overarching framework is intended to provide customers with a clear understanding of the Council's approach to regulatory and enforcement activity and is available on the Council's website.

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2.5.2. In order to promote consistent and proportionate enforcement the service is an active member of Cambridgeshire and Peterborough Food and Safety Group. Officers represent the council at these meetings which seek to share best practice and liaise with wider partners. Task and finish groups are periodically set up to develop consistency exercises, training programmes or peer review models.

3. Service Delivery

3.1. Interventions at food establishments

3.1.1. These consist of the “official food controls” specified in the Food Law Code of Practice together with any other activities where the purpose is to monitor compliance with food hygiene law.

3.1.2. The food hygiene intervention rating is used to determine the type of intervention that is suitable for that particular operation. Unannounced inspections are carried out at businesses in categories A, B, C and D unless they are based in a domestic premises. Category A and B interventions may comprise an inspection, partial inspection or audit at appropriate intervals. Category C premises will be assessed using either a full/partial inspection or audit, until they are deemed broadly compliant, once this is achieved planned interventions may alternate between the above and another type of official control. Category D premises will be subject to alternate official control and non-official controls unless they are also rated 30 or 40 for “type of food and method of handling” when they are restricted to a full/partial inspection or audit. Other official controls comprise food sampling, surveillance, verification visits and audits; and non-official controls include targeted education and advice and information and intelligence gathering.

3.1.3. The frequency at which businesses must be inspected is outlined in Annex 1 of the Food Law Code of Practice October 2025. Information gathered at inspection is also used to determine the Food Hygiene Rating Scheme (FHRS) score. The FHRS is operated in accordance with the ‘Food Hygiene Rating Scheme: Guidance for local authorities on implementation and operation - the Brand Standard’, June 2023. Businesses can appeal against their rating and can also request a rescoring visit (subject to the payment of a fee) after the inspection upon which their rating was based. During 2025–26 there were 35 re-score requests, consistent with 2024–25 (also 35 requests), and an increase from 31 requests in 2023–24.

3.1.4. There are 464 interventions due in Category A – D premises during 2026-27 and 12 interventions overdue from 2025-26 where business seasonality or access difficulties prevented inspection.

3.1.5. The Code of Practice allows local authorities to use Alternative Enforcement Strategies (AES) for Category E businesses. The AES approach typically involves the completion of a self-assessment questionnaire by the business, this process has been fully digitalised.

3.1.6. All officers who carry out official food controls are authorised in accordance with the Code of Practice. Bi-weekly team meetings are held where any complex matters or specialised processes can be discussed, and knowledge shared.

3.1.7. Officers will also carry out spot checks at businesses if they have concerns or intelligence about the business or about a specific activity within a business. The outcome of a spot check may affect future planned inspections of the business.

3.2. Food complaints

3.2.1. These generally fall into one of the following categories:

- Complaints about the food premises themselves (e.g. poor staff hygiene, allegations of pests, poor standards of cleanliness)
- Complaints about the condition or contamination of food (extraneous matter, mould, dirty containers)
- Complaints about food labelling and food information ('use by' dates and allergen information).

3.2.2. Complaints are allocated to officers on an area basis and are prioritised on a risk basis. This approach may mean it is appropriate for the complaint to be dealt with at the next routine intervention or an intelligence led intervention may be required.

3.2.3. In 2025-26 there were 237 food related service requests, these include complaints about food and food premises and also requests for advice from food businesses. It is estimated a similar number of requests will be received in 2026-27 and progress against this will be reported quarterly to the Licensing and Protection Committee.

3.3. Home Authority and Primary Authority

3.3.1. The council does not have any home authority or primary authority arrangements in place. If resourcing allows in future, and it is in line with corporate priorities to support local businesses in this way, opportunities to undertake a primary authority arrangement would be explored.

3.4. Advice to business

3.4.1. Officers provide information and advice to businesses to help them comply with the law and to encourage the use of best practice. This is part of our enforcement policy and is achieved through a range of activities including:

- Advice to new businesses

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- Advice during the course of inspections and other visits
- Site visits on request - where appropriate and resources allow
- Proactively contacting businesses to comment on plans at the planning application stage
- Proactively contacting businesses to comment on applications for premises and temporary licences
- Participating in Safety Advisory Group
- Maintenance and development of the website with links to the FSA's website.
- Key information issued via Council website and social media by the Communications Team
- Provision of food hygiene training

3.4.2. These activities are integrated into the service's general interventions and food safety promotion functions. There were 82 requests for advice in 2025-26 from existing food businesses or new food businesses and it is anticipated there will be a slightly higher number in 2026-27 as this number was less than previous years..

3.5. Food sampling

3.5.1. Sampling is a recognised official food control. In 2026-27 the commitment to sampling will continue following the UKHSA on targeted studies. UKHSA does not currently charge for the analysis of samples.

3.5.2. Sampling is undertaken by all officers working in the service on a rota basis.

3.5.3. All sampling will be carried out in accordance with relevant legislation, the Code of Practice issued under the Food Safety Act 1990, guidance on the sampling intervention designed by UKHSA and the departmental Standard Operating Procedure (SOP).

3.6. Food safety incidents

3.6.1. FSA food alerts for action will be dealt with in accordance with:

- the departmental SOP
- the Food Law Code of Practice issued under the Food Safety Act 1990 and
- any instructions issued by the FSA.

3.6.2. Most food alerts are Product Withdrawal Information Notices or Product Recall Information Notices which require little or no action. There are a significant number of allergy alerts but these too require little or no action or are dealt with by Trading Standards Officers (TSOs). Occasionally TSOs may ask for our support. Food Alerts for Action (FAFA) and ad hoc requests for action may have an impact upon programmed work but the numbers are relatively low.

3.6.3. Given the nature of food alerts, it is impossible to predict the likely demands and requisite resources with any accuracy. If a food alert is associated with a business based within Huntingdonshire then officers will be expected to devote

more time to that alert than to one which originates elsewhere.

3.7. Liaison with other organisations

3.7.1. The Council recognises the importance of ensuring its enforcement approaches are consistent with those of neighbouring local authorities. Officers have access to the LGA Knowledge Hub and there is dialogue and liaison in a number of settings:

- Cambridgeshire and Peterborough Food and Safety Group (CPFSG)
- Tascomi User Group
- FSA regional events
- UKHSA/Environmental Health liaison days
- CIEH update events

3.7.2 The CPFSG promotes consistency between officers and authorities and where possible produces common policies and procedures. Where appropriate, subgroups can be convened to deal with a specific issue. The membership includes Lead Food Officers from Cambridgeshire and Peterborough as well as representatives from UKHSA, the FSA and Trading Standards.

3.7.3 There is routine liaison and contact with officers from Development Control, Planning Enforcement, Building Control, Business Rates, Fraud, Licensing, Markets and Legal.

3.8. Food safety promotional work

3.8.1. The main priority for the year will be the inspection programme.

3.8.2. There are four key drivers which contribute to the service and work priorities. In broad terms they are as follows:

- **Intervention driven**: work which is largely determined by the FSA Food Law Code of Practice. In the main this consists of programmed inspections and interventions at frequencies prescribed by the Code of Practice together with revisits and enforcement action in accordance with the Enforcement Policy
- **Demand driven**: work in response to complaints and requests for advice and guidance; investigation of food poisoning notifications; responses to FSA Food Alerts (in particular those which require action); and liaison with other Council services in support of wider corporate objectives
- **Intelligence driven**: responses to credible or verifiable information which suggests a risk to public health
- **Education driven**: the provision of advice, education and support to businesses and consumers; supporting national campaigns and strategies which are in the interests of public health and/or consumer safety (e.g. food hygiene related campaigns by the FSA).

3.9. Control and investigation of outbreaks and food related infectious disease

3.9.1. The Council has appointed the Consultant in Communicable Disease Control (CCDC) from UKHSA as the 'Proper Officer' under the Public Health (Control of Disease) Act 1984.

3.9.2. Officers will investigate food-related infectious disease notifications in accordance with protocols agreed with the Consultant in Communicable Disease Control (CCDC). The general aims of any investigation are to identify the source and cause of the infection and prevent further spread. Weekly notifications of infectious disease are received.

4. Resources

4.1. Financial allocation

4.1.1. The approved budget for 2026-27 is shown in the Table below

Table 1

	2026-27
Direct Costs	**£**
Employees	
Salary (NI, Pension, training)	278,859
Transport, mileage	4,000
	282,859
Other	
Equipment and materials	950
Laundry	380
Printing and postage	100
Training expenses	1,000
Subscriptions	2,000
	4,430
Total	**287,289**
Income	
Anticipated costs recovered (Export Certificates, delivery of training courses and fees for FHRS re-score visits)	13,500
Total Expenditure	**273,789**

4.1.2. The estimated income of £13,500 comprises fees for export certificates, delivery of training courses and FHRS re-score visits. It has been reduced slightly due to the reduction in export certificates issued last year.

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4.1.3. In the event of a serious or major incident or a large outbreak of food poisoning or food-borne illness requiring additional resources, officers undertaking food safety and health and safety work as part of their usual work will assist in the first instance and if necessary officers can be drafted in from the wider Environmental Health team to support the response.

4.1.4. There are no financial restrictions placed upon legal action, each case being considered on its merits. In the event of enforcement action that would place unforeseen demands on resources, local authorities can apply for financial support from the FSA but this fund is discretionary and may be withdrawn at any time.

4.2. Staffing allocation

4.2.1. Food law enforcement and compliance advice activities are provided by specialist officers from the Environmental Health Team. The team is led by the Environmental Health Service Manager, supported a Principal Environmental Health Officer for Food and Safety and contains another five authorised officers, all of whom are fully authorised. The Environmental Health Team is supported by three Business Support Assistants (2 FTE).

4.3. Staff development plan

4.3.1. Staff must be appropriately trained and are required to undertake 20 hours of continuing professional development every year to maintain their competency. Currently all members of the team are subscribed to the ABC on-line training service which delivers accessible modular packages in specific areas of food law. This is also supplemented by training organised by authorities within the Cambridgeshire and Peterborough Food and Safety Group, UKHSA, FSA and the CIEH.

5. Quality Assessment

5.1. Quality assessment and internal monitoring

5.1.1 The Environmental Health Service Manager is responsible for the overall monitoring of the service and is supported by supported a Principal Environmental Health Officer for Food and Safety who also acts as Lead Food Officer. In general terms the service is monitored internally in accordance with Standard Operating Procedure for Internal Monitoring (SOP 3). The practical arrangements include the following

- Review of premises inspection records
- Observed and accompanied inspections
- Periodic reviews of policies and procedures
- Bi weekly team meetings
- Programmed work is monitored against targets
- Reactive work is monitored with reference to response time and closure

of service requests
- One-to-ones between the Environmental Health Service Manager and Officers
- Peer review and consistency exercises led by the CPFSG
- Peer review and consistency exercises led by the FSA

5.1.1. There are several SOPs which cover the different aspects of the service. They are subject to on-going review to reflect changes in the code of practice, practice guidance and FHRS Brand Standard.

5.1.2. Monthly data on the number of food hygiene inspections undertaken is reported monthly to the Operations Board as it is identified as a Corporate Performance Indicator.

5.1.3. Quarterly monitoring reports will be prepared for Licensing and Protection Committee if this is requested by the Committee. The activities reported on are presented in Appendix 1.

6. Review

6.1. Review against the service plan

6.1.1. Progress against the service plan was good and the predicted level of activity was exceeded with regard to food hygiene inspections.

6.1.2. Work has continue to thoroughly review Category E premises and close premises records where they are no longer trading. 120 have been identified for a physical inspection in 2026/27.

6.1.3. There were 237 complaints and service requests about food and about/from food businesses, this was slightly lower than anticipated but not enough to suggest a significant change and there is no requirement to change the predicted activity for 2026-27.

6.2. Identification of any variation from the service plan

6.2.1. There are no significant areas of variation to be reported.

6.3. Areas of improvement

6.3.1. The areas of improvement that have been identified are:
- The continued improvement of the environmental health and licensing information management system to improve reporting, data accuracy and online services for customers
- Continuing to update Standard Operating Procedures
- Movement to a digital inspection system and use of mobile devices, either by use of the app linked to the environmental health and licensing information system or by cloud/web based access to the system

- To update food related webpages in order to provide accurate and up to date advice.
- To develop new online reporting forms to improve the customer journey.
- To utilise media such as the Council website or social media to deliver food safety messages and communicate to customers about urgent or general food safety matters.

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Appendix 1: Food Safety Service Plan: Programmed and predicted activity 2026-2027

Activity	Predicted activity 2026-27	Total activity 2025-26
Programmed food hygiene inspections A breakdown will be reported for: 1) Programmed inspections 2) Initial inspection (new business or new FBO) 3) Aborted/no access or closed premises inspections (aim to minimise)	614	Total: 835
Alternative Enforcement Strategy (AES) (e.g. cake makers and childminders)	83	85
Revisits to check compliance following a food hygiene inspection	30	51
Mentoring / business support visits	10	10
Sampling visits	15	11
Food, water and environmental samples taken	40	15
Prosecutions and cautions	2	0
Formal action (service of notices, formal closures)	5	7
Complaints and service requests about food and about/from food businesses	250	237
Requests for export certificates	70	96
FHRS re-score requests (low is good)	30	40
Infectious disease control - notifications of food-borne/food poisoning illnesses (low is good)	30	38
FSA food alerts for action	5	1

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Agenda Item 5

Licensing & Protection Committee – 18 June 2026

Report by: Michelle Bishop – Public Protection Manager – Licensing
Kate Penn – Public Protection Manager Environmental Health

Lead Cllr: Cllr Nathan Hunt
Executive Councillor for Resident Services & Corporate Performance

Wards	Open / Exempt	Key Decision?
All	Open	No

LICENSING AND PROTECTION COMMITTEE - SCHEME OF DELEGATION TO OFFICERS

Executive Summary: At their meeting on 19 March 2025, the Licensing and Protection Committee agreed an amended version of the Scheme of Delegation to reflect internal structure changes as well as amendments to post holder titles. Following a further restructure within the Council, the Committee is asked to approve a further updated Scheme of Delegation that reflects the deletion and replacement of posts.

Recommendations

The Licensing and Protection Committee is RECOMMENDED to:

1.1. Approve the scheme of delegation from Licensing & Protection Committee to Officers

1.2. That the Head of Planning, Infrastructure & Public Protection be authorised to make minor editorial changes which by definition make no change to the powers of delegations

1.3. That the Head of Planning, Infrastructure & Public Protection and/or Public Protection Manager Licensing or Public Protection Manager Environmental Health, in consultation with the Chair and Vice Chair of the Licensing & Protection Committee, be authorised to make changes and updates as a result of revocations, amendments, or enactment of relevant statutory provisions

1.4. That the Head of Planning, Infrastructure & Public Protection and/or Public Protection Manager Licensing or Public Protection Manager Environmental Health be authorised to appoint such suitably qualified officers as deemed appropriate to exercise those duties delegated to them.

Report Author(s)
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1. PURPOSE OF THE REPORT

1.1 The Council Constitution details the Responsibility for Functions, and specifically the responsibilities of the Licensing & Protection Committee (the Committee). On 19th July 2016, a report was presented to the then Licensing and Protection Committee advising that legal advice had recommended that the Committee formally resolve a scheme of delegation for Officers with regards to the licensing and registration functions, and health and safety at work functions contained with Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended.

1.2 The report was subsequently approved and implemented.

1.3 Following a number of restructures resulting in changes to the names of certain posts, this scheme of delegation was most recently brought back to the Licensing and Protection Committee on 19 March 2025 to request an amendment.

1.4 Since this date there have been a further structure and job title changes, and this report is being brought to the Committee with an updated Scheme of Delegation for approval. This is shown in Appendix A and B.

1.5 The delegations (Appendix A & B) have also been updated to remove some requirements to consult with the Chair/Vice Chair of the Committee ahead of instituting some legal proceedings. The reason for this is to avoid any conflicts of interest, ensure confidentiality and data protection, remove any reputational risk if it appears prosecutions are politically influenced and demonstration consistency across the service area – it was not a requirement for all legal proceedings.

2. BACKGROUND & CONTEXT

2.1 There have been further amendments to role titles following a restructure in February 2026, meaning that previously used job titles no longer exist. It is therefore necessary to seek approval from the Committee for a new scheme of delegation that reflects the amendments.

2.2 Appendix A & B – Powers delegated by or on the recommendation of the Licensing and Protection Committee (Licensing and Environmental health).

3. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

3.1 Should a scheme of delegation contain incorrect information relating to decision making responsibilities, it may invalidate the action that is being taken by officers. Should this be recognised and subsequently challenged, any decisions made could be reversed. There is a significant reputational risk to the District Council if this were to happen therefore no alternative options are proposed.

4. COMMENTS OF OVERVIEW & SCRUTINY

4.1 N/A

5. POST-DECISION IMPLEMENTATION

5.1 If approved, the new scheme of delegation will be implemented immediately, and all associated documentation updated accordingly.

6. IMPLICATIONS OF THE DECISION

6.1 Council Key Priorities and Performance

6.1.1 The work covered by Public Protection largely sits under Priority 1 - Improving quality of life for local people and Priority 3 – Doing our core work well - Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

6.2 Financial Implications

6.2.1 N/A

6.3 Policy Implications

6.3.1 N/A

6.4 Legal & Constitutional Implications

6.4.1 For the scheme of delegation to be implemented correctly, we must ensure that it is current and contains the correct information. Should this not be the case, there is a risk that decisions made could be invalidated.

6.5 Community Impact

6.5.1 N/A

6.6 Environment & Climate Change Implications

6.6.1 N/A

6.7 Equality & Diversity Implications

6.7.1 N/A

6.8 Implications on Resources

6.8.1 N/A

6.9 Health & Wellbeing Implications

6.9.1 N/A

6.10 Local Government Reorganisation (LGR) Implications

6.10.1 Ensuring the Scheme of Delegation is kept up to date ahead of LGR is important as it will make it easier to compare with other local authorities.

6.10.2 Removing the requirement to consult with the Chair/Vice Chair ahead of legal proceedings will make the Scheme of Delegation consistent with neighbouring authorities who do not have this requirement for Environmental Health functions.

7. RISK MANAGEMENT

7.1 N/A

8. BACKGROUND PAPERS– LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Document List	Custodian	File Location
Scheme of Delegation to Officers report dated 25th January 2024	Public Protection Manager	Agenda for Licensing Committee on Wednesday, 19 March 2025, 2:30 pm - Huntingdonshire.gov.uk

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POWERS DELEGATED BY OR ON THE RECOMMENDATION OF THE LICENSING & PROTECTION COMMITTEE
Updated (xx 2026)

Source	The Power Delegated	Delegated to	Remarks
Local Government (Miscellaneous Provisions) Act 1976 Town Police Clauses Act 1847	**Applications for Taxi & Private Hire – Drivers/Vehicles & Operators** To determine transfers of vehicle plates To determine applications for private hire and hackney carriage vehicle licences, private hire and hackney carriage driver's licences known as Dual licenses, and private hire operators' licences	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Local Government (Miscellaneous Provisions) Act 1976 Town Police Clauses Act 1847	**Enforcement Action - Taxi & Private Hire – Drivers/Vehicles & Operators** To refuse or suspend hackney carriage, private hire driver in line with policy and legislative parameters To revoke private hire and hackney carriage driver's licences To suspend or revoke hackney carriage and private hire driver licences under LGMPA S.61 (2B) (Immediate risk to public)	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing Licensing Team Leader	Suspensions & Revocation of Vehicles/Drivers & Operators under delegated powers to be reported quarterly

Source	The Power Delegated	Delegated to	Remarks
	To refuse or suspend hackney carriage, private hire vehicle licenses in line with policy and legislative parameters To revoke private hire and hackney carriage vehicle licences To refuse or suspend private hire operator licences in line with policy or legislative parameters To revoke private hire operator licences To issue Penalty points or other relevant sanctions To determine whether a DSA driver's assessment for private hire or hackney carriage or future equivalent test should be undertaken in circumstances where there are serious concerns as to the fitness of an existing driver to hold a licence with each case considered on its merits		
Health Act 2006 S1-12 and schedule 2	To enforce smoke free places premises and vehicles.		

Source	The Power Delegated	Delegated to	Remarks
Local Government (Miscellaneous Provisions) Act 1976 Town Police Clauses Act 1847	**General - Taxi & Private Hire – Drivers/Vehicles & Operators** To review the penalty points system for private hire operators, proprietors, and drivers in light of changes to legislation To determine the Hackney Carriage Table of Fares To make the necessary arrangements for the inspection and testing of Hackney Carriage and Private Hire vehicles To instigate proceedings through the court for contravention of any section relating to the Hackney Carriage and Private Hire vehicles.	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	*The Hackney Carriage Table of Fares to set in conjunction with the Portfolio Holder
House to House collections Act 1939 and Regulations 1947 https://www.legislation.gov.uk/ukpga/Geo6/2-3/44	**House to House** To determine applications for house to house collections within the district	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	

Source	The Power Delegated	Delegated to	Remarks
Local Government (Miscellaneous Provisions) Act 1982 (Schedule 3) Local Government (Miscellaneous Provisions) Act 1982 (legislation.gov.uk) Local Government (Miscellaneous Provisions) Act 1982 (Schedule 4) Local Government (Miscellaneous Provisions) Act 1982 Local Government (Miscellaneous Provisions) Act 1982	**SEV's** To determine applications for the grant, renewal, variation or transfer of licenses for sex shops, sex cinemas and sexual entertainment venues **Street Trading** To determine applications for street trading consents and to revoke licenses To instigate proceedings through the courts for contravention of the street trading legislation contained in the Act	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Animal Welfare Regulations 2018 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Animal Welfare Act 2006 Animal Welfare Act 2006	**Animal Welfare** To appoint persons and to act for and on behalf of the Council in all matters arising from the Acts in circumstances where consideration is being given to the revocation of a licence To act for the Council in cases involving revocation of a licence To authorise prosecutions for alleged contraventions under the Act The Powers of the Council under the Act including issuing improvement notices To authorise prosecutions for alleged contraventions under this legislation	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Dangerous Wild Animals Act 1976 Dangerous Wild Animals Act 1976	**Dangerous Wild Animals** The Powers of the Council under the Act including licensing of individuals to keep specific animals	Head of Planning, Infrastructure & Public Protection	

Source	The Power Delegated	Delegated to	Remarks
		Public Protection Manager – Licensing	
Zoo Licensing Act 1981 Zoo Licensing Act 1981	**Zoo's** To appoint Inspectors and to act for and on behalf of the Council in all matters arising from the Act except in those cases where objections to the grant or renewal of a licence are received or consideration is being given to the revocation of a licence To act for the Council in cases involving an objection to the grant or renewal of a licence	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Business and Planning Act 2020(Pavement Licenses) Business and Planning Act 2020	**Pavement Licenses** To determine applications including the refusal and revocation in line with the Council Powers under the Act	Head of Planning, Infrastructure & Public Protection Public Protection Manager – Licensing	
Hypnotism Act 1952 Hypnotism Act 1952	**Hypnotism Act**	Head of Planning, Infrastructure &	

Source	The Power Delegated	Delegated to	Remarks
	To determine applications including the refusal and revocation in line with the Council Powers under the Act	Public Protection Public Protection Manager – Licensing	
Local Government Act 1972	To convene meetings of the Licensing and Protection Sub-Committee comprising four Members of the Panel to determine such matters in the case of an individual licence or application which have not been delegated to Officers	Elections & Democratic Services Manager	

Appendix B

POWERS DELEGATED BY OR ON THE RECOMMEDNATION OF THE LICENSING AND PROTECTION COMMITTEE

Environmental Health (for approval on 18 June 2026)

Source	The Power Delegated	Delegated to	Date of Delegation	Remarks
Prevention of Damage by Pests Act 1949	To enter on to land or premises for the purposes of inspection etc	Public Protection Manager – Environmental Health; Environmental Health Officers; Technical Officers; Community Action Team Officers; Pest Control Officers	29.01.74	
Prevention of Damage by Pests Act 1949	To enter on to land or premises for the purposes of the Act	Public Protection Manager – Environmental Health; Environmental Health Officers; Technical Officers; Community Action Team Officers; Pest Control Officers	29.01.74	
Public Health Act 1936	To deal with licensing of movable dwellings and camping sites	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	17.06.75	
Highways Act 1980 (S.179)	To issue consent or to serve such notices as may be considered appropriate in relation to construction under streets in accordance with S.179 of the Act	Operations General Manager	12.10.82	
Food Safety Act 1990	(a) To institute legal proceedings for contraventions of the Act and any re-enactment, amendment or modification thereof or any regulations made thereunder	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	18.09.90	
	(b) To authorise, in writing, Environmental Health Officers and any other persons he/she may determine to act as authorised officers either generally or	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health		

For Approval

	specifically in matters arising under the Act		
Environmental Protection Act 1990	To undertake duties, serve Notices and institute legal proceedings for non-compliance with Statutory Notices under Part III of the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health; Environmental Health Officers; Technical Officers; Private Sector Housing Officer (Enforcement)	15.01.91
Food Safety Act 1990: Quick Frozen Foodstuffs Regulations 1990	To undertake prosecutions for contravention	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	17.09.91
Slaughter of Poultry Act 1967 (as amended by Animal Welfare Act 1984)	To appoint suitably qualified persons to act as Welfare Supervisory Officers	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	03.12.91
Slaughter of Poultry (Licences and specified qualifications) Regulations 1991	To grant, renew, modify, refuse, suspend or revoke a licence for the slaughter of poultry	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	03.12.91
Slaughter of Poultry (Licences and specified qualifications) Regulations 1991	To institute legal proceedings for alleged contraventions	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	03.12.91
Noise and Statutory Nuisance Act 1993 (Section 8 & Schedule 2)	To determine applications in respect of loud-speakers in streets between 9 pm and 8 am	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	01.03.94
Noise and Statutory Nuisance Act 1993 (Section 8 & Schedule 2)	To appoint contractors to act as agents for the Council in towing away vehicles and equipment causing a nuisance and impounding them until reclaimed	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	01.03.94

For Approval

Noise and Statutory Nuisance Act 1993 (Section 8 & Schedule 2)	To sign noise abatement notices on behalf of the Council	All officers authorised under the Environmental Protection Act 1990 to take action in respect of statutory nuisances	01.03.94
Environmental Protection Act 1990	To appoint authorised persons under the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health; Head of Communities and Operational Housing	17.09.96
Environment Act 1995	To institute legal proceedings for offences under the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	17.09.96
Food Safety Act 1990: Quick Frozen Foodstuffs Regulations 1990	To appoint, in writing, an Environmental Health Officer and any other person as he may determine to act as authorised Officers either generally or specifically in matters arising under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	17.09.91
Environmental Protection Act 1990 (Part IIA) and Environment Act 1995	To exercise the powers of entry, inspection and investigation and to serve notices	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.09.00
Environmental Protection Act 1990 (Part IIA) and Environment Act 1995	To exercise powers and duties under the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.09.00
Environmental Protection Act 1990 (Part IIA)	To maintain a public register of the Council's regulatory activity	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.09.00
Environmental Protection Act 1990 (Part IIA) and Environment Act 1995	To institute legal proceedings under the Acts	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.09.00
Environmental Protection Act 1990 (Part IIA) and Environment Act 1995	To carry out urgent remedial action under the Acts where there is an imminent danger of serious harm in that circumstances exist	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.09.00

For Approval

	which are likely to endanger life or harm or cause pollution of controlled waters		
Pollution Prevention and Control Act 1999	To carry out the following functions under the Act - (i) the determination of applications for the grant, variation and transfer of permits and accompanying conditions; (ii) the collection of fees as determined by the DETR; (iii) the suspension and revocation of permits and service of notices; and (iv) the variation and enforcement of permit conditions, taking of samples and the taking of remedial action at the expense of the permit holder	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health, Environmental Health Officers	20.09.00
Pollution Prevention and Control Act 1999	To appoint suitably qualified persons to exercise the powers and duties conferred by the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.09.00
Environment Act 1995	To exercise powers of entry under Section 108(4) of the Act	Appointed Officers	20.09.00
Pollution, Prevention and Control Act 1999	To institute legal proceedings under the Act and Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.09.00
Products of Animal Origin (Import and Export) Regulations 1996 as amended by the Products of Animal Origin (Import	To appoint suitably qualified Officers to carry out the duties specified under the legislation	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.03.02

For Approval

and Export) (Amendment) Regulations 2001			
Products of Animal Origin (Import and Export) Regulations 1996 as amended by the Products of Animal Origin (Import and Export) (Amendment) Regulations 2001	To institute legal proceedings for contravention of the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
Meat (Enhanced Enforcement Powers) Regulations 2000	To appoint suitably qualified Officers to carry out the duties specified under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.03.02
Deer Act 1991	To appoint suitably qualified Officers to undertake the duties specified under the legislation	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.03.02
Deer Act 1991	To institute legal proceedings for contravention of the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
Health and Safety at Work (etc) Act 1974 (S19 and 20)	To appoint suitably qualified Officers as Inspectors to carry out the duties specified under Section 19 of the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	20.03.02
Health and Safety at Work (etc) Act 1974 (S19 and 20)	To exercise discretion as to the extent of the powers granted to individual inspectors under Section 20 in accordance with the statutory guidance issued by the Health and Safety Commission	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
Health and Safety at Work (etc) Act 1974 (S19 and 20)	To authorise other persons to accompany duly authorised Officers appointed under Section 19 and Section 20 (2)(c)(1) of the Act, where necessary, on inspections for the purposes of the Act	Officers appointed under Section 19 of the Health and Safety at Work (etc) Act 1974	

For Approval

Health and Safety at Work (etc) Act 1974 (S19 and 20)	To institute legal proceedings in the Magistrates Court under any of the relevant statutory provisions defined in the Act	Inspectors appointed under Section 19 of the Health and Safety at Work (etc) Act 1974 following the approval of the Head of Planning, Infrastructure and Public Protection Manager or Public Protection Manager – Environmental Health	
Health and Safety at Work (etc) Act 1974 (S19 and 20)	To institute legal proceedings in the Crown Court for contraventions of the Health and Safety at Work (etc) Act 1974 and any re-enactment, amendment or modification thereof and any Regulations made thereunder	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
Regulation of Investigatory Powers Act 2000 (RIPA)	To designate appropriate Officers to discharge the powers and duties of the Council as set out in the Act and any Codes of Practice and Regulations made thereunder	Corporate Director - Communities or in their absence, the Legal Services Manager	17.09.02
Transmissible Spongiform Encephalopathies (England) Regulations 2002	To designate appropriate Officers to discharge the duties and powers of the Council as set out in the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	24.06.03
Pollution and Prevention Control (England and Wales) Regulations 2000	To respond to statutory consultation under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health; Environmental Health Officers	01.08.03
European Communities Act 1972	To appoint suitably qualified Officers to carry out the duties conferred upon the Council in the Act and Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	15.10.03
European Communities Act 1972	To institute legal proceedings for offences arising from the Act and Regulation	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
Products of Animal Origin (Third Country Imports) (England) Regulations 2011	To appoint appropriate Officers to discharge the powers and duties under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	15.10.03

For Approval

Products of Animal Origin (Third Country Imports) (England) Regulations 2011	To institute legal proceedings under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
The Imported Food Regulations 1997	To appoint appropriate Officers to carry out duties and powers under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	15.10.03
The Imported Food Regulations 1997	To institute legal proceedings under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
The Product of Animal Origin (Third Country Imports) (England) Regulations 2003 as amended by The Products of Animal Origin (Third Country Imports) (England) Amendment Regulations 2004 and any further amendment thereafter	To appoint appropriate Officers to carry out the duties and other matters conferred upon the Council by the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	17.02.04
The Product of Animal Origin (Third Country Imports) (England) Regulations 2003 as amended by The Products of Animal Origin (Third Country Imports) (England) Amendment Regulations 2004 and any further amendment thereafter	To institute legal proceedings under the Regulations and any further amendments thereto	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
The Noise Act 1996 as amended by the Anti-Social Behaviour Act 2003	To appoint Officers to investigate complaints of night time noise and to issue warnings or fixed penalty notices	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	12.05.04

For Approval

The Noise Act 1996 as amended by the Anti-Social Behaviour Act 2003	To institute legal proceedings under the Act for failure to comply	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	12.05.04
Health Act 2006	To appoint suitably qualified, experienced and trained Officers to carry out the duties and other matters arising under Part 1 of the Health Act 2006 and associated Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	13.06.07
Health Act 2006	To institute legal proceedings under the Act and associated Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	13.06.07
Food Hygiene (England) Regulations 2006	To appoint suitably qualified officers	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	19.01.06
Food Hygiene (England) Regulations 2006	To institute legal proceedings for contravention of the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	19.01.06
Official Food and Feeds Controls (England) Regulations 2006	To appoint suitably qualified, experienced and trained officers to carry out duties under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	19.01.06
Official Food and Feeds Controls (England) Regulations 2006	To institute legal proceedings under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	19.01.06
Environmental Damage (Prevention and Remediation) Regulations 2009	To appoint Environmental Health Officers and Environmental Protection Officers to enforce the provisions of the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	19.03.09
Environmental Damage (Prevention and	To initiate prosecutions under the Environmental Damage (Prevention and Remediation) Regulations 2009	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	19.03.09

For Approval

Remediation) Regulations 2009			
Ozone Depleting Substances (Qualifications) 2009	To appoint Environmental Health Officers and Environmental Protection Officers as 'authorised persons' to enforce the provisions of the Ozone Depleting Substances (Qualifications) Regulations 2009	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	27.10.09
Ozone Depleting Substances (Qualifications) 2009	To initiate prosecutions under the Ozone Depleting Substances (Qualifications) Regulations 2009	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	27.10.09
Fluorinated Greenhouse Gases Regulations 2009	To appoint Environmental Health Officers and Environmental Protection Officers to enforce the provisions of the Fluorinated Greenhouse Gases Regulations 2009	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	27.10.09
Fluorinated Greenhouse Gases Regulations 2009	To initiate prosecutions under the Fluorinated Greenhouse Gases Regulations 2009	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	27.10.09
Regulatory Enforcement Sanctions Act 2008	To review the Food Safety Enforcement Policy and Health and Safety Enforcement Policy as appropriate	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	27.10.09
Regulatory Enforcement Sanctions Act 2008	To review enforcement policies with regard to the Act and to introduce necessary changes to policies as appropriate	Relevant Heads of Service	27.10.10
Health and Social Care Act 2008	To appoint Environmental Health Officers and Environmental Protection Officers as 'authorised persons' to enforce the provisions of the Regulations and to make applications to the Magistrates Court as appropriate	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	16.06.10
Health and Social Care Act 2008	To initiate prosecutions for offences under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	16.06.10

For Approval

Private Water Supply Regulations 2009	To appoint Environmental Health Officers and Environmental Protection Officers as 'authorised persons' to enforce the provisions of the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	16.06.10
Private Water Supply Regulations 2009	To initiate prosecutions under the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	16.06.10
Sunbeds (Regulations) Act 2010	To appoint Environmental Health Officers and Environmental Health Protection Officers as 'authorised persons' to enforce the provisions of the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	09.06.11
Sunbeds (Regulations) Act 2010	To initiate prosecutions under the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	09.06.11
Environmental Protection (Controls on Ozone Depleting Substances) Regulations 2011	To appoint Environmental Health Officers and Environmental Protection Officers as 'authorised persons' to enforce the provisions of the Environmental Protection (Controls on Ozone Depleting Substances) Regulations 2011	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	26.10.11
Environmental Protection (Controls on Ozone Depleting Substances) Regulations 2011	To initiate prosecutions under the Environmental Protection (Controls on Ozone Depleting Substances) Regulations 2011	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	

For Approval

Animal By Products (Enforcement) (England) Regulations 2011 Official Feed and Food Controls (England) Regulations 2009 Official Controls (Animals, Feed and Food) (England) Regulations 2006	To appoint Environmental Health Officers and Environmental Health Protection Officers as authorised persons to enforce the provisions of the Regulations 2006	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	25.01.12
Animal By Products (Enforcement) (England) Regulations 2011 Official Feed and Food Controls (England) Regulations 2009 Official Controls (Animals, Feed and Food) (England) Regulations 2006	To initiate prosecutions under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	25.01.12
Local Government Act 1972	To convene meetings of the Applications Sub-Group comprising four Members of the Panel to determine such matters in the case of an individual licence or application which have not been delegated to Officers	Elections and Democratic Services Manager	13.06.07

For Approval

Food Safety and Hygiene (England) Regulations 2013	To appoint suitably qualified and competent persons to act as authorised persons to enforce the provisions of the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	28.01.14
Food Safety and Hygiene (England) Regulations 2013	To initiate prosecutions under the Regulations	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	
Food Information Regulations 2014	To create and maintain policies and procedures under the Regulations.	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	6.11.14
Food Information Regulations 2014	For the purposes of enforcement of the Food Information Regulations 2014, to appoint such other officers as considered appropriate to initiate legal proceedings for offences under the Regulations.	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	6.11.14
Energy Act 2003, Smoke and Carbon Monoxide Alarm (England) Regulations 2015	For the purposes of enforcement of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	21.6.2016
Energy Act 2003, Smoke and Carbon Monoxide Alarm (England) Regulations 2015	For the publishing and review of a statement of principles governing the application of the penalty charge regime	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	21.6.2016
Enterprise and Regulatory Reform Act 2013, Redress Scheme for Lettering Agency Work and property Management Work	For the purposes of enforcement of the Redress Scheme for Lettering Agency Work and property Management Work (Requirements to Belong to a Scheme) (England) Order 2014	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	21.6.2016

(Requirements to Belong to a Scheme) (England) Order 2014			
Enterprise and Regulatory Reform Act 2013, Redress Scheme for Lettering Agency Work and property Management Work (Requirements to Belong to a Scheme) (England) Order 2014	For the purposes of determining the value of the penalty charge for failure of a business to be a member of an approved scheme	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	21.6.2016
Mobile Homes Act 2013	To appoint suitably qualified and competent persons to act as authorised persons to determine and issue licences and enforce the provisions of the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	28.01.14
Mobile Homes Act 2013	To initiate prosecutions under the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	28.01.14
Mobile Homes Act 2013	To publish a fees policy, determine fees and undertake an annual review	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	28.01.14
Caravan Sites and Control of Development Act 1960	To appoint suitably qualified and competent persons to act as authorised persons to determine and issue licences and enforce the provisions of the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	29.01.74
Caravan Sites and Control of Development Act 1960	To initiate prosecutions under the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	29.01.74

Anti-Social Behaviour Crime and Policing Act 2014	To appoint Community Action Officers, Environmental Health Officers and Technical Officers as 'authorised persons' to enforce the provisions of the Act	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health; Head of Communities & Operational Housing	6.11.14
Anti-Social Behaviour Crime and Policing Act 2014	To create and maintain policies and procedures arising from the Public Space Protection Orders under the 2014 Act	Head of Communities & Operational Housing	6.11.14
Local Government (Miscellaneous Provisions) Act 1982 Part VIII	To undertake all necessary action arising from the adoption of this legislation with regard to the registration of tattooists	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	04.06.85
Local Government (Miscellaneous Provisions) Act 1982 Part VIII	To undertake all necessary action arising from the adoption of this legislation in relation to acupuncture, ear-piercing and electrolysis	Head of Planning, Infrastructure and Public Protection; Public Protection Manager – Environmental Health	11.03.86
Refuse Disposal (Amenity) Act 1978	To appoint suitably qualified officers to implement the provisions under the Act	Head of Communities & Operational Housing	

Agenda Item 6

Licensing & Protection Committee – 18/06/2026

Report by: William Dell'Orefice

Lead Cllr: Councillor Nathan Hunt
Executive Councillor for Resident Services & Corporate Performance

Wards	Open / Exempt	Key Decision?
ALL	Open	No

Street Trading Policy Update

Executive Summary: This report provides members of the Licensing & Protection Committee with a proposed alteration to the current Street Trading Policy, attached as **Appendix A**, which was approved and implemented on 23/10/2025. Following a successful implementation period, feedback has been received about some nuances in trading that were not accounted for in the original policy. Whilst the current policy allows for officer discretion when approving consents and therefore no barriers to trade have currently existed, the proposed changes will enable these decisions to be properly supported by written policy conditions, which in turn promotes economic growth through trader uptake. The key alterations are the introduction of a new type of trading consent, the introduction of a variation application, the shortening of the consultation period and introduction of 3 fixed locations for static trading. The report also introduces a formal fee for consent variation applications.

Recommendations

1.1. It is recommended that the Licensing & Protection Committee approve the alterations to the Street Trading Policy.

1.2. It is also recommended that the Licensing & Protection Committee approve the fee for consent variation applications.

	Key Corporate Plan Priorities
1	Creating a better Huntingdonshire for future generations
2	Doing our core work well

	Place Strategy Priorities
1	*N/A*

Report Author(s)

William Dell'Orefice fCMgr, Licensing Team Leader – licensing@huntingdonshire.gov.uk

1. PURPOSE OF THE REPORT

1.1 This report provides members of the Licensing & Protection Committee with a proposed alteration to the current Street Trading Policy, which was approved and implemented on 23/10/2025.

1.2 The report also introduces a new fee line for Street Trading.

2. BACKGROUND & CONTEXT

2.1 Following implementation of the current Street Trading Policy in October 2025, a review of the policy has been conducted. Feedback has also been received from applicants regarding the process and the permissions consent allows for. This has been incorporated into the review conducted.

2.2 Whilst the initial implementation has been successful in increasing applicant uptake, some nuances in trading that were not accounted for in the original policy.

2.3 At present, an applicant can apply for either static or mobile consent. The policy alterations seek to implement a mixed consent option whereby a consented trader can trade from both an approved fixed location/s, as well as mobile trading. A key example of this would an ice cream van that wants to trade from St Neot's Market square between 1200-1400hrs, and then do the 'neighbourhood rounds' stopping for no longer than 15 minutes in each location.

2.4 The mixed consent type would allow for this type of trading without the consent needing two individual costs which is both cost prohibitive and places extra burden on officers processing the consents.

2.5 The next alteration seeks to allow a static consent holder permission to trade from three fixed locations under one consent. This is similar to the proposed mixed consent type but will allow a trader to trade from up to the three locations either on the same day or over the course of a week.

2.6 Currently, if a consent holder wishes to change the consented days or hours, there is no formal process to allow this and consult with responsible authorities and partners. The implementation of a variation application with formalise this process and the approval of a separate fee line will make this application chargeable at the same rate as the current application fees.

2.7 The last proposed alteration seeks to shorten the consultation period from 28 days to 14 days. This shortened consultation period will allow traders a faster route to authorised trading, which is essential for shorter consents such as the 1-month consent.

2.8 Officers will have up to 14 days to determine the application after the end date of consultation.

3. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

3.1 The only alternative to the options provided in the report above are to keep the existing Street Trading Policy in its current form, which is not recommended as the proposed changes seek to improve working processes, generate additional income and provide a more beneficial consent to applicants.

4. COMMENTS OF OVERVIEW & SCRUTINY

4.1 Not applicable

5. POST-DECISION IMPLEMENTATION

5.1 Once the alterations are approved, the new policy can be implemented with immediate effect.

5.2 Updates to the current online application and website consent will be requested.

6. IMPLICATIONS OF THE DECISION

6.1 Council Key Priorities and Performance

The Street Trading Policy plays a vital role in supporting Huntingdonshire District Council's Corporate Plan to 2028, which is centred around three key priorities: improving the quality of life for local people, creating a better Huntingdonshire for future generations, and delivering our core work effectively.

Aligned with the Council's commitment to Do, Enable, Influence, the policy encourages collaboration between traders, residents, and the Council. This partnership approach helps create an environment where street trading can flourish responsibly, contributing to the local economy and enhancing the public realm

6.2 Financial Implications

6.2.1 There are no financial implications anticipated, as the alteration to the policy seeks to formalise what is already being conducted through existing resource and financial budget. The additional fee line of £65 for a variation is an identical cost to a new application which is currently being applied in lieu of a separate fee line for variations.

6.3 Policy Implications

6.3.1 If approved by members, the alterations will change the existing Street Trading Policy.

6.4 Legal & Constitutional Implications

6.4.1 Not Applicable

6.5 Community Impact

6.5.1 Not Applicable

6.6 Environment & Climate Change Implications

6.6.1 Not Applicable

6.7 Equality & Diversity Implications

6.7.1 Not Applicable

6.8 Implications on Resources

6.8.1 There are no adverse impact on resources anticipated, as the alteration to the policy seeks to formalise what is already being conducted through existing resource.

6.9 Health & Wellbeing Implications

6.9.1 Not Applicable

6.10 Local Government Reorganisation (LGR) Implications

6.10.1 There are no anticipated LGR implications.

7. RISK MANAGEMENT

7.1 Not Applicable

8. BACKGROUND PAPERS– LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

8.1

Document List	Custodian	File Location
Street Trading Policy	Licensing Team	Street Trading Policy
Previous Committee Decision	Democratic Services	Agenda for Licensing and Protection Committee on Wednesday, 22 October 2025, 4:00 pm - Huntingdonshire.gov.uk

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Street Trading Policy

Revised XX/XX/2026

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Introduction

The Street Trading Policy plays a vital role in supporting Huntingdonshire District Council's Corporate Plan to 2028, which is centred around three key priorities: improving the quality of life for local people, creating a better Huntingdonshire for future generations, and delivering our core work effectively.

This policy provides a clear framework for regulating street trading activities in a way that balances economic opportunity with community wellbeing. By setting standards that promote public safety, prevent nuisance, and ensure fairness, the policy directly contributes to improving residents' everyday experiences and supporting vibrant, thriving local communities.

Aligned with the Council's commitment to Do, Enable, Influence, the policy encourages collaboration between traders, residents, and the Council. This partnership approach helps create an environment where street trading can flourish responsibly, contributing to the local economy and enhancing the public realm

Definitions

The Act	Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982
The Applicant	The person or company who has applied for a consent or licence
The Council	Huntingdonshire District Council (HDC)
The Policy	Refers to the HDC Street Trading Policy
Consent	A consent to trade granted by the council
Consent Street	A street in which street trading is prohibited without the consent of the council
Consent Holder	A person or company to whom consent to trade has been granted by the council
Mobile Trader	A trader who moves from street to street but trades for less than 15 minutes at any one point and does not return to a similar trading position within 2 hours.
Prohibited Street	A street in which street trading is prohibited
Static Trader	A trader who has been granted by the council to trade from a specified location
Street	Any road, footway, beach or other area to which the public have access without payment; and a service area as defined in section 329 of the Highways Act 1980
Street Trading	The selling or exposing or offering for sale of any article (including a living thing) in a street
Unit	A barrow, stall or vehicle as specified in the consent

1 Policy Purpose, Status and Scope

1.1 This document sets out Huntingdonshire District Council's Street Trading Policy. The purpose of the policy is to provide guidance and information on the approach and expectations taken by Huntingdonshire District Council when administering its functions within the legislative framework of the Act.

1.2 This policy establishes the framework for managing and administering street trading across the Huntingdonshire district. It also outlines the key factors the Council will consider when assessing applications for street trading consent.

1.3 The policy acknowledges the contribution of street trading to Huntingdonshire's local economy and distinctive character, while seeking to ensure that trading locations and activities do not cause obstruction, nuisance, or disturbance to the community.

1.4 The Policy will be effective from **XX/XX/2026**. The Authority will keep the policy under review and will make amendments as it considers appropriate.

1.5 Street trading, as defined in the Act, is the selling or exposing or offering for sale of any article (including a living thing) in a street. A street is defined as any road, footway, beach or other area to which the public have access without payment; and a service area as defined in section 329 of the Highways Act 1980'.

1.6 The Act in paragraph 1(2) of schedule 4 states that the following types of trade are not street trading:

- *A pedlar trading under the authority of a pedlar's certificate granted under the Pedlar's Act 1871;*
- *Anything done in a market or fair, the right to hold which was acquired by virtue of a grant, enactment or order;*
- *Trading in a trunk road picnic area provided by the secretary of state under section 112 of the Highways Act 1980.*
- *Trading as a news vendor.*
- *Trading carried on at a premises used as a petrol station.*
- *Trading carried on at premises used as a shop or in a street adjoining a shop where the trading carried on is part of the business of the shop.*
- *Selling things, or offering or exposing them for sale as a roundsman.*

1.7 Street trading that occurs on private land will normally not require consent, but you must still obtain the landowners permission.

1.8 If the street trading occurs on private land on the edge of the public road and sales are being made to pedestrians on the public highway, you will need a consent to trade. You must also be able to provide landowner consent.

1.9 Street trading consent will not be required for the following activities:

1.10 Trading in a market run by Huntingdonshire District Council or any town/parish council.

1.11 Trading at a fete, carnival, or similar community based and run events such as Christmas Light Switch on or firework display events.

1.12 Non-commercial, community or charitable events where the profits are not used for private gain or are wholly passed to a charity or political/educational organisation.

1.13 Trading as part of a travelling fair where permission for the event has already been granted by Huntingdonshire District Council.

1.14 The powers to control street trading within the Council's area are contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, 'the Act', which has been adopted by the Council.

1.15 Under Schedule 4 of the Act the Council can manage street trading by designating streets as 'consent streets' or 'prohibited streets'.

1.16 The Council has designated all streets in the District as Consent Streets (with the exceptions detailed in Scope of the Policy).

1.17 The Council may change the designation of any consent street, or parts of a consent street, to a prohibited street should it be necessary.

1.18 Any route maintained by National Highways, known as trunk roads such as the A1(M), A1, A14, will not be covered by this policy and as such will not be consented by the Council. Permission may still be required by National Highways.

1.19 The following market locations will be prohibited during market hours:

- *St Ives – Market Hill, Sheep Market and The Pavement*
  - *Monday 0830-1500*
  - *Friday 0830-1400*
- *Huntingdon – Market Square, High Street, Chequers Court, St Benedict's Court*
  - *Wednesday 0830-1500*
  - *Saturday 0830-1500*
- *St Neots – Market Square*
  - *Thursday 0830-1500*
  - *Friday Evening Food Markets – dates and times may vary*

1.20 Trading will also be prohibited during the set-up and pack-down periods before and after the market, usually between 1-2 hours before and after the posted market times.

1.21 These locations and times are subject to change in the event of modifications to market locations or operating hours.

2 Types of Consent

2.1 Mobile consent is given to traders who move from street to street but trade for less than 15 minutes at any one point and does not return to a similar trading position within 2 hours. ~~This would include, but is not limited to, traders such as ice cream vans or sandwich vans.~~

2.2 Static consent is given to trader who intends to trade from a fixed location greater than 15 minutes at a specified location. A maximum of 3 individual locations may be granted per static consent.

2.3 Dual consent is given to a trader who intends to trade from a fixed location and from street to street during a day's trading. This would include, but is not limited to, traders such as ice cream vans or sandwich vans.

3 Application Requirements

3.1 An application may be submitted by any individual or business representative who is at least 17 years of age and is legally entitled to live and work in the United Kingdom.

3.2 To be considered valid, the application form must be submitted alongside all required supporting documentation.

- *A non-refundable application fee (based on the cost of administering the application)*
- *Photographic identification (e.g. passport, photo card driving licence)*
- *A site plan of the proposed trading area*
- *Photographs of the trailer, stall, or vehicle proposed for use*
- *The make and model of any generator to be used (if applicable)*
- *Gas certificate (if applicable)*
- *Public Liability Insurance certificate cover for £5,000,000*
- *Current MOT certificate (if using a vehicle)*
- *Appropriate current business use motor insurance (if using a vehicle)*
- *Proof that the applicant and any assistants are entitled to work in the UK*
- *Proof of food business registration and hygiene rating (if applicable)*

4 Ice Cream Traders

4.1 Due to the close interaction between ice cream van traders (or similar type businesses) and children, applicants seeking consent to operate an ice cream van (or similar type businesses) must provide a Basic Disclosure and Barring Service (DBS) certificate that is no more than one month old at the time of submission.

4.2 All additional individuals working on the van, regardless of their employment status, must also provide a valid Basic DBS certificate.

4.3 Where a criminal offence is disclosed on a DBS certificate, it will be assessed for relevance in relation to the nature of street trading. The following types of offences are exampled that are likely to be considered relevant and may affect an application:

- *Sexual Offences*
- *Violent Offences*
- *Dishonesty Offences*
- *Drug Related Offences*

- *Licensing Offences*

4.4 Each case will be assessed on its individual merits. The nature of the offence, how long ago it occurred, the circumstances, and evidence of rehabilitation will all be considered.

4.5 Where a replacement van is required for a period not exceeding 14 days, the consent holder will be required to contact the Licensing Team to register the vehicle details. For periods greater than 14 days, a change of trading unit application will be required.

5 Food Businesses

5.1 All food businesses operating within the Huntingdonshire District must be appropriately registered with their local authority in accordance with current food safety legislation.

5.2 Business must be able to show evidence of their registration and current Food Hygiene Rating to Huntingdonshire District Council if they are registered at another local authority.

5.3 In specific circumstances, low-risk food businesses may be permitted to trade under the terms of their street trading licence while awaiting their initial food hygiene inspection. This decision will be made following consultation with the Environmental Health Team.

5.4 All food businesses, including those permitted to trade prior to inspection, must comply with all applicable food hygiene legislation. They may be subject to checks to ensure ongoing compliance.

5.5 Any food business that does not hold a minimum hygiene rating of 4 will not be permitted to trade.

6 Other Requirements

6.1 The granting of a consent does not exclude the consent holder from the requirements under any other legislation, such as the Licensing Act 2003, the Business and Planning Act 2020, the Animal Welfare Act 2003 or the Planning Act 2008

6.2 Late night refreshment, which is a licensable activity under the Licensing Act 2003, involves the supply of ‘hot food or hot drink’ between the hours of 2300hrs and 0500hrs to the public for consumption on or off the premises.

6.3 Any street trader who intends to sell hot food or hot drink during the hours of 2300hrs and 0500hrs will be required to apply for a premises licence for late night refreshment. Supplies made from a vehicle which is permanently or temporarily parked, such as from a mobile takeaway van, are not exempt.

7 Fees

7.1 All applications are subject to a non-refundable application fee.

7.2 An application will not be deemed valid or processed until the full application fee has been received.

7.3 If consent is granted, an additional fee will be payable, determined by the duration of the consent.

8 Site and Trading Unit Assessment

8.1 Once a complete application is submitted, including all required documents and the application fee, a licensing officer will conduct a site assessment to determine whether the proposed location and trading unit are suitable for static trading.

8.2 For mobile trading applications, the assessment will focus on determining the suitability of the trading unit.

8.3 The site assessment will take the following factors into account when determining the suitability of a proposed location for static street trading:

- *Potential risks to public safety, including obstructions or unhygienic conditions Potential for public disorder*
- *Risk of public nuisance, such as noise, odour, litter, or similar issues*
- *Impact on the safe movement of pedestrians, including wheelchair users*
- *Whether planning permission is required for the proposed location*
- *Proximity to places of worship, educational institutions, healthcare facilities or places of cultural or historical significance*
- *Proximity to residential properties*
- *Proximity to other businesses, particularly where there may be obstruction, reduced visibility, or concerns around competition.*

8.4 The following factors will be considered when assessing the suitability of the trading unit.

- *The overall appearance and design, including height, width, colour, signage, stock layout, trading area, canopies, and lighting*
- *The visual and physical impact on the character of the surrounding area*
- *The type and prominence of advertisements, including any illuminated signage, environmental impact, such as noise, emissions, or disruption caused by generators or other equipment*

9 Suitability of Goods

9.1 The types of goods allowed to be sold will be considered on an individual basis and will be specified on the consent.

9.2 No goods, other than those specified in the consent, will be permitted for sale.

9.3 When determining the suitability of goods, consideration will be given to the likely impact of nuisance, disturbance or annoyance to nearby properties, people or businesses. This includes instances of cooking smells, smoke, noise, litter.

9.4 Goods that are likely to cause or contribute to crime and disorder will not be permitted. This includes, but is not limited to, fake or counterfeit goods, dangerous or prohibited items or any other item

9.5 Goods that may have a negative impact on public health, such as vaping products or tobacco will not be permitted.

10 Determination

10.1 Once an officer has completed a site and/or unit assessment and determined that the goods proposed for sale are appropriate, the application will proceed to the consultation stage.

10.2 The consultation period will last for 14 days.

10.3 Officer will have 14 days after the end date of consultation to determine the application.

10.4 The Council may consult with other departments and teams within Huntingdonshire District Council, as well as with relevant Town or Parish Councils and Cambridgeshire County Council.

10.5 The Council may also consult with partner agencies, including Cambridgeshire Constabulary, Cambridgeshire Fire and Rescue Service, Business Improvement Districts (BID), and any other organisations or individuals it considers relevant.

10.6 If a proposed site is close to the border of another council area, the Council may also speak to that neighbouring council before making a decision.

10.7 The Council will consider all representations made for or against the application when deciding whether to grant or refuse the consent.

10.8 After the consultation period ends, the application will be either: approved with standard conditions; approved with additional specific condition and/or with changes to the original application; or refused.

10.9 Consent will not normally be granted or renewed if the applicant is subject to pending enforcement action or has previously been subject to successful enforcement action.

10.10 Consent may also be refused if the applicant is in arrears with any charges, is considered unsuitable, or has previously failed to use a consent appropriately.

10.11 Consent will not normally be granted or renewed where the proposed location or trading unit is unsuitable, where there is a risk to public safety, where the activity may cause nuisance or disturbance to neighbouring properties, or where it may contribute to crime and disorder.

10.12 If a consent is refused, the Council will notify the applicant in writing, via email, providing full details of the decision.

10.13 Any appeals must be made in writing to the Licensing Manager, within 21 days, who will then arrange for the appeal to be heard by the Licensing Sub-Committee.

11 Conditions

11.1 Standard conditions will apply to all consents issued by the Council and must be adhered to at all times. These conditions can be found in **Appendix A**.

11.2 Local conditions may be imposed on individual consents and will be assessed on a case-by-case basis, taking into account the specific circumstances of each application.

11.3 In determining whether to impose local conditions on a consent, due consideration shall be given to the likely impacts on public safety, accessibility, public amenity, and any other matters deemed reasonable and relevant in the circumstances.

12 Duration of Consent

12.1 To provide greater flexibility, street traders can apply for consents with different length options.

12.2 **10-day Trial Consent** – allows the consent holder to trade for a maximum of 10 consecutive days to establish the profitability and suitability of the location. This is available to new applicants who have not traded at any location within the HDC district in the previous 12 months.

12.3 **Single Day Consent** – allows the consent holder to trade for a specified time within a single day.

12.4 **1 Month Consent** – allows the consent holder to trade up to a maximum of 31 days in a single calendar month.

12.5 **6 Month Consent** – allows the consent holder to trade for 6 consecutive months from the date of issue.

12.6 **12 Month Consent** – allows the consent holder to trade for 12 consecutive months from the date of issue.

13 Variation of Consent

13.1 If a consent holder wishes to vary their existing consent to include additional trading days or increase their consented trading hours, a variation application must be submitted.

13.2 The variation will be determined by officers, and this may be subject to consultation with the Responsible Authorities where required.

14 Renewal of Consent

14.1 All applicants are encouraged to apply for new or renewal consent at least 8 weeks before the date they intend to start trading, or before their existing consent expires.

14.2 Renewal applications must meet the same documentation requirements as new applications. However, the need for an additional site and/or unit assessment will be determined by an officer on a case-by-case basis.

14.3 A new assessment is likely to be required if there have been significant changes to the site, the surrounding area, or the trading unit itself.

14.4 Where a new assessment is required, the application will be subject to a 14-day consultation.

15 Transfer / Surrender / Closure

15.1 Once granted, a consent is personal to the holder and may not be transferred to another individual or business.

15.2 The sub-letting of sites to other users is not permitted.

15.3 A consent may be surrendered by providing written notification to the Council, either by email or post, at least 14 days in advance.

15.4 Following the surrender of a consent, the Council may, at its discretion, refund part or all of the consent fee paid. Any refund will take into account factors such as the length of time the consent has been in effect, administrative costs incurred, and any other relevant considerations.

15.5 In the event that a limited company holding a consent is dissolved, the consent will cease to have effect from the date of the company's dissolution.

16 Enforcement

16.1 It is an offence to engage in street trading in a prohibited street, without the required consent, in contravention of conditions, or to trade from unauthorised vehicles or stalls. A person found guilty may be subject to a fine not exceeding level 3 on the standard scale.

16.2 The Council will investigate any complaints received regarding the site location, the unit, or the conduct of the consent holder or anyone acting on their behalf. The Council will also investigate any breaches of consent conditions. Where appropriate, enforcement action may be taken, which could include issuing a warning, varying the consent, or revoking the consent.

16.3 The Council may to revoke a street trading consent where it is satisfied that continued trading poses a risk to public safety, may contribute to crime and disorder, or is likely to cause public nuisance. Each case will be considered on its individual merits and in accordance with the Council's enforcement policy. Corporate Enforcement Policy.

16.4 There is no right of appeal against the decision to revoke a street trading consent.

Appendix A – Standard Conditions

Table of Contents

Section	Description
	Introduction
1	General Conditions
2	Protection of Children
3	Unit Compliance
4	Waste Management
5	Advertisements
6	Noise Nuisance
7	Health and Safety
8	Food Businesses

Introduction

These conditions are designed to ensure that Street Trading operates safely and fairly, protecting public safety, preventing nuisances, and preserving the local environment. Compliance with these Conditions helps maintain a high standard of service and contributes to making Huntingdonshire a safer and more welcoming place for all.

All Street Trading Consent Holders are required to comply with these conditions, and where applicable, their employees and representatives must also adhere to them to uphold the integrity and reputation of street trading within the district.

Failure to comply with any of these conditions may lead to enforcement actions by Huntingdonshire District Council. Such actions could include the immediate revocation of the street trading consent or the refusal to grant or renew an application for consent.

The Council reserves the right to review and amend these standard Conditions at any time to ensure they remain appropriate and effective.

In response to particular circumstances or emerging issues, the Council may impose additional, local conditions on any individual consent.

1 General Conditions

1.1 Trading activities must not:

- Obstruct any part of the street or public place.
- Cause injury to any person using the street or public place.
- Cause damage to any property in the street or public place.
- Cause nuisance or annoyance to members of the public or occupants of nearby premises.

1.2 The consent holder must not sell or leave any articles or goods outside the agreed trading dimensions of the trading unit.

1.3 A display copy of the consent, issued by the Council, must be placed in a prominent position on the trading unit that is visible to the public.

1.4 The consent holder, or any person acting on their behalf, must produce the full written consent document upon request by any authorised officer of the Council or a Police Officer.

1.5 The consent holder must only trade on the days and during the hours specified in the consent.

1.6 The trading must take place solely from the approved trading unit. Where a replacement unit is required for a period not exceeding 14 days, the consent holder will be required to contact the Licensing Team to register the unit details. For periods greater than 14 days, a change of trading unit application will be required.

1.7 For static traders, the consent holder must not trade from any location except at the location specified in the consent.

1.8 For mobile traders, the consent holder must not trade from any location that is not a ‘consent street’.

1.9 The goods, articles, or items authorised for sale under this consent are strictly limited to those specified, unless written approval for amendments has been granted by Huntingdonshire District Council.

1.10 The consent holder must not lend, transfer, or assign this consent to any other person, nor permit its use by anyone else. However, the consent holder may employ individuals to assist with trading without requiring a separate consent. Huntingdonshire District Council must be notified of all employees or assistants prior to their commencement of work.

1.11 All consent holders and their employees must register their names and current addresses with the Council as required on the Council’s application form. They must also provide written notice to the Council immediately of any changes to these details.

1.12 The consent holder must maintain a valid third-party public liability insurance policy with a minimum cover of £5,000,000 and produce a valid certificate of insurance upon request by an authorised officer of the Council.

1.13 The consent holder and any employees must notify the Council in writing within seven days of any change of address, as well as any police investigations, convictions, or cautions that occur during the term of the consent.

1.14 The consent holder must behave respectfully, avoiding intoxication, rude language, or inappropriate conduct.

1.15 The consent holder must comply with any reasonable request to vacate the site made by an authorised officer of the Council or a Police Officer.

1.16 For mobile trading, the consent holder must comply with any reasonable request from an authorised officer of the Council or a Police Officer to leave the area and/or with any order temporarily restricting access to a 'consent street' due to an emergency or other reasonable cause.

1.17 If a trading pitch becomes temporarily unavailable for any reason, the consent holder must move to a different approved pitch for the time the original pitch cannot be used

1.18 Any mobile trader entering an area where another mobile trader is already operating must immediately leave without trading.

1.19 Mobile traders will be subject to any exclusion zone set by the chartered market regulations during market hours.

1.20 The consent holder must ensure that no tables, chairs, trestles, or any other structures are placed within the approved site or outside the trading unit without prior permission from the Council.

2 Protection of Children

2.1 Street trading will not be permitted within 50 metres of any entrance or exit to a school or nursery. This distance may be extended if concerns regarding public safety arise during the application consultation process or if complaints are received during trading.

2.2 No person aged 16 or under shall be engaged or employed in street trading activities under any consent issued by the Council.

3 Unit Compliance

3.1 Any unit used by the consent holder in the course of trading shall be constructed and maintained to the satisfaction of the Council and in accordance with the consent.

3.2 Any replacement or new units must be approved by the Council prior to being used.

3.3 The unit must be capable of being removed from the site outside of permitted trading hours, unless otherwise authorised by the Council.

3.4 A unit must not cause damage to the street or pose a danger to any persons using the street.

4 Waste Management

4.1 The consent holder must provide a suitable litter bin on-site, which must be emptied as frequently as necessary.

4.2 The consent holder must remove the litter bin from the trading site at the end of each trading day, and ensure all collected litter is responsibly removed from the site and disposed of appropriately.

4.3 Suitable arrangements must be in place for the proper disposal of all commercial waste generated by the trading activity. It is unlawful to dispose of trade or commercial waste in public litter bins.

4.4 The consent holder must ensure that the area surrounding the trading unit is left clean and free from any debris at all times.

4.5 Water must not be poured onto the street surface or into drains, except when necessary for cleaning purposes.

5 Advertisements

5.1 Advertising of street trading activities is not permitted, except for a suitable notice that may be displayed directly on the vehicle, stall, or cart used for trading purposes.

5.2 All advertising must relate solely to the business activities for which the consent holder is approved.

5.3 The display of third-party advertising is not permitted under any circumstances.

5.4 Illuminated signage on a trading unit will not be permitted unless explicitly approved during the unit assessment.

5.5 The use of ‘A’ boards or any other display boards or structures, whether freestanding or not, is strictly prohibited at the trading site.

6 Noise Nuisance

6.1 The playing or performance of music is not permitted, except in cases where the trader is selling items of a musical nature and the use of music is essential for the purpose of demonstrating the product.

6.2 The use of music must be done in a way to prevent public nuisance. Failure to comply may result in local conditions being attached to the consent preventing music for product demonstration or revocation of the consent.

6.3 Ice cream vans may only use their chimes in accordance with ‘the Code of Practice on Noise from Ice-Cream Van Chimes etc. in England 2013’ - Code of Practice on Noise from Ice-Cream Van Chimes Etc. 2013

6.4 Consent Holders must ensure chimes are used in a way that minimises disturbance to the public and complies with all relevant noise control regulations.

6.5 Any generator used on the trading site must operate with reasonably silent running to minimise noise disturbance to the public and nearby properties.

7 Health and Safety

7.1 All consent holders, or anyone acting on their behalf, must adhere to the Health and Safety at Work Etc. Act 1974.

7.2 The consent holder must comply with all applicable Traffic Regulation Orders.

7.3 Any vehicle used for loading or unloading must be removed from the trading location at all times while trading is taking place, except when actively being used for loading or unloading.

7.4 Vehicles must be parked responsibly and in a suitable, lawful location when not in use.

7.5 The use and storage of liquefied petroleum gas (LPG), or any other gas or heating source, must comply with the Health and Safety at Work etc. Act 1974, all relevant regulations, and any requirements set by the Fire Authority.

7.6 Where LPG, electricity, or any other heating source is used, the consent holder must provide and maintain appropriate fire extinguishers in good working condition and readily accessible.

7.7 The storage of explosive materials and flammable liquids is strictly prohibited, except for gas cylinders that are stored and used in full compliance with current legislation.

7.8 All equipment must be positioned and secured to prevent creating any tripping hazards to the public or staff.

8 Food Businesses

8.1 Any person involved in the sale of food to the public must be registered as a food business.

8.2 A food trader, where applicable, must maintain a minimum hygiene rating of 4.

8.3 The hygiene rating must be displayed in a prominent location visible to the public.

Nothing in these conditions shall exempt the consent holder from any legal duty or liability. The consent holder shall indemnify the Council against all claims, actions, or demands arising from the consent, except where such claims result from the Council's own negligence.

Agenda Item 7

Licensing & Protection Committee – 18 June 2026

Report by: Michelle Bishop – Public Protection Manager - Licensing

Lead Cllr: Cllr Nathan Hunt
Executive Councillor for Resident Services & Corporate Performance

Wards	Open / Exempt	Key Decision?
All	Open	No

LICENSING AND PROTECTION COMMITTEE - Suspension & Revocation of Hackney Carriage & Private Hire Licences

Executive Summary: *Officers have delegated authority to refuse, suspend or revoke Private Hire and Hackney Carriage driver/vehicle licences and Private Hire Operators under the powers delegated by the Licensing and Protection Committee*

Recommendations

The Licensing and Protection Committee is RECOMMENDED to:

1.1. Members are requested to note and consider the above information

1.2. Approve for this report to be sent quarterly by email to all members of the Licensing & Protection Committee

Report Author(s) Michelle Bishop

Public Protection Manager - Licensing michelle.bishop@huntingdonshire.gov.uk

1. PURPOSE OF THE REPORT

1.1 This report covers Q4 figures and is taken from 01 Jan 2026 – 31 March 2026, it includes both suspensions and revocations.

Licence Type	Action Taken	Date action take	Reason
HCV	Revocation	Jan 2026	Vehicle now Cat S after RTC
PHV	Suspension	Jan 2026	Test failed due to various issues with vehicle
HCV	Suspension	Feb 2026	Accident Damage
PHV	Suspension	Feb 2026	Accident damage
PHV	Suspension	Feb 2026	Accident damage
HCV	Suspension	Feb 2026	Test failed due to dangerous defects
HCV	Suspension	Feb 2026	Accident damage
PHV	Suspension	Feb 2026	Test failed due to major defects
PHV	Suspension	Feb 2026	Accident damage
PHV	Suspension	Feb 2026	Test failed due to major defects
HCV	Suspension	Feb 2026	Test failed due to major defect
PHV	Suspension	Feb 2026	Test failed due to dangerous defects
PHV	Suspension	March 2026	Accident damage
PHV	Suspension	March 2026	vehicle not fit to pass 6 month test
PHV	Suspension	March 2026	Test failed due to dangerous defects
PHV	Suspension	March 2026	Test failed due to major defects
PHV	Suspension	March 2026	failed to carry out 6 month test
PHV	Suspension	March 2026	failed to carry out 6 moth test
HCV	Suspension	March 2026	damage to front wheels
PHV	Suspension	March 2026	Test failed due to major defects
PHV	Suspension	March 2026	Test failed due to major defects
PHV	Suspension	March 2026	Accident Damage

1.2 For vehicles we make reference to Dangerous Defects and Major Defects, at points 1.3 & 1.4 there is a summary of these definitions.

1.3 DANGEROUS VEHICLE DEFECT - SUMMARY

A dangerous defect in a vehicle refers to a fault that poses an immediate risk to driver, passenger, or public safety. These defects typically make the vehicle illegal to drive until repaired.

Key Characteristics:

- Immediate safety risk (e.g., brake failure, steering issues)
- Likely to cause an accident or injury
- Fails MOT with a “dangerous” classification
- Must be repaired before the vehicle can be used on public roads

Examples of Dangerous Defects:

- Severely worn brake pads or discs
- Steering components that are loose or broken
- Tyres with exposed cords or below legal tread depth
- Cracked suspension parts
- Fuel leaks
- Non-functioning headlights or brake lights

1.4 MAJOR VEHICLE DEFECT - SUMMARY

A major defect is a serious fault that affects the safety, environmental impact, or overall roadworthiness of a vehicle. While not necessarily posing an immediate danger, it must be repaired before the vehicle can pass an MOT and be legally driven.

Key Characteristics:

Significant impact on safety or emissions
Fails MOT with a “major” classification
Vehicle may still be driven (unless deemed unsafe), but repairs are required promptly

Examples of Major Defects:

Brake warning light illuminated
Headlamp not working on one side
Exhaust emissions exceeding legal limits
Suspension components worn but not broken
Tyres damaged but not exposing cords
Windscreen wipers not functioning properly

Legal and Safety Implications:

Vehicle fails MOT
Driving may be permitted short-term, but repairs are mandatory
Continued use without repair may lead to dangerous defect classification

1.5 As per the updated Taxi policy in May 2024, officers can issue Penalty Points as a way of disposing with incidents but still allows us to build a picture of driver/operator behaviour.

1.6 Below is a summary of what has been issued for Q4 from January 2026 – March 2026

Licence Type	Reason for Penalty Points	Points awarded
Dual Driver	Failure to declare SP30 X3 DVLA Points	3
HCV	Dangerous defects on 6-month inspection	6
Dual Driver	Dangerous defects on 6-month inspection	6
Dual Driver	Dangerous Defects	6
PHV	Dangerous Defects	6
Dual Driver	Failure to declare SP30 and SP50	6
Dual Driver	Dangerous Defects - x2 tyres	6
PHV	Dangerous Defects - x2 tyres	3

1.7 We currently have no outstanding licensing decisions that are awaiting a court date.

Date of original HDC decision	Licence type	Result

2. BACKGROUND & CONTEXT

2.1 Since the approval to allow officers to deal with these Taxi matters as part of their delegations, this report has been produced during the L&P meetings, however, to allow for a consistent update, officers will provide the report via email on a quarterly basis

3. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

3.1 N/A.

4. COMMENTS OF OVERVIEW & SCRUTINY

4.1 N/A

5. POST-DECISION IMPLEMENTATION

5.1 N/A.

6. IMPLICATIONS OF THE DECISION

6.1 Council Key Priorities and Performance

- *Improving quality of life for local people.*
- *Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.*

6.2 Financial Implications

6.2.1 N/A

6.3 Policy Implications

6.3.1 N/A

6.4 Legal & Constitutional Implications

6.4.1 N/A

6.5 Community Impact

6.5.1 N/A

6.6 Environment & Climate Change Implications

6.6.1 N/A

6.7 Equality & Diversity Implications

6.7.1 N/A

6.8 Implications on Resources

6.8.1 N/A

6.9 Health & Wellbeing Implications

6.9.1 N/A

6.10 Local Government Reorganisation (LGR) Implications

6.10.1 N/A

7. RISK MANAGEMENT

7.1 N/A

8. BACKGROUND PAPERS– LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Document List	Custodian	File Location
Previous report taken to L&P in Jan 2026	Public Protection Manager - Licensing	Report Template

Licensing and Protection Committee – 18th June 2026
Report by: Democratic Services Officer
Lead Cllr: Councillor Nathan Hunt - Executive Councillor for Resident Services and Corporate Performance.

Wards	Open / Exempt	Key Decision?
All wards	Open	No

Licensing and Protection Sub Committees

Executive Summary:
The Licensing and Protection Sub-Committee comprising four Members of the Licensing and Protection Committee is convened when necessary to determine such matters in the case of an individual licence or application which has not been delegated to officers. Below is a summary of the meetings that have taken place since the last meeting of the Committee. Full Minutes are available on request.

Recommendations

1.1. The Committee are invited to note the information contained within the report.

Report Author
Beccy Buddle, Democratic Services Officer (beccy.buddle@huntingdonshire.gov.uk)

1. PURPOSE OF THE REPORT

1.1 The Licensing and Protection Sub-Committee comprising four Members of the Licensing and Protection Committee is convened when necessary to determine such matters in the case of an individual licence or application which has not been delegated to officers. Below is a summary of the meetings that have taken place since the last meeting of the Committee. Full Minutes are available on request.

1.2

Meeting Date	Chair	Case	Determination
16th February 2026	Cllr N Wells	New application for a Hackney Carriage and Private Hire Licence	To refuse the application for a license
24th March 2026	Cllr N Wells	Appeal following a Refusal to Grant Street Trading Consent	To refuse street trading consent and that the original decision be upheld.

2. BACKGROUND PAPERS– LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

2.1 Agenda, Reports, Decision Notices and Records of Licensing and Protection Sub Committee meetings held at Pathfinder House