

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Extraordinary Planning Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **18:45 on Thursday 4 December 2025**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Town Clerk
28 November 2025

Lowestoft Town Council
Extraordinary Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
18:45 on Thursday 4 December 2025

AGENDA

134 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

135 To receive and consider approval of apologies for absence

136 Declarations of Interests and dispensations

136.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

136.2 To consider written requests for dispensations for interests and note dispensations granted

137 To consider the draft minutes of the meeting on 13 November 2025

138 Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

139 Planning Applications

139.1 To consider the following planning applications (all available on www.eastsuffolk.gov.uk) and decide the recommendations of the Council:

Reference	Address and Description	District Ward
DC/25/4309/FUL	6 Elm Tree Road West - Proposed First Floor, Extensions & Front Boundary Wall	Carlton and Whitton
DC/25/4277/FUL	20 Gunton Church Lane - Construction of a new dwelling	Gunton and St Margarets

139.2 Applications for tree works

Planning Authority has received the following applications for works for trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA) and comment as appropriate

Reference	Address and Description	District Ward
DC/25/4495/TPO	Premier Inn Yarmouth Road - 1no. Oak (marked on submitted plan) - Crown raise to 5m from ground level, reduce west lateral limb to 2m from building 2no. Ash (marked on submitted plan) - Reduce away from building to give 3-4m clearance	Gunton and St Margarets

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DC/25/4549/TPO	14 Rembrandt Close - TPO 1-4(2) - T19 1no. Oak (marked on submitted plan) - Raise crown by removing three lowest limbs and removing epicormic growth	Gunton and St Margarets
DC/25/4364/TCA	261 London Road South - T1 Leylandii - Fell to ground level Reason - Tree offers no amenity value to the area and is causing friction between neighbouring properties	Kirkley and Pakefield
DC/25/4548/TCA	97 The Avenue - 1no. Sycamore (T1 on submitted plan) - Re-pollard to previous pollard points 1no. Cherry (T2 on submitted plan) - Crown thin by 30%, raise crown to 2.5m from ground level 2no. Beech (T3 & T4 on submitted plan) - Crown thin by 40%, Reduce to shape 1no. Macrocarpa (T5 on submitted plan) - Reduce sides 1no. Lombardy Poplar (T6 on submitted plan) - Reduce to 10ft from ground level 1no. Holly (T7 on submitted plan) - Trim to shape	Kirkley and Pakefield

140 Suffolk Water Recycling, Transfer and Storage - Winter Consultation 2025

The consultation runs from Wednesday 29 October to Wednesday 10 December 2025 and seeks feedback on:

- The proposed location of a new Advanced Water Recycling Plant in Lowestoft
- The proposed locations for two service reservoirs, one close to the existing Lodgewood Water Tower near Sibton and one near Eye airfield
- The pipeline corridors connecting these key infrastructure components

Consultation materials (including the brochure, Book of Plans, interactive map, Scheme Development Summary, and Q&A document) can be found here: <https://suffolkwaternetwork.co.uk>.

141 To note East Suffolk Council's new Street Trading Policy and consider relevant actions

142 To note the auctioning of property 144/145 on the High Street and discuss its progress

143 To consider if the Town Council should support a request from a member of the public for double yellow lines, or a no parking sign, on Royal Avenue NR32 4HH

144 Date of next meeting
Thursday 18 December 18:45

145 Items for the next agenda and close

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Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 13 November 2025 18:45

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Jen Jones (Chair), Christian Newsome, Andy Pearce (Substitute Member) and Elise Youngman

In attendance: Sarah Foote (Town Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

114 Welcome

The fire evacuation procedure and public right to report was explained and the meeting was welcomed.

115 To receive and consider approval of apologies for absence

Apologies were received from Cllrs John Murray and Bernie Rappensberger with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Youngman; all in favour.

It was noted that Cllr Pearce was attending as a substitute member and had completed his mandatory Planning training.

116 Declarations of interests and dispensations

116.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Pearce noted application DC/25/3291/FUL provided an alternative education facility and declared he was on a local Primary School Committee, whose students may benefit from the development, but was not biased or predetermined. The Committee declared they had previously worked with Pathways Care Farm, but as this development was not on Lowestoft Town Council land there were no issues with the Committee considering the application.

116.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensation had been received.

117 To consider the draft minutes of the meeting on 9 October 2025

Cllr Brooks proposed approval; seconded by Cllr Youngman; five votes in favour and one abstention, as the Councillor was not a member of the Committee at the time.

118 Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advance comments had been received and no members of the public were in attendance.

119 Planning Applications

119.1 To consider the following planning applications (all available on www.eastsuffolk.gov.uk) and decide the recommendations of the Council:

Reference	Address and Description	District Ward
DC/25/3914/FUL	53 Elm Tree Road - Construction of new out building to rear garden for purpose of summer room & Hobby workshop.	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/25/4034/FUL	2 Belaugh Avenue - Single Storey Rear Extension	Carlton and Whitton

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It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to the advice in East Suffolk Council's Environmental Protection report on unexpected contamination being adhered to.		
DC/25/3291/FUL	Pathways Leonard Drive - Proposed new learning center and site alterations to suit and change of use of Farm Building from Office/Meeting Rooms back to a residential dwelling	Gunton and St Margarets
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval, subject to such conditions as may be necessary to manage the environmental impact of the development in accordance with the East Suffolk Council Ecology and Natural England consultee responses, and to address and mitigate the concerns raised by the public regarding increase traffic volume being attached to any consent.		
DC/25/3654/FUL	2 Burton Street - Retrospective application - Pod point attached to the property	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application. The Committee would add a general statement, not a condition, on the need for the Government to consider a more sympathetic system for members of the public to install EV chargers, noting the increase in applications of this type and the fees members of the public have to pay. This was felt to not be a conducive method to encourage the public to use electric vehicles.		
DC/25/3742/P3G	6 Suffolk Road - Prior Notification - Change of use of ground floor into 1 bedroom flat with front part to remain as a shop, and change of first floor to a 3 bedroom flat	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application per the comments made by the Environmental Agency.		
DC/25/3750/DEM	Former East Suffolk Housing Department Rotterdam Road Depot - Prior Notification Demolition - Single storey obsolete and vacant office block and workshop of brick construction - approximate GIA = 1124m2. Building is obsolete and additional site car parking is required for the implementation of the better recycling scheme. Demolition will be down to ground level and a hardstanding area to go over the existing footprint to be used as car parking	Harbour and Normanston
The Committee noted this application had expired and no extension could be provided by the Planning Authority as it was permitted development.		
DC/25/3861/ADN	209 Whapload Road - Non-Illuminated Advertisement Consent - Display of 1no non-illuminated wall sign to front elevation.	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/25/3878/FUL	54 High Street - Change of Use - Part of retail shop to be converted into a 2 bedroom flat.	Harbour and Normanston
Cllr Brooks proposed approval, noting the applicant may need to satisfy conditions on providing carparking, bike storage and an area for bins. Cllr Pearce requested an amendment that the East Suffolk Council Design and Conservation Officer be satisfied by the Design and Access Statement and the claims of low impact on the Conservation Area are accurate. Cllr Brooks amended the proposal accordingly and Cllr Pearce seconded the amended proposal. A vote was held with all in favour.		
DC/25/3977/FUL	Land Fronting 5 To 32 London Road North - Installation of 1no. BT Street Hub and removal of associated BT payphones	Harbour and Normanston

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It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application, supporting the statements from the East Suffolk Council Economic Development report.		
DC/25/3978/ADI	Land Fronting 5 To 32 London Road North - Illuminated Advertisement Consent - 2no. digital 75" LCD display screens, one on each side of the Street Hub unit	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application per the comments submitted for application DC/25/3977/FUL.		
DC/25/4153/VOC	117 London Road North - Variation of Condition No.2 of DC/25/1074/FUL - Change of Use from Offices to Apartments including external Stair & Canopy - Revised plan submitted to resolve stair layout and levels with alternative stair location	Harbour and Normanston
This application was a variation on a condition of a prior application which the Town Council had recommended approval of. It was proposed by Cllr Pearce; seconded by Cllr Youngman and unanimously agreed to recommend approval of the application, subject to the Planning Authority having no objection with the revised drawing and the variation not materially changing the original consent.		
DC/25/3826/FUL	82 Stradbroke Road - Single storey rear and side extension (existing conservatory to be removed).	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/3860/FUL	22 Kirkley Run - Erection of an outbuilding at the back of the garden comprising a Gym area.	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application, subject to clarification that this was intended for private and not commercial use.		
DC/25/3790/FUL	15 Snape Drive - Single storey side and front extension	Oulton Broad
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval, subject to the applicant and Local Planning Authority working to address the neighbour request concerning shared access on the boundary.		

120 To note the following recommendations had been made under delegated authority when the Planning Committee did not meet on 23 October 2025:

Reference	Address and Description	District Ward
DC/25/3604/FUL	97B Elm Tree Road Lowestoft Suffolk NR33 9ES - Proposed single storey annexe	Carlton and Whitton
It was agreed to request a holding objection until the applicant has clarified Section 7 of the application form.		
DC/25/1993/FUL	61 Hollow Grove Way Lowestoft Suffolk NR33 8NS - 1 No. New Dwelling (Self Build)	Carlton and Whitton
It was agreed to request a holding objection until the concerns from Natural England have been addressed.		
DC/25/3573/FUL	136 London Road South Lowestoft Suffolk - Change of use from storage building to 1No. 2 bedroom residential unit.	Kirkley and Pakefield
It was agreed to recommend refusal of the application as it was considered overdevelopment, furthermore the flood risk assessment needed to be clarified and the mitigations explained.		
DC/25/3754/FUL	10 Grand Avenue Lowestoft Suffolk NR33 7AR - Single storey rear extension	Kirkley and Pakefield
It was agreed to recommend approval of the application.		

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121 To note the clarifications received on application DC/25/3604/FUL and consider the recommendation of the Council

A holding objection was placed on this application and the applicant has clarified under Section 7 that there were trees or hedges on their property, or the adjoining property, that are within falling distance of the proposed development, per the drawing submitted, and that no trees or hedges will need to be removed or pruned to carry out the proposal.

Cllr Pearce proposed the holding objection be removed and the application recommended for approval; seconded by Cllr Brooks; all in favour.

122 Consultations

To consider the following consultations

122.1 Suffolk Water Recycling, Transfer and Storage - Winter Consultation 2025

The consultation runs from Wednesday 29 October to Wednesday 10 December 2025 and seeks feedback on:

- The proposed location of a new Advanced Water Recycling Plant in Lowestoft
- The proposed locations for two service reservoirs, one close to the existing Lodgewood Water Tower near Sibton and one near Eye airfield
- The pipeline corridors connecting these key infrastructure components

Consultation materials (including the brochure, Book of Plans, interactive map, Scheme Development Summary, and Q&A document) can be found here:

<https://suffolkwaternetwork.co.uk>

The Committee noted a consultation event was scheduled for 29 November and members were encouraged to attend. Cllr Pearce proposed to defer the consultation to allow for further consideration; seconded by Cllr Youngman; all in favour

122.2 East Suffolk Council Local Plan - Call for Sites

The Call for Sites has now opened and will take place from Monday 20th October 2025 until Friday 9th January 2026.

The Call for Sites is part of the early preparatory work for the new Local Plan. The new Local Plan will set out a spatial strategy seeking to ensure that future needs are met, identifying sites for development and setting policies against which applications for planning permission are determined. The new Local Plan will replace the Waveney Local Plan adopted in 2019 and the Suffolk Coastal Local Plan adopted in 2020, which both plan for the period up to 2036. The new Local Plan will plan up to at least 2044.

The Call for Sites invites submissions of land to be put forward for consideration for allocation in the Local Plan. This is the very start of the process, and later decisions on preferred site allocations will be informed by a range of evidence and assessments and consideration of a strategy and vision for the plan, as well as by public consultation which will be undertaken during preparation of the plan. The submission form and associated guidance can be found here <https://www.eastsuffolk.gov.uk/new-local-plan>

This phase of consultation was aimed at landowners, community groups and the wider public. It was noted the purpose was to identify areas for development to adhere to the housing

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targets set by Central Government. The Committee agreed it would be more appropriate to await the second phase when the sites submitted are considered for inclusion in the new Local Plan. When the next phase of consultation is due to commence, a standalone meeting will be arranged with Committee members to consider and discuss the proposed sites.

123 Date of next meeting

Thursday 27 November 18:45

124 Items for the next agenda and close

An item was requested for the next agenda to note the progress on the auctioning of 144/145 High Street.

The Chair closed the meeting at 19:22

Signed:

27 November 2025



STREET TRADING POLICY

From 1 December 2025

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1. INTRODUCTION

1.1 Background

This policy sets out East Suffolk Council's requirements for street trading. It details and describes our roles and responsibilities in relation to the administration and regulation of street trading activities within East Suffolk.

The street trading legislation, Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, was adopted by the Council on 14 April 2025. This policy has been developed following a number of consultations and has been approved and adopted by the Council.

2. SCOPE

This policy aims to assist persons who wish to trade on streets within the East Suffolk district.

The policy relates to the issuing of consents to permit the selling, exposing, or offering for sale any article, (including a living thing) in a street, excluding the exemptions listed in the legislation and in this policy. It also identifies streets which are prohibited streets, meaning that no street trading can take place at all in that street.

A 'street' is defined to include 'any road, footway, grass verge, cycleway, or other area to which the public have access without payment'. It will therefore include such areas as a car park of a public house to which the public have access without payment.

All streets within the district are undesignated apart from those listed as consent streets or prohibited streets for the purposes of street trading later in this policy street trading. No streets within East Suffolk have been designated as licence streets.

Street trading may be undertaken only during such hours and circumstances as specified by the council in the consent. No street trading whatsoever shall take place other than within the permitted hours.

East Suffolk Council will apply this policy to street trading activities in its area to ensure consistency of decision making. However, each application or contravention will be considered on its merits so that individual circumstances, where appropriate, are taken into consideration.

3. STREET TRADING

3.1 What is Street Trading?

Street Trading is defined as the selling, exposing or offering for sale of any article in a street. As the definition of "street" includes any land to which the public have access without payment, private land to which the public has free access is also included. Street trading law and associated policy therefore can extend to events off the highway that are conducted on private premises.

3.2 Exemptions

Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 states that the following activities are not 'street trading' and, therefore, prior consent of the Council is not required:

(a) trading by a person acting as a pedlar under the authority of a pedlar's certificate granted under the Pedlars Act 1871 (see point 2.6).

(b) anything done in a market or fair; the right to hold which was acquired by virtue of a grant (including presumed grant) or acquired or established by an enactment or order.

(c) trading in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980.

(d) trading as a news vendor i.e. the sale, exposure or offer for sale of newspapers or periodicals, except from a stall or receptacle that exceeds the dimensions set out in schedule 4 of the Act.

(e) trading which:

i) is carried on at premises used as a petrol filling station; or ii) is carried on at premises used as a shop or in a street adjoining premises so used as part of the usual business of the shop.

(f) selling things, or offering or exposing them for sale, as a roundsman.

(g) the use for trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, or in or over a highway.

(h) the operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980.

(i) the doing of anything authorised by regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916.

3.3 Other Activities

There are several other activities that take place in the streets of the East Suffolk area that are not governed by this policy. These include:

- Awareness – people, groups or organisations such as radio stations, television stations or the armed forces may wish to raise awareness by handing out leaflets or undertaking promotional activities.
- Busking – street performance is the practice of performing in public places for gratuities.
- Market research – this type of activity includes mail order companies, insurance companies and national questionnaires.
- Markets – Charter markets.
- Pedlars – they are required to hold a certificate issued by the police force in the area that they reside. They are able to travel to trade within the area. They must only stop to trade when approached by a customer. They must not remain stationary after the sale has been made.
- Petitions – people or organisations asking members of the public to support their cause, such as political groups, welfare or ecological groups.
- Charitable Street collections – these are authorised under separate legislation.

4. STREET DESIGNATION FOR STREET TRADING PURPOSES

4.1 Street Designation

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

All streets in East Suffolk are undesignated apart from a small number which have been designated as Consent streets or Prohibited streets. These streets are listed below.

Under Section 3 of and Paragraph 7 (4) of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982, East Suffolk Council may attach to the grant or renewal of a street trading consent such conditions as they consider reasonably necessary.

The council may vary, revoke, or waive any of the standard conditions at any time.

In order to trade on an undesignated street the landowner's or highway authority's permission is required.

4.2 Consent Streets

Consent street means a street in which street trading is prohibited without consent being granted by the Council.

A Consent will only be issued for a community event involving street trading. A community event may include events such as village street fair, town food festival, or Christmas market. These are just examples and each community event will be considered on its merits.

The Council will accept one application from the person organising the event and does not require individual traders to obtain their own consent. It is expected that the applicant will usually be a Town or Parish Council, or a community organising committee.

A Consent will be issued for the whole relevant street for one year. Before each event takes place, the applicant who applied for the Consent will be required to submit details of the event, details of each trader along with the traders proof of public liability insurance to the value of £5,000,000, and a photograph of the stall or vehicle.

A Consent will not be issued to an individual trader who is not part of a community event.

Consent streets:

Halesworth

Bridge Street
Thoroughfare
Market Place

Southwold

High Street

4.3 Prohibited Streets

A prohibited street is a street in which street trading is prohibited.

Prohibited streets:

General

All of the A12 within the East Suffolk district, including service roads and lay-bys
excluding the lay-by at Frostenden

All of the A146 within the East Suffolk district, including service roads and lay-bys

All of the A1117 within the East Suffolk district, including service roads and lay-bys

All parts of car parks owned and/or operated by East Suffolk Council, whilst being operated as public car parks

All of the B1375, within the East Suffolk district including service roads and lay-bys

Halesworth

London Road

Norwich Road

Saxons Way

Southwold

Blackshore Road (entire length, both sides)

East Cliff

East Green

East Street (entire length, both sides)

Ferry Road (entire length, both sides)

Gardner Road - entire length both sides

Godyll Road - entire length both sides

Gun Hill

Market Place - entire length both sides

North Parade (entire length, both sides)

Parts of the cliff top path from junction with North Parade to junction with Gun Hill (including

Pier Avenue - entire length both sides

Pinkneys Lane - entire length both sides

promenade)

Queens Road/ Constitution Hill - entire length both sides

Queens Street - entire length both sides

St James Green

Trinity Street - entire length both sides

York Road - entire length both sides

4.4 Council Owned Car Parks

Street trading is prohibited in all East Suffolk Council owned car parks.

5. APPLICATION PROCESS

5.1 Submission of the Application

An applicant for a street trading consent must be at least 17 years old.

The application form and guidance are available on the Council's website, along with details of the fee.

An application for a street trading consent will only be considered for a **community event**. It is expected that a Town or Parish Council will usually be the applicant for the consent to allow their community event, involving street trading, to take place.

All applications for a street trading consent require at least 28 days notice to allow sufficient time for the Licensing Team to process the application.

The following information must be submitted at the time of application before it will be considered valid:

- The completed application form (all sections must be completed)
- The correct fee
- Colour photographs of the stall or vehicle intended to be used for the street trading activity
- Proof of public liability insurance to the value of £5,000,000 for each trader
- A plan of the street showing the location of each stall or vehicle

If a motorised catering unit is being used, the following will be required:

- Vehicle registration certificate
- Proof of MOT
- Proof of vehicle insurance
- DVLA driving licence for all relevant drivers

5.2 Fees

Application fees must accompany the application form and relevant documents for the application to be considered valid, and for the consultation period to commence. The fee set by East Suffolk Council is £350. This should be paid online - <https://www.eastsuffolk.gov.uk/make-a-payment/>

The fee is an 'application' fee for the processing of the application. The fee will not usually be refunded if the application is withdrawn, refused or if a licence is surrendered or revoked before expiration.

5.3 Consultation

There is a 28 day (excluding public holidays) consultation period which will start on the day after a valid application is made to the Council.

The Council will consult with:

- East Suffolk Council Environmental Health Service (both Food and Safety, and Environmental Protection Teams)
- East Suffolk Council Planning
- East Suffolk district Councillors

- Relevant Parish and Town Council
- Suffolk Constabulary

5.4 Site Assessment

If the Council thinks it necessary, a site assessment will be carried out by a member of the Licensing Team.

5.5 Determination

Once the application is submitted, the consultation period of 28 days will commence the following day.

The following criteria will be considered:

1. Public safety
Whether the street trading activity represents, or is likely to represent, a substantial risk to the public. Factors considered will include obstruction, fire hazard, unhygienic conditions or danger that may occur when a trader is accessing the site.
2. Public order
Whether the street trading activity represents, or is likely to represent, a substantial risk to public order.
3. Avoidance of public nuisance
Whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance to the public, particularly in residential areas.
4. Appearance of the stall or vehicle
The stall or vehicle must be maintained in good condition, be of smart appearance and meet the criteria, including size, laid down in the standard consent conditions. Photographs or sketches, including dimensions, must be provided with all new applications and requests for approval of changes to or replacement of a stall or vehicle. The general appearance of the vehicle or stall will also be considered in order to determine that the unit will not detract from the appearance of the surrounding area.
5. Food safety
Applicants must be registered as a food business with the relevant local authority.
6. Highway safety
The location and operating times will be such that the highway can be maintained in accordance with Suffolk County Council's requirements and that there are no dangers to those who have a right to use the highway and no obstruction for emergency access.

Community Event

7. The stall or vehicle must be part of a community event.

If the application meets the Council's requirements and no representations are received, the Consent will be issued as applied for.

The Council must consider any representations received during the consultation period. In cases where representations have been received, the application will be determined by the Licensing Sub-committee.

5.6 Trading hours and staff requirements

Provision of hot food and drink after 23:00 hours requires a premises licence under the Licensing Act 2003 – please visit the Council website for further information.

Trading consents are granted to individuals. The consent holder does not have to be present at the site during trading hours but must nominate a person aged 17 or over to cover in their absence.

5.7 Sale of alcohol

All sales of alcohol require a licence under the Licensing Act 2003. For one off events, the simplest method is to submit a Temporary Event Notice for the specific stall selling alcohol. Please visit the Council website for further information.

5.8 Approval of Applications

The Council may approve applications meeting the required criteria.

On approving the application, the Council will issue a Consent to which conditions will be attached. The Consent and conditions will contain specific terms such as days and hours when street trading can take place.

5.9 Consent Duration

A Consent will be for a duration of one year.

A Consent may be revoked sooner, if there are any breaches of conditions or enforcement action becomes necessary. There is no statutory appeal process against a decision to revoke a Consent.

5.10 Refusal of Applications

If the site is deemed unsuitable for street trading, or if relevant representations are made which cannot be mitigated by conditions then the application may be refused.

The Council will advise the applicant in writing and notify them of the reason for the refusal.

There is no statutory appeal process against a decision to refuse an application.

5.11 Conditions

The Council's standard conditions are set out at Appendix A. In some cases, extra measures may be required. This will be determined when assessing any application, on a case by case basis.

The Consent holder must keep records of each stall holder present, to include name and company name, address, vehicle registration and contact telephone number. These details must be produced on request by an authorised officer.

5.12 Fees and Charges

Street Trading fees have been calculated on a full cost recovery annual basis.

Refunds will not be issued for any time where there is no trading during the term of a consent.

5.13 Renewal of Street Trading Consent

A renewal application should be submitted in good time before the expiry of the existing Consent. The consultation period for a renewal application is 14 days, therefore the application should be submitted at least one month prior to expiry.

6. ENFORCEMENT

The council is committed to enforcing the provisions contained within the relevant legislation and to work in partnership with all enforcement agencies, to provide consistent enforcement on licensing issues.

The following are offences under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982:

- engaging in street trading in a consent street without consent
- breaches of a condition in relation to trading location or unit or trading period
- breaches of a condition attached to the granted consent. 17.3

A person guilty of the above offences may be liable on conviction to a fine of up to £1,000.

The council will investigate any complaints relating to street trading activities, such as trading without consent or breach of conditions, and may take enforcement action as appropriate. Consent holders will be expected to liaise with the council to resolve them. Substantiated complaints may result in a consent being revoked and refusal to grant further consent on application.

Failure to comply with one or more of the standard conditions of consent may lead to suspension, variation, revocation, or non-renewal of street trading consent. The consent holder may also be prosecuted where a criminal offence has occurred

7. CONTACT DETAILS

Any questions or enquiries should be addressed to: Licensing@eastsuffolk.gov.uk

Licensing Team
East Suffolk Council
Riverside
4 Canning Road
Lowestoft
Suffolk NR33 0EQ

Tel. 01394 444802

Appendix A – East Suffolk Council Street Trading Consent Standard Conditions



East Suffolk Council ("the Council") has adopted a scheme in accordance with Sections 2 and 7 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 ("the 1982 Act") to control street trading with effect from 14 April 2025.

All Streets in East Suffolk are either Prohibited Streets, Consent Streets or are undesignated. For the purposes of this designation, "Streets" includes any road footway, promenade, pavement, public car parks to which the public have access. This means that, under the terms of the 1982 Act, trading is prohibited without a Consent issued by the Council.

It is an offence to trade in a Consent Street without a Consent issued by the Council.

A street trading Consent ("the Consent") is issued by the Council subject to the following conditions:-

- The holder of the Consent is the person whose name and address appear on the authenticated, numbered official "Street Trading Consent" issued by the Council.
- The Consent is valid until the expiry date shown on the Consent certificate.
- The Consent may be revoked by the Council at any time or surrendered by the Consent holder at any time, providing that the Council shall repay to the applicant that part of the Consent fee considered by the Council appropriate for the unexpired period of the Consent, less an appropriate sum for administrative expenses.
- The Consent holder must at all times, while allowing trading at the community event to take place display in a conspicuous position: -
 - Be able to produce the Consent and conditions of the Consent and
 - The trading names of all traders present
- The Consent holder shall not allow the carrying on of any trade which may cause obstruction of any part of the street in which trading is taking place or causes danger to persons using the street.
- The Consent holder shall not allow the carrying on of any trade in such a way as to cause a nuisance or annoyance to persons using the street or to occupiers in the vicinity
- The Consent holder shall not allow to be sold, any type of merchandise other than that stated by each trader
- The Consent holder shall provide and maintain adequate refuse receptacles for litter resulting from trading and shall remove all litter resulting from trading from the street and ensure that the surrounding area is kept clean and tidy particularly when trading has finished.
- The Consent holder shall be responsible for any damage to the highway or otherwise resulting from the Consent.
- The Consent holder shall make such provision as is necessary to prevent the deposit in any street

of solid or liquid refuse and shall not discharge any waste water oil or other matter to the street surface or to the surface water drains.

- The Consent holder may trade only in the following street at times agreed for each community event:

XXXX

- Any vehicle, stall or container used by the Consent holder in the course of trading under this Consent shall be constructed and maintained to the satisfaction of all reasonable requirements of the Council as to its construction, appearance and display of advertisements.
- The Consent does not operate as a Consent for any other purpose than to permit the Consent holder to trade in a Consent street in accordance with the conditions imposed. The Consent holder must ensure that they have obtained any other consent, licence, approval or registration required under any other statutory provisions relevant to their trade.
- Trading under the terms of this Consent shall, at all times, be conducted under the direct and personal supervision of the Consent holder or their appointed representative.
- Trading under the terms of this Consent shall, at all times, be conducted under the direct and personal supervision of a person at least 17 years old.
- The Consent is personal to the Consent holder and shall not be assigned or transferred to any other person or Company.
- For the avoidance of doubt, nothing herein contained shall prejudice the rights, powers, duties and obligations of the Council or any other enforcing authority under any public or private statutes, orders, regulations or by-laws.
- The Consent holder, or their appointed representative shall immediately produce this Consent if required to do so by a Police Officer or an authorised officer of the Council.
- The Consent holder shall at all times ensure a valid Public Liability Insurance policy is in place for each trader and shall produce certificates of such insurance at any time upon the request of a Police Officer or an authorised officer of the Council.
- Nothing contained in these conditions shall relieve or excuse the Consent holder or their employee or agent from any legal duty or liability and the Consent holder shall indemnify the Council in respect of all claims, actions, demands or costs arising from the Consent.
- The conditions attached to the Consent may be varied by the Council at any time.
- In these conditions "the Consent" means a Consent issued under Sections 2 and 7 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 "Consent holder" means the person named on the Consent issued by the Council and includes any employee, servant or agent of the Consent holder at least 17 years old, and "the Council" means the former Waveney District Council.

PROHIBITED STREETS

For the purposes of paragraph 2 of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, the following streets within East Suffolk Council area be designated as Prohibited Streets for the purposes of Street Trading, the effect of such designation being to prohibit any street trading in any of the streets so designated:

General

All of the A12 within the East Suffolk district, including service roads and lay-bys excluding the lay-by at Frostenden

All of the A146 within the East Suffolk district, including service roads and lay-bys

All of the A1117 within the East Suffolk district, including service roads and lay-bys

All parts of car parks owned and/or operated by East Suffolk Council, whilst being operated as public car parks

All of the B1375, within the East Suffolk district including service roads and lay-bys

Halesworth

London Road

Norwich Road

Saxons Way

Southwold

Blackshore Road (entire length, both sides)

East Cliff

East Green

East Street (entire length, both sides)

Ferry Road (entire length, both sides)

Gardner Road - entire length both sides

Godyll Road - entire length both sides

Gun Hill

Market Place - entire length both sides

North Parade (entire length, both sides)

Parts of the cliff top path from junction with North Parade to junction with Gun Hill (including

Pier Avenue - entire length both sides

Pinkneys Lane - entire length both sides
promenade)

Queens Road/ Constitution Hill - entire length both sides

Queens Street - entire length both sides

St James Green

Trinity Street - entire length both sides

York Road - entire length both sides

CONSENT STREETS

For the purposes of paragraph 2 of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, the following streets within East Suffolk Council area be designated as Consent Streets for the purposes of Street Trading, the effect of such designation being to permit street trading in any streets so designated upon issue of a Street trading Consent by the Council and any street trading thereafter permitted being subject to the terms and conditions of the issued Consent:

Halesworth

Bridge Street

Thoroughfare

Market Place

Southwold

High Street



MEETING PAPER

Subject: East Suffolk Council's New Street Trading Policy and Considerations

Meeting: Planning Committee – Agenda Item 141

Date: 4 December 2025

Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background/Introduction

From 1 December 2025, East Suffolk Council's new Street Trading Policy will take effect. The new policy will require traders to obtain consent from East Suffolk Council to trade on consent streets for purposes of a community event only, and to prohibit street trading on prohibited streets.

All streets other than consent or prohibited streets, will be classed as undesignated.

The Planning Committee had been consulted on Street Trading in September 2024 where it was resolved to recommend to East Suffolk Council the following streets be classed as undesignated:

Swimming Pool Road (entire length, both sides)

Whapload Road (entire length, both sides)

Leisure Way (from A12 junction to entrance to Pleasurewood Hills (both sides))

London Road South (entire length, both sides)

Marina Parade (from first junction with Royal Green Car Park to junction with Victoria Terrace)

Kensington Road (entire length, both sides)

Kirkley Cliff Road (entire length, both sides)

Claremont Road (entire length, both sides)

Waterloo Road (entire length, both sides)

London Road Pakefield (entire length, both sides)

Victoria Terrace (entire length, both sides)

Wellington Esplanade (entire length, both sides)

Details

It will be the undesignated streets that Lowestoft Town Council will have a role in managing. Anyone wishing to trade in the Lowestoft area where the Council has not specified any streets to be consent

or prohibited, should now apply directly to Lowestoft Town Council for agreement and/or permission for street trading.

The Town Council will need to consider how it wishes to manage street trading. There are a number of traders that have been trading for many years in Lowestoft and we have received a list of those traders in preparation for when they need to renew their license.

Land & Development in NR32

High Street, Lowestoft
Suffolk, NR32 1HR

£180,000 Starting Bid

- ✓ Freehold mixed-use building in a prime High Street location
- ✓ Ground floor 1 / 2 Commercial units with strong retail frontage

Summary

- Property Type: Land & Development - Parking: None
- Price: Starting Bid £180,000

Description

144-145 High Street is a prominent freehold building situated in the heart of Lowestoft.

A well-sized 1 or 2 commercial unit/s on the ground floor, each with their own entrance door also with residential flats above, the property was subject to fire damage but now presents a unique redevelopment and investment opportunity.

Planning permission has been secured for the reinstatement of the property, providing buyers with confidence that the scheme is ready to proceed. Once completed, the building will offer a refurbished commercial unit alongside a portfolio of modern self-contained flats, all compliant with current building regulations, fire safety requirements, and energy performance standards.

The approved scheme reinstates the ground floor retail unit, which benefits from direct High Street frontage, an open-plan sales area, and ancillary storage to the rear. Additional features include staff welfare facilities, making the unit suitable for a wide range of occupiers, from independent retailers to service providers and food and beverage operators.

Above the commercial premises, the property will accommodate a number of well-designed one and two bedroom flats. The first floor reinstatement provides practical and efficient layouts with modern kitchens, bathrooms, and open living spaces. The second floor, formerly within the roof space, will be reinstated to create stylish apartments benefitting from dormer windows, excellent natural light, and open-plan living areas. Shared access and circulation spaces will be upgraded to meet modern standards, ensuring a safe and comfortable environment for future residents.

This property represents a rare chance to acquire a centrally located freehold with the benefit of planning permission already in place. For developers and investors, this eliminates much of the uncertainty and delay often associated with similar projects. Once reinstated, the property will deliver a versatile High Street retail unit alongside a collection of high-demand modern flats, creating a strong blended rental yield and long-term investment security.



MEETING PAPER

Subject: Request for double yellow lines, or a no parking sign, on Royal Avenue NR32 4HH
Meeting: Planning Committee – Agenda Item 143
Date: 4 December 2025
Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background/Introduction

A member of public has contacted the office seeking support for double yellow lines, or a no parking sign, to be painted on their drive. The member of public has been informed of the procedure and is aware Lowestoft Town Council can only offer a resolution to support their request, which they must pursue via Suffolk Highways.

Details

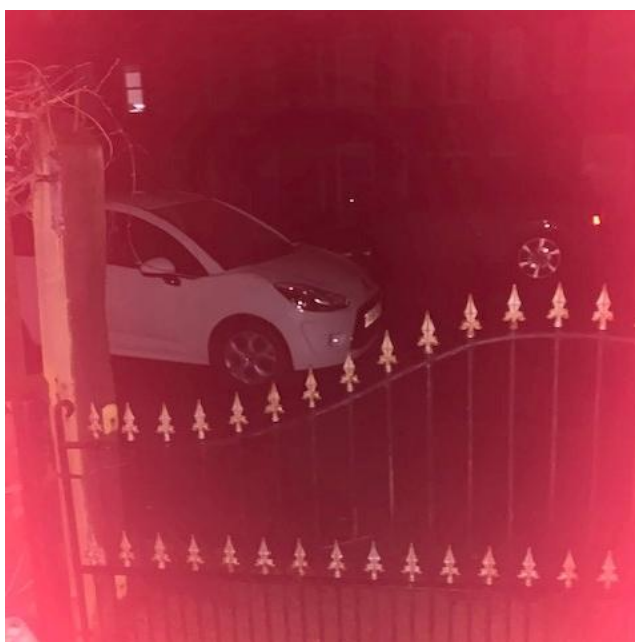
Please see below the email correspondence from the member of public:

We live on Royal Avenue and are having a regular problem with people selfishly leaving their cars parked right across our drive and not even leaving a note in their car notifying us which house they are in.

The council has, many years ago, painted a white line across our drive and the opening next to our house to ensure access but people still ignore this and park anyway, sometimes blocking us and the opening overnight. Our house is also next to an opening which gives us both car access to our back garden and other people to their garages.

Sadly we are experiencing more and more people ignoring these restrictions and parking across our drive and also blocking the access to the opening. People regularly, especially at weekends, selfishly leave their vehicles totally blocking our drive and opening access, often overnight, with no consideration. A couple of weeks ago we had to rush our Cat to the vets on a Sunday only to find ourselves blocked from getting out of our drive and we have also been late for important medical appointments due to other's selfish actions. This issue has gotten worse and worse as more people get cars and they see our drive access as an easy place to park. People never even put a note in their car window to say which house they are in, should we need to get out.

The below photo was taken on Monday 24th November at midnight to show the latest time this happened.



My partner is disabled and has a blue badge and cannot walk far so car access is absolutely vital, [REDACTED]

[REDACTED] I am her carer, but I don't drive. [REDACTED]

[REDACTED] To us both, the car is absolutely vital to get us both around.

We are asking if the Council would support us in getting further parking restrictions outside our property to stop people blocking us in as sadly the current white lines are totally ignored. I don't know what options are available but if the council would support Double Yellow lines or ZigZag lines we feel people might actually respect these as they know they could get fined and only by them risking losing something will they stop doing it. We would ask for a disabled parking space be painted but we feel that other disabled people would just park there, also blocking us in. We realise that we can phone the council / police if we can't get out of our drive, but in an emergency this might be too late and cause missed medical appointments and cause bad feeling with people.

Thank you for taking the time to consider this matter and we would be so grateful if you could support us in this request .