



GOSPORT
Borough Council

**Beach Huts
Licencing Policy**
May 2023

Contents

Section	Title	Page
1.0	Scope and Definition	3
2.0	Policy Context	3
3.0	Aims and Objectives	3
4.0	Responsibilities	3
5.0	Evaluation of licences	4
6.0	Licence Process	4
7.0	Decision and Approval	5
8.0	Completion of Agreement	5
9.0	Fees	5
10.0	Monitoring and Review	6
Appendix	Current List of Beach Hut Sites	7

Gosport Borough Council is committed to equal opportunities for all:

If you need this document in large print, on tape, CD, in Braille or in other languages, please ask.

Gosport Borough Council
Town Hall, High Street
Gosport
Hampshire
PO12 1EB

Tel: (023) 9258 4242

1.0 Scope and Definition

- 1.1 This policy will apply to all Beach Hut licences granted by Gosport Borough Council (herein referred to GBC) for all Beach Huts owned by Gosport Borough Council.
- 1.2 The Council holds the discretion to amend the policy as deemed necessary.
- 1.3 The definition of a Beach Hut covered within the terms of this policy is: “A premises listed on the GBC asset list as Beach Hut and used for recreational use only”.

2.0 Policy Context

- 2.1 The policy gives guidance on how to fairly manage expressions of interest in a fair, open and transparent way leading to the successful take up of Beach Huts in Gosport. The policy assists the Council in supporting residents to have a fair opportunity to licence a Beach Hut.
- 2.2 All Beach Hut licences offered will be considered in the context of Council policies, strategies and plans. More information about the Council’s plans can be found on our website at <http://www.gosport.gov.uk>

3.0 Aims and Objectives

- 3.1 This policy aims to ensure a fair, transparent, and consistent approach to granting Beach Hut licences, which is co-ordinated through the appropriate procedures.
- 3.2 The waiting list for Beach Huts is extensive and the aim is to provide more opportunity to licence a Beach Hut to those on the waiting list.

4.0 Responsibilities

- 4.1 The authority to make decisions regarding the granting of licences up to a year can be taken by chief officers acting in consultation with the Borough Treasurer and Borough Solicitor, under the scheme of delegation set out in the Council’s constitution.
- 4.2 The Property Team will be responsible for:
 - 4.2.1 Making public the available Beach Huts each year, the fees, and how to apply on the GBC website
 - 4.2.2 Maintaining the waiting list
 - 4.2.3 Granting the licences each year liaising with other officers, including where necessary, legal and insurance officers regarding terms and conditions of each licence to ensure suitability while protecting the Council’s interests

- 4.2.4 Ending licences and exiting at the end of the licence period
- 4.2.5 Ensuring terms and conditions of the licence are upheld by both GBC as land owners and licensor, and the licensee

5.0 Evaluation of licences

- 5.1 The Beach Hut licence fee will be fixed annually for each Beach Hut location in Gosport. This is defined separately in the Fees and Charges document which can be found published publicly on the GBC website.
- 5.2 The Beach Hut licence fee may vary between locations E.g., Stoke Bay and Lee-On-The-Solent
- 5.3 Each Beach Hut that becomes available will be offered to the next Gosport resident on the held waiting list
- 5.4 There will be a limited number of beach huts (50%) which are able to claim the available 60+ concession rate each year to enable the Beach Huts to be both viable and maintained. This will be on a first come first serve basis, and offered first to licence renewals in line with 5.6 below.
- 5.5 The concessions rate for 60+ will be granted upon proof of age, for example passport or driving licence, of which a copy will be kept on file
- 5.6 Each year the existing Beach Hut licence holder will be offered a renewal of their existing beach hut licence twice only (3 licences in total). At the end of the third licence, the Beach Hut will be offered to the next person on the waiting list, and the occupier will be offered to re-join the waiting list should they wish to apply for another Beach Hut in the future.

6.0 Licence Process

- 6.1 The Council lists sites where Beach Huts are available for licence
- 6.2 Gosport residents to join the waiting list for each of the applicable sites they wish to licence (currently this is Lee-On-The-Solent and Stokes Bay)
- 6.3 Once a Beach Hut becomes available, the council will contact the next person on the list, of which they have 21 working days to reply. If no reply is received, the Beach Hut will be offered to the next Gosport Resident on the list.
- 6.4 The Gosport Resident will be notified if there is a concession rate available for the Beach Hut (given that only 50% of the huts are available to be licenced on the 50% concession rate)
- 6.5 Any Beach Hut licence offered by the Council grants the licensee the right to use the Beach for the purpose defined by the licence, including:
 - 6.5.1 The premises must only be occupied the licensee and their family and not let to or permitted to be occupied by any other person or organisation

- 6.5.2 The licensee must not do or permit any act that may cause a nuisance or annoyance to the Licensor or to Licensees of adjoining huts or persons enjoying the seafront
 - 6.5.3 The Beach Hut must not be used for overnight sleeping or residential purposes
 - 6.5.4 No trade or business of any kind shall be operated on, in or from the Beach Hut
 - 6.5.5 The Licensee is to abide by all local regulations and by-laws
- 6.6 The Council may suspend or vary occupation of a Beach Hut subject to the licence on 24 hours' notice or immediately in the event of an emergency, if urgent repair works to the Beach Hut, facility or any adjoining foreshore are to be carried out.
- 6.7 The Council may reserve the right to suspend the occupation of a Beach Hut if a public event is to take place depending upon the location of the Beach Hut and type of event.

7.0 Decision and Approval

- 7.1 If the Gosport Resident would like to accept the offer of a Beach Hut once they have their turn on the waiting list, they will be sent the standard Beach Hut licence to sign and will be invoiced for the annual fee up front before taking occupation of the Beach Hut.

8.0 Completion of Agreement

- 8.1 The successful applicants will be advised by the responsible officer from the Property Team who will confirm what documentation the applicant is required to provide in order for their licence to be completed.
- 8.2 All licence holders must provide the following, where relevant:
- 8.2.1 Photographic ID
 - 8.2.2 Proof of Gosport residency
 - 8.2.3 Proof of age (if concession is available and offered)
 - 8.2.4 Address and contact details for licence
 - 8.2.5 Signed Licence and agreement to both licence and policy
 - 8.2.6 Payment of licence fee

9.0 Fees, Utilities, Business Rates & Repairs

- 9.1 The annual Licence Fee will be payable in advance of the start date by the Gosport resident. This is set each year by GBC and may increase each year in line with market demand

- 9.2 A legal fee of £100 and administration fee of £50 are required in advance of the start date. Each renewal will be an administration fee of £50 only.
- 9.3 In addition, should the occupier require the use of electricity or water, and they are available at the agreed site, the Council will recharge for the full cost of consumption and waste by the concession operator during the agreed licence period.
- 9.4 Each Beach Hut occupier is required to register for own Business Rates, and apply for any rates relief individually, as applicable at the time of occupation.
- 9.5 Each Beach Hut occupier is required to keep the internal hut in good repair and decoration, and is required to paint the external hut once a year with a good quality external wood paint (door only in the case of brick built huts) similar to the current painted colour and to a professional standard. Any colour change is to be with prior approval from the Property Team.
- 9.6 If an operator chooses to cancel their licence prior to the end of the term there will be no refund from the council of the Licence Fee referred to in 9.1.

10.0 Monitoring and Review

- 10.1 The policy is a live document, and it will be regularly reviewed. Any significant amendments to the policy will be made subject to approval from the P&O Board
- 10.2 Any Gosport Resident dissatisfied with the Beach Hut Licence Policy or its procedures can make a complaint using the Council's Complaints Policy.

Appendix 1

Current List of Beach Hut Sites

Site Number	Hut Number
Site 1: Lee-On-The-Solent	Hut numbers: 001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020
Site 2: Stokes Bay	Hut numbers: 001 002 003 004 005 006 007 008 009 010 011 012 013 014 015 016 017 018 019 020 021 022 023

	024
	025
	026
	027
	028
	029
	030