**Appendix 7**

**Schedule for Implementation of 2020/21 Fees & Charges for Markets, Shop Fronts & Street Trading**

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| **Summarised Project Milestones / Stages** | **Estimated number of weeks to complete** | **Completion Date** |
| Delegated Report (permission to consult) drafted and approval by Legal, Finance, and Director | - | 04th October 2019 |
| Prepare communications and gain approval for consultation materials | 1 week | 16th  October 2019 |
| Design of Consultation Docs (reuse 2016 designs) | 1 week | 07 October 2019 |
| Print / distribute consultation docs | 8 Days | 20th October – 25th |
| Stat notice in Hackney Gazette | - | 26th -27th of October |
| Consultation Live (4 weeks)  Engagement   * Minimum two ‘drop-in’ sessions in the middle of consultation period. * Direct engagement by market officers with traders * Speak to traders on the market and allow walk ins to the markets office to speak to Officers. | 7 weeks | Consultation period: 18 November –31 December2019 |
| Consultation Findings analysed and Delegated Powers Reports are prepared and approved by the Director of Public Realm | 6 weeks | 5th February 2020 |
| Report to Director for final clearance | - | 10 February 2020 |
| Publication of Fees & Charges in Hackney Today and on Council website. Dissemination to all traders and stakeholders. | 2 or 4 weeks | 26 February 2020  (Hackney Today publication date) |
| Changes notified in local press (Gazette publication) | 2 Weeks | 27 February 2020 |
| Earliest date for revised Fees & Charges 2020/21 to go live | 1st April 2020 | |