

Street Trading, House to House and Charitable Collections Policy 2025 - 2030

| VERSION NUMBER | DATE |
|----------------|----------------|
| 1.0 | 27 August 2025 |

Policy effective from XXXXXXXX



NORTH
NORFOLK
DISTRICT
COUNCIL

Differences between Street Trading, Charitable Collections, and House-to-House Collections

| Feature | Street Trading | Charitable Collection | House-to-House Collection |
|-------------------------------|---|--|--|
| Purpose | Commercial - selling goods | Non-commercial - collecting for charity | Non-commercial - collecting for charity |
| Location | Public spaces (streets, lay-bys, markets) | Public spaces (streets, parks, outside shops) | Private premises (homes, pubs, businesses) |
| Examples | Food vans, market stalls, mobile traders | Bucket collections, charity stalls, supermarket collections | Doorstep clothing collections, donation requests, charity sign-ups |
| Licence Required | Yes - Street Trading Licence | Yes - Street Collection Permit | Yes - House-to-House Collection Licence (or exemption certificate) |
| Governing Law | Local Government (Miscellaneous Provisions) Act 1982 | Police, Factories, etc. (Miscellaneous Provisions) Act 1916 | House to House Collections Act 1939 |
| Collector Requirements | Must comply with trading standards, hygiene, and safety regulations | Must wear ID badge, use sealed containers, and follow collection rules | Must carry certificate of authority, wear badge, and use sealed containers |

Licensing Team - Contact Us

For applications, forms, or advice, contact:

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[Apply online](#)

North Norfolk District Council Street Trading Policy

North Norfolk District Council has the legal power to control street trading under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

The Council has formally adopted this part of the law, which allows it to:

- Decide which streets in the district are suitable for trading,
- Set rules for how and when trading can take place,
- Decide applications for street trading consents, review and revoke trading consents - if necessary.

This helps the Council manage public spaces safely, support local businesses, and prevent nuisance or unfair competition.

What is street trading?

Street trading is the offering of goods for sale in public places like streets, pavements, or car parks, even where a sale is not completed. This includes trading from stalls, vans, trailers, or similar setups.

The definition of 'Street' includes: A street includes any road, footway, beach, car park, or area accessible to the public without payment, including service areas. Street trading consent is not required on privately-owned land, but the landowner must give their permission.

What is not street trading?

The following activities do not require Street Trading Consent:

- Pedlars with valid certificates issued under the Pedlars Act 1871, who must trade on foot and move frequently, at least once every half an hour to a completely new area, which must be out of sight of the previous place of trading.
- News vendors selling newspapers or periodicals.
- Trading at historic or statutory markets and fairs with appropriate permissions.
- Forecourt sales at petrol stations.
- Roundsmen delivering pre-ordered goods. Sometimes known as door-to-door deliveries.

Pavement licenses are different from street trading consents. They grant deemed planning permission and apply only to areas adjacent to the business premises. You can find out about pavement licensing in the Council's Pavement Licensing Policy.

Street designation

North Norfolk District Council has three types of street designations:

1. A Prohibited Street – a street where street trading is prohibited. It is a criminal offence to do so.
2. A Consent Street – a street where street trading is prohibited unless you have obtained a Street Trading Consent from this Council.
3. Undesignated Streets – All streets that are not designated as either a Consent Street or Prohibited Street are undesignated streets. You may be able to trade here, but you will need the landowner's permission and you must not obstruct the highway or cause a nuisance.

Most streets near schools will be designated as Prohibited Streets

The Council has chosen to prohibit street trading near schools for the following reasons:

1. Child safety

- Streets near schools are often busy with children walking, cycling, or being dropped off and picked up.
- Street trading can obstruct visibility for drivers and pedestrians, increasing the risk of accidents.
- Reducing distractions and congestion helps ensure a safer environment for children.

2. Traffic flow and congestion

- Street traders can cause bottlenecks, especially during peak school hours.
- Prohibiting trading helps maintain smooth traffic flow and access for emergency vehicles, school buses, and parents.

3. Public health and hygiene

- Food stalls or vendors near schools may not always meet hygiene standards.
- Limiting trading helps control litter, pests, and food safety concerns in areas where children are present.

4. Noise and nuisance

- Street trading can generate noise and crowding, which may disrupt the school environment and nearby residents.

5. Planning and accessibility

- Narrow streets or pavements near schools may not have the capacity to safely accommodate both pedestrians and traders.
- Ensuring clear walkways supports accessibility for all, including those with disabilities or pushchairs.

Designation procedure

Designating a street requires a formal resolution, at least 28 days' notice, publication in a local newspaper, and notification to the Police and Highways Authority.

Street trading consents

Rules and applications for consent streets

You must apply for street trading consent to be able to trade on a Consent Street. If you want to trade from a stationary van, cart, barrow or other vehicle, this must be approved as part of any consent.

Application

Applications must be submitted at least 35 days before you want to start trading.

You need to provide:

- A completed application form - [available here](#)
- A map showing where you want to trade
- Details of your vehicle, stall etc. including dimensions and a photograph
- Right to work evidence
- Proof of land ownership or permission from the landowner (if on private land)
- If you're selling food, your setup must be inspected and approved by the Council's Commercial team
- You must provide proof of public liability insurance

The council may ask for a DBS disclosure, MOT certificate, photographs or any other reasonable information to help it decide whether to grant a street trading consent.

Deciding the application

The Application will be decided by an officer of the Council's licensing team. It will take into account such information as it considers necessary, including all information requested as part of the application.

- When deciding a new or renewal application the Council may grant the consent as applied for;

- Grant the consent with conditions;
- Refuse the consent.

Event based trading

The Council may waive individual consent for stalls operating within an event footprint with more than 10 stalls. A single consent can be granted to the event organiser, who manages third-party agreements. Event consent holders are expected to ensure their traders comply with this policy. The arrangement may be reviewed if breaches occur.

Consent duration

Street trading consents may be granted for up to a maximum of 12 months.

Consents may be for a specific:

- Date range
- Time period
- Duration of less than 12 months

Depending on the outcome of the application assessment.

They may be revoked at any time.

Trading hours

Street trading is generally permitted between 5:00 AM and 11:00 PM, although restrictions may be applied to individual consents.

Please note that any trading outside these hours may require a Premises Licence under the Licensing Act 2003.

You can find full details on our website, or contact the Council for further information.

Conditions on Street Trading Consent

- The Council may impose conditions on any street trading consent
 - To restrict obstruction of the street (for example by restricting the size, positioning, type or number of stalls);
 - To prevent a danger to any person using the street (for example by restricting the include size, positioning and type of stall);
 - To prevent a nuisance or annoyance to any person (for example conditions about waste management or how frequently you may trade);
- The times between or period when street trading may take place;
- Where the street trading may take place;
- Any other conditions it considers reasonably necessary.

The Council may vary the Conditions of a street trading consent at any time by informing the trader in writing of the change to conditions and reasons why.

A failure to comply with any condition of a Street Trading Consent could result in your consent being revoked.

Common grounds for refusal

North Norfolk District Council, may refuse a **Street Trading Consent** on **discretionary grounds** under the **Local Government (Miscellaneous Provisions) Act 1982**. Common reasons for doing so include, but are not limited to:

1. Unsuitability of the Applicant

- Street trading consent will not be granted to anyone under 17 years of age. Proof of age will be required.
- Previous convictions for dishonesty, violence, or trading offences.
- History of breaching licence conditions or trading without consent.

2. Unsuitability of the Location

- The site is too narrow or busy, causing obstruction or danger.
- The location is near a school, pedestrian crossing, or junction.
- The area is already well-served by similar traders or shops.

3. Public Safety or Nuisance

- The activity may cause congestion, noise, litter, or anti-social behaviour.
- Risk to pedestrians, especially in high-footfall areas.

4. Impact on Local Businesses

- The trader may unfairly compete with nearby rate-paying businesses.
- The activity may harm the character or appearance of the area.

5. Failure to Comply with Application Requirements

- Incomplete or inaccurate application.
- Lack of insurance, hygiene certification, or landowner permission.

6. Objections from Relevant Authorities

- Police, Highways Authority, Environmental Health, or Planning may raise concerns.

7. Non-Compliance with Council Policy

- The application contradicts the council's street trading policy or local development plans.

8. Public Objections

- If there are significant objections from residents or businesses during consultation.

All consent holders must:

- Prevent obstruction or danger to the public.
- Comply with directions from the Police, Council, or Highways Authority.
- Not assign or sub-let the consent.

- Comply with food hygiene, planning, and health & safety laws.
- Maintain cleanliness and dispose of waste responsibly.

Offences

It is a criminal offence to:

- Engage in street trading on a Prohibited Street;
- Engage in street trading on a Consent Street without having first obtained a Street Trading Consent from this Council;
- Contravene any of the conditions of any Street Trading Consent relating to location, time and duration of permitted street trading;
- Trades from a stationary van, cart, barrow or other vehicle, or from a portable stall without the required permission to do so.

Penalties

1. Prosecution

- You may be prosecuted in a Magistrates' Court, which could result in a criminal record and may result in a fine of up to £1000 for each offence.

2. Confiscation orders

- In some cases, the court may issue a confiscation order under the Proceeds of Crime Act if illegal trading has generated significant income.

3. Seizure of goods

- The Council has the power to seize goods, equipment or vehicles used in illegal street trading.

4. Loss of future trading rights

- Councils may refuse future applications for street trading consents if you've previously traded illegally.

5. Civil enforcement

- The Council may also use injunctions or civil enforcement to stop persistent offenders.

Any enforcement action will be taken in accordance with the Council's enforcement policy and upon consideration of evidential and public interest tests.

Appeal process

If your application is refused or your consent is revoked, you may:

- Request a review by the Licensing Team. The review will be carried out by a senior officer who was not involved with the original decision.
- Seek Judicial Review, as there is no statutory appeal process.

Table 1 - Full list of designated streets

The following is the existing list of designated streets in North Norfolk District Council, including their designation and status.

These designations will continue under the new policy.

In Cromer, Fakenham, North Walsham and Sheringham, current Consent Streets will be brought under the proposed ‘all unprohibited streets’ in table 2.

| Town | Street | Designation | Description |
|--------|---|-------------|-------------|
| Cromer | Bond Street | Consent | Existing |
| Cromer | Church Street | Consent | Existing |
| Cromer | The Gangway | Consent | Existing |
| Cromer | Garden Street | Consent | Existing |
| Cromer | Hamilton Road | Consent | Existing |
| Cromer | High Street (between Runton Road and Hamilton Road) | Consent | Existing |
| Cromer | Louden Road | Consent | Existing |
| Cromer | Meadow Road | Consent | Existing |
| Cromer | Mount Street | Consent | Existing |
| Cromer | Prince of Wales Road | Consent | Existing |
| Cromer | Runton Road | Consent | Existing |
| Cromer | Tucker Street | Consent | Existing |
| Holt | Bull Street | Consent | Existing |
| Holt | Cross Street | Consent | Existing |
| Holt | Fish Hill | Consent | Existing |
| Holt | High Street | Consent | Existing |
| Holt | Mill Street | Consent | Existing |
| Holt | New Street | Consent | Existing |
| Holt | Peacock Lane | Consent | Existing |
| Holt | Plain Park | Consent | Existing |
| Holt | Station Road | Consent | Existing |
| Holt | Letheringsett Hill Car Park | Consent | Existing |
| Holt | Market Place | Consent | Existing |
| Holt | Station Road Car Park | Consent | Existing |
| Holt | White Lion Street | Consent | Existing |
| Holt | Shire Hall | Consent | Existing |
| Holt | Albert Street | Consent | Existing |
| Holt | Albert Street Car Park | Consent | Existing |

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| Hoveton | A1151 (from River Bridge to Horning Road) | Prohibited | Existing |
| Hoveton | Church Road | Prohibited | Existing |
| Hoveton | Tunstead Road (between Station Road and Horning Road) | Prohibited | Existing |
| Hoveton | Station Road | Prohibited | Existing |
| North Walsham | Church Street | Consent | Existing |
| North Walsham | Kings Arms Street | Consent | Existing |
| North Walsham | Market Place | Consent | Existing |
| North Walsham | Market Street | Consent | Existing |
| North Walsham | New Road (between Yarmouth Road and public car park) | Consent | Existing |
| Sheringham | Church Street | Consent | Existing |
| Sheringham | High Street | Consent | Existing |
| Sheringham | Station Approach | Consent | Existing |
| Sheringham | Station Road | Consent | Existing |
| Stalham | Baker Street | Consent | Existing |
| Stalham | Bank Street | Consent | Existing |
| Stalham | Dunkerley Court | Consent | Existing |
| Stalham | High Street | Consent | Existing |
| Stalham | Ingham Road (between its junction with High Street and Brumstead Road) | Consent | Existing |
| Stalham | Lower Staithe Road | Consent | Existing |
| Stalham | Recreation Road (including Recreation Car Park) | Consent | Existing |
| Stalham | Upper Staithe Road (excluding Sale Ground) | Consent | Existing |
| Stalham | York Lane | Consent | Existing |
| Stalham | York Road | Consent | Existing |
| Stalham | Newlands Car Park | Consent | Existing |
| Stalham | The Close Café Car Park | Consent | Existing |
| Stalham | The Grebe Public House | Consent | Existing |
| Stalham | The Maids Head Public House car park | Consent | Existing |
| Stalham | The Swan Public House Car Park | Consent | Existing |

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| Stalham | The Co-Operative Rear Car Park | Consent | Existing |
| Stalham | Weavers Close | Consent | Existing |
| Stalham | Market Row | Consent | Existing |
| Stalham | Lawns Loke | Consent | Existing |
| Walcott | Along the north side of the B1159 COAST ROAD at Walcott, from a point commencing at the end of the no waiting restriction (as defined by the commencement of double yellow lines) adjacent to the property known as 'Shifting Sands', for a distance of approximately 355 metres in an easterly direction to the commencement of the no waiting restriction (as defined by the commencement of double yellow lines) opposite Walcott Post Office Stores. | Prohibited | Existing |

Table 2 - Full list of proposed streets

The following list shows proposed designations in North Norfolk District, including their designation type and reasons.

| Town | Street | Designation | Description | Basis | Basis 2 | Basis 3 |
|-------------|--------------------------|-------------|-------------|--------------------------|------------------------------|---------|
| Aylmerton | Holt Road | Prohibited | New | School vicinity | | |
| Bacton | Walcott Road | Prohibited | New | School vicinity | Narrow and busy thoroughfare | |
| Blakeney | All | Prohibited | New | Narrow main thoroughfare | Parish council suggestion | |
| Catfield | School Road | Prohibited | New | School vicinity | | |
| Cley | Coast Road | Prohibited | New | Narrow main thoroughfare | Councillor suggestion | |
| Cley | New Road | Prohibited | New | Narrow main thoroughfare | Councillor suggestion | |
| Cley | High Street | Prohibited | New | Narrow main thoroughfare | Councillor suggestion | |
| Colkirk | School Road | Prohibited | New | School vicinity | | |
| Cromer | Mill Road | Prohibited | New | School vicinity | | |
| Cromer | Norwich Road | Prohibited | New | School vicinity | | |
| Cromer | All unprohibited streets | Consent | New | Urban centre | Enforcement recommendation | |
| East Ruston | School Road | Prohibited | New | School vicinity | | |
| Fakenham | Field Lane | Prohibited | New | School vicinity | | |
| Fakenham | Highfield Road | Prohibited | New | School vicinity | | |
| Fakenham | Norwich Road | Prohibited | New | School vicinity | | |
| Fakenham | Queens Road | Prohibited | New | School vicinity | | |
| Fakenham | All unprohibited streets | Consent | New | Urban centre | Enforcement recommendation | |

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|-------------|-----------------|------------|-----|---------------------------|------------------------------|--|
| Gimingham | All | Consent | New | Parish council suggestion | | |
| Gresham | Cromer Road | Prohibited | New | School vicinity | | |
| Happisburgh | The Street | Prohibited | New | School vicinity | Narrow main thoroughfare | |
| Hickling | The Street | Prohibited | New | School vicinity | | |
| Hindringham | Wells Road | Prohibited | New | School vicinity | | |
| Holt | Church Street | Consent | New | | | |
| Holt | Cromer Road | Prohibited | New | School vicinity | Narrow and busy thoroughfare | |
| Holt | Norwich Road | Prohibited | New | School vicinity | | |
| Horning | Abbot Road | Consent | New | Parish council suggestion | | |
| Horning | Benedict Road | Prohibited | New | Parish council suggestion | | |
| Horning | Bettys Way | Prohibited | New | Parish council suggestion | | |
| Horning | Broadwater Way | Consent | New | Parish council suggestion | | |
| Horning | Burnt Fen Road | Consent | New | Parish council suggestion | | |
| Horning | Church Road | Consent | New | Parish council suggestion | | |
| Horning | Crabbetts Marhs | Consent | New | Parish council suggestion | | |
| Horning | Falgate | Consent | New | Parish council suggestion | | |

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|---------|--------------------|------------|-----|---------------------------|---------------------------|--|
| Horning | Ferry Cott Lane | Consent | New | Parish council suggestion | | |
| Horning | Ferry Road | Consent | New | Parish council suggestion | | |
| Horning | Ferry View Estate | Consent | New | Parish council suggestion | | |
| Horning | Hall Farm Cottage | Consent | New | Parish council suggestion | | |
| Horning | Hillside Road | Consent | New | Parish council suggestion | | |
| Horning | Horning Hall | Consent | New | Parish council suggestion | | |
| Horning | Horning Reach | Consent | New | Parish council suggestion | | |
| Horning | James Road | Consent | New | Parish council suggestion | | |
| Horning | Kimberley Terrace | Consent | New | Parish council suggestion | | |
| Horning | Leeds Way | Prohibited | New | Parish council suggestion | | |
| Horning | Letheringtons Lane | Consent | New | Parish council suggestion | | |
| Horning | Long Lane | Consent | New | Parish council suggestion | | |
| Horning | Lower Street | Prohibited | New | School vicinity | Parish council suggestion | |
| Horning | Mill Hill | Consent | New | Parish council suggestion | | |
| Horning | Mill Hill Close | Consent | New | Parish council suggestion | | |
| Horning | Mill Loke | Consent | New | Parish council suggestion | | |

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|---------|-------------------|------------|-----|---------------------------|---------------------------|--|
| Horning | Neatishead Road | Consent | New | Parish council suggestion | | |
| Horning | Norwich Road | Consent | New | Parish council suggestion | | |
| Horning | Orchard Cottage | Consent | New | Parish council suggestion | | |
| Horning | Parker Way | Consent | New | Parish council suggestion | | |
| Horning | Parkland Close | Consent | New | Parish council suggestion | | |
| Horning | Parkland Crescent | Consent | New | Parish council suggestion | | |
| Horning | Petersfield Drive | Prohibited | New | Parish council suggestion | | |
| Horning | Pinewood Drive | Consent | New | Parish council suggestion | | |
| Horning | Ropes Hill | Consent | New | Parish council suggestion | | |
| Horning | Ropes Hill Dyke | Consent | New | Parish council suggestion | | |
| Horning | School Road | Prohibited | New | School vicinity | Parish council suggestion | |
| Horning | Staithe Close | Consent | New | Parish council suggestion | | |
| Horning | The Avenue | Consent | New | Parish council suggestion | | |
| Horning | The Staithe | Prohibited | New | Parish council suggestion | | |
| Horning | Upper Street | Consent | New | Parish council suggestion | | |
| Horning | Water Works Lane | Consent | New | Parish council suggestion | | |

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|----------------|--------------------------|------------|-----|---------------------------|------------------------------|--|
| Kelling | Salthouse Road | Prohibited | New | School vicinity | | |
| Langham | North Street | Prohibited | New | School vicinity | | |
| Little Snoring | Thursford Road | Prohibited | New | School vicinity | | |
| Ludham | All | Prohibited | New | Parish council suggestion | | |
| Ludham | School Road | Prohibited | New | School vicinity | | |
| Mundesley | Trunch Road | Prohibited | New | School vicinity | | |
| North Walsham | Manor Road | Prohibited | New | School vicinity | | |
| North Walsham | Recreation Road | Prohibited | New | School vicinity | | |
| North Walsham | Spenser Avenue | Prohibited | New | School vicinity | | |
| North Walsham | The Stables | Prohibited | New | School vicinity | | |
| North Walsham | All unprohibited streets | Consent | New | Urban centre | Enforcement recommendation | |
| Northrepps | Church Street | Prohibited | New | School vicinity | | |
| Overstrand | Cromer Road | Prohibited | New | School vicinity | Busy thoroughfare | |
| Salthouse | Coast Road | Prohibited | New | Narrow main thoroughfare | Councillor suggestion | |
| Sculthorpe | Creake Road | Prohibited | New | School vicinity | | |
| Sculthorpe | Lancaster Road | Prohibited | New | School vicinity | | |
| Sheringham | Cooper Road | Prohibited | New | School vicinity | | |
| Sheringham | Holt Road | Prohibited | New | School vicinity | | |
| Sheringham | All unprohibited streets | Consent | New | Urban centre | Enforcement recommendation | |
| Sidestrand | Cromer Road | Prohibited | New | School vicinity | Narrow and busy thoroughfare | |

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|----------------|-------------------|------------|-----|--------------------------------|--------------------------|------------------|
| Southrepps | Lower Street | Prohibited | New | School vicinity | | |
| Stalham | Brumstead Road | Prohibited | New | School vicinity | Busy thoroughfare | |
| Stalham | Old Yarmouth Road | Prohibited | New | School vicinity | | |
| Stibbard | Fulmodeston Road | Prohibited | New | School vicinity | Narrow thoroughfare | Fair competition |
| Stiffkey | Church Street | Prohibited | New | Narrow main thoroughfare | Councillor suggestion | |
| Sutton | Church Road | Prohibited | New | School vicinity | Narrow thoroughfare | |
| Swanton Abbott | Youngmans Lane | Prohibited | New | School vicinity | Narrow thoroughfare | |
| Walsingham | High Street | Consent | New | Narrow main thoroughfare | | |
| Walsingham | Wells Road | Prohibited | New | School vicinity | Narrow main thoroughfare | |
| Wells | Market Lane | Prohibited | New | School vicinity | | |
| Wells | Polka Road | Prohibited | New | School vicinity | | |
| Wells | Staithe Street | Prohibited | New | Local business representations | MP support | |
| West Raynham | Hollow Lane | Prohibited | New | School vicinity | Narrow thoroughfare | |
| Weybourne | The Street | Prohibited | New | Narrow main thoroughfare | Councillor suggestion | |
| Weybourne | Sheringham Road | Prohibited | New | Narrow main thoroughfare | Councillor suggestion | |
| Worstead | School Road | Prohibited | New | School vicinity | | |

Justification for designating urban centres as consent streets

Urban centres: Cromer, North Walsham, Fakenham and Sheringham are fully designated as consent or prohibited streets, to support a balanced approach to street trading that promotes economic vitality while safeguarding public interests.

These towns have the highest urban centres, defined by visitor traffic and density of population. The following reasons underpin these designations:

1. Economic development and local enterprise

- Urban centres are hubs of commercial activity and footfall, making them ideal locations for street trading.
- Designating these areas as consent streets encourages entrepreneurship and supports local traders, artisans, and small businesses.
- Controlled trading enhances the vibrancy of town centres, attracting visitors and boosting the local economy.

2. Managed public space use

- Consent designation allows the Council to regulate the number, type, and location of traders, ensuring public spaces are used efficiently and safely.
- It helps prevent overcrowding, obstruction, and conflicts between traders, pedestrians, and existing businesses.

3. Fair competition and business protection

- By requiring consent, the Council can assess the impact of proposed trading on nearby rate-paying businesses.
- This ensures fair competition and protects the character and sustainability of established retail areas.

4. Public safety and accessibility

- Consent streets enable the Council to evaluate and mitigate risks related to pedestrian safety, emergency access, and traffic flow.
- Traders must meet specific criteria, including insurance and hygiene standards, which helps maintain public health and safety.

5. Community and aesthetic considerations

- The consent process allows for consultation with residents, businesses, and relevant authorities.
- It ensures that street trading activities align with the town's visual appeal, heritage, and community values.

6. Legal and policy alignment

- Under the Local Government (Miscellaneous Provisions) Act 1982, local authorities have the power to designate streets to control trading.
- The designation aligns with local development plans and Council policies aimed at enhancing town centre environments, specifically E4 of the local plan. The plan defines what is suitable in town centre locations.

By designating urban centres as consent streets, North Norfolk District Council aims to foster a thriving, safe, and well-managed street trading environment that benefits traders, residents, and visitors alike.

House-to-house collection policy

1. What is a house-to-house collection?

A house-to-house collection is when someone goes door-to-door or visits public places (like pubs) to ask for donations. This can include:

- Money (in sealed tins or envelopes)
- Goods (like clothes, books, or household items)
- Sign-ups for regular donations (e.g. direct debits)

These collections are usually for charitable purposes.

2. Do I need a licence?

Yes. You must apply for a licence from North Norfolk District Council unless you have a national exemption certificate from the Charity Commission. Collecting without a licence is a criminal offence under the House-to-House Collections Act 1939 and the House-to-House Collections Regulations 1947.

3. Who can apply?

Anyone organising a charitable collection can apply. You must:

- Be over 18
- Be a fit and proper person
- Provide full details of the charity and collection plans

4. How to apply

You'll need to submit:

- A completed application form
- A signed declaration
- Details of the charity or cause

- Dates and locations of the collection
- Evidence of how donations will be used

There is no fee for the licence.

5. What happens after you apply?

If approved, you'll receive:

- A permit
- A certificate to request official badges and ID cards from HM Stationery Office

You must display these when collecting. It is an offence not to do so.

6. Collection rules

- Collectors must be over 16
- Must wear a badge and carry a certificate of authority
- Use sealed and numbered collection boxes
- Do not collect at homes with "No Cold Calling" signs or in designated No Calling Zones

7. After the collection

You must submit a returns form within one month showing:

- Total amount collected
- Any expenses
- Amount given to the charity

This form must be signed by a responsible person and may need to be audited.

8. Enforcement

You may face enforcement action if:

- You collect without a licence
- You fail to follow the rules
- Complaints are received about your conduct

Penalties can include fines or imprisonment.

All forms and further information about house to house collections in North Norfolk can be found on the [Council website](#) or requested from the Licensing team.

Licensing Team - Contact Us

For applications, forms, or advice, contact:

01263 513811

licensing@north-norfolk.gov.uk

[Apply online](#)

Charitable collections policy

1. Introduction

This policy outlines the rules and procedures for charitable collections in public spaces and door-to-door within North Norfolk. It ensures collections are lawful, transparent, and respectful of residents.

2. Legal framework

Charitable collections are regulated under:

- House to House Collections Act 1939
- House to House Collections Regulations 1947
- Charitable Collections (Transitional Provisions) Order 1974
- Consumer Protection from Unfair Trading Regulations 2008
- EU Services Directive (no restriction on number of charities collecting per day)

3. Types of collections

- Street Collections: In public places such as streets, parks, and shopping areas.
- House-to-House Collections: Door-to-door or in venues like pubs, collecting money or goods.

4. Licence requirements

A licence is required for all charitable collections unless the organiser holds a national exemption certificate from the Charity Commission.

Applications must include:

- Completed application form
- Declaration of charitable purpose
- Proposed dates and locations
- Details of the charity and intended use of funds

Note: Incomplete applications will be returned. The council aims to process applications within 7 days of receiving a complete submission.

5. Collector requirements

- Must be over 16 years old
- Must wear a badge and carry a certificate of authority
- Must use sealed and numbered collection boxes
- Must not collect at properties with “No Cold Calling” signs or in designated No Calling Zones

6. Conduct during collections

- Collectors must be polite, respectful, and avoid pressuring residents.
- Collections must not obstruct public pathways or cause nuisance.
- Collections must not be made during unsociable hours (e.g. before 9am or after 8pm).

7. Post-collection reporting

Within one month of the collection, organisers must submit a returns form detailing:

- Total amount collected
- Expenses incurred
- Net amount donated to the charity

Returns must be signed by a responsible person and may require independent audit. The council may also request evidence of bank deposits.

8. Transparency measures

To improve public trust, the council recommends:

- Publishing collection results in a local newspaper or online
- Providing a summary of how funds were used

9. Enforcement

Failure to comply with this policy may result in:

- Refusal of future applications
- Licence revocation
- Legal action under relevant legislation

All forms and further information about charitable collections in North Norfolk can be found on the [Council website](#) or requested from the Licensing team.

Licensing Team - Contact Us

For applications, forms, or advice, contact:

01263 513811

licensing@north-norfolk.gov.uk

[Apply online](#)

Appendix A - Sample trading conditions

Street Trading Consent conditions

1. Consent validity

- Consent is non-transferable and valid only for the named trader, location, and dates specified.

2. Trading hours

- Permitted between 5:00 AM and 11:00 PM, unless otherwise stated in Trading Consent.

3. Location & setup

- Trading must occur only at the approved location.
- Stall/vehicle must not obstruct the highway or pedestrian access.
- Setup must be safe, clean, and well-maintained.

4. Goods & services

- Only goods/services listed in the application may be sold.
- No alcohol or age-restricted items without appropriate licences.

5. Conduct

- Traders must behave respectfully and avoid aggressive sales tactics.
- No amplified music or shouting to attract customers.

6. Waste & cleanliness

- Area must be kept clean and free of litter.
- Waste must be removed daily and disposed of responsibly.

7. Insurance & documentation

- Valid public liability insurance (min. £5 million) must be held.
- Food traders must comply with hygiene regulations and be registered with Environmental Health.

8. Safety & compliance

- Traders must comply with all relevant laws, including health & safety, planning, and food hygiene.
- Generators must be quiet and safely operated.

9. Authority directions

- Traders must follow instructions from Council officers, Police, or Highways Authority.

10. Revocation & enforcement

- Breach of any condition may result in revocation of consent or legal action.