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Contract

## **Selective Licensing Services - Licence Administration Process**

Great Yarmouth Borough Council

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-011264

Procurement identifier (OCID): ocds-h6vhtk-059452 ([view related notices](#))

Published 9 February 2026, 10:20am

### **Scope**

### **Reference**

2689-PPT-O

### **Description**

GYBC are looking to procure services to manage all applications for selective licensing for the full five-year period of the scheme. It is estimated that up to 5,000 applications will be received during the initial 3-month application period with a further 500 applications received during the scheme arising from changes in ownership, new entrants to the market etc.

The Licence Administration Process -involves managing the application process with ongoing annual compliance checking for certification during the life of the scheme.

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## **Lot 1. Licence Administration Process**

### **Description**

Managing the application process with ongoing annual compliance checking for certification during the life of the scheme.

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## **Contract 1. Agreement for Selective Licensing Services - Licence Administration Process**

### **Lots**

Lot 1. Licence Administration Process

### **Supplier**

- HOME SAFE DELIVERY PARTNERS LTD

### **Contract value**

- £1,000,000 excluding VAT
- £1,200,000 including VAT

Above the relevant threshold

### **Date signed**

26 January 2026

### **Contract dates**

- 2 March 2026 to 1 March 2029
- Possible extension to 1 March 2031
- 5 years

Description of possible extension:

Initial 3 year contract period with 2 x 1 year optional extensions. Possible total duration of contract is 5 years if all optional extensions triggered.

### **Main procurement category**

Services

### **CPV classifications**

- 48612000 - Database-management system
- 72300000 - Data services
- 75123000 - Administrative housing services
- 79940000 - Collection agency services
- 79993000 - Building and facilities management services

## **Contract locations**

- UKH1 - East Anglia

## **Justification for not setting key performance indicators**

KPI's have been set for this procurement and form part of the contract but as this is under £5 million including VAT, there is no requirement to state these on the notice.

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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Supplier**

**HOME SAFE DELIVERY PARTNERS LTD**

- Companies House: 09371007
- Public Procurement Organisation Number: PJJQ-1757-QXLG

The Castle Mill Minneymoor Hill

Doncaster

DN12 3EN

United Kingdom

Email: [info@home-safe.org.uk](mailto:info@home-safe.org.uk)

Website: <http://www.home-safe.org.uk>

Region: UKE31 - Barnsley, Doncaster and Rotherham

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Supported employment provider: No

Public service mutual: No

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## **Contracting authority**

### **Great Yarmouth Borough Council**

- Public Procurement Organisation Number: PXDC-1245-VQNQ

Town Hall

Great Yarmouth

NR30 2QF

United Kingdom

Email: [procurement@eastsuffolk.gov.uk](mailto:procurement@eastsuffolk.gov.uk)

Website: <https://www.great-yarmouth.gov.uk/>

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

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## Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

### East Suffolk Council

Summary of their role in this procurement: Procurement Lead

- Public Procurement Organisation Number: PLPP-1174-BHLX

East Suffolk House, Station Road, Melton

Woodbridge

IP12 1RT

United Kingdom

Email: [procurement@eastsuffolk.gov.uk](mailto:procurement@eastsuffolk.gov.uk)

Website: <http://www.eastsuffolk.gov.uk>

Region: UKH14 - Suffolk

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## **Contact organisation**

Contact East Suffolk Council for any enquiries.