

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/053999-2025>

Planning

## **Selective Licensing Services for Great Yarmouth Borough Council**

Great Yarmouth Borough Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-053999

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

Published 4 September 2025, 3:17pm

### **Scope**

### **Reference**

2689-PPT-O

### **Description**

Great Yarmouth Borough Council are looking for suppliers to help deliver its proposed Selective Licensing Scheme for approximately 5,000 properties. If approved later this year the intention would be to commence the scheme in March 2026 with an initial period of 3-4 months for licence applications to be made followed by two rounds of inspections over the following five years.

### **Total value (estimated)**

- £2,450,000 excluding VAT

- £2,940,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 March 2026 to 28 February 2029
- Possible extension to 28 February 2031
- 5 years

### **Main procurement category**

Services

### **CPV classifications**

- 75123000 - Administrative housing services
- 79994000 - Contract administration services
- 98340000 - Accommodation and office services

### **Contract locations**

- UKH - East of England

---

## **Engagement**

### **Engagement deadline**

11 September 2025

## **Engagement process description**

Great Yarmouth Borough Council is inviting suppliers interested in the opportunity to help deliver its proposed Selective Licensing Scheme for approximately 5,000 properties to participate in Preliminary Market Engagement (PME).

If the scheme is approved later this year the intention would be to commence the scheme in March 2026 with an initial period of 3-4 months for licence applications to be made followed by two rounds of inspections over the following five years.

As part of these services, GYBC are looking for suppliers to:

1. manage the application process with ongoing annual compliance checking for certification during the life of the scheme.
2. Inspect properties to assess for hazards using HHSRS methodology and to check for compliance with licence conditions.

These are separate areas of work, and the proposed intention of the tender will be to split it into 2 lots:

Lot 1 - Application Process

Lot 2 - Inspection and Enforcement

GYBC will therefore consider suppliers applying to either 1 lot or both lots.

As part of the services, GYBC envisage that the supplier would provide a web-based application to enable licence applicants to manage their application online, including making payments. The supplier would be expected to check documentation and carry out a fit and proper person test before passing the application to the council for authorisation.

The supplier would be expected to arrange the inspection of licensed premises directly with the licence holder and inspection reports and assessments would be passed to the council for further action if actionable hazards or licence breaches are identified.

The purpose of this Pre-Market Engagement (PME) is therefore to ascertain supplier interest in the upcoming tender and GYBC would welcome expressions of interest from the market.

Please contact [Procurement@eastsuffolk.gov.uk](mailto:Procurement@eastsuffolk.gov.uk) to express an interest in the upcoming procurement project and submit any questions or queries regarding the content detailed within the notice. You can also register on In-tend for free in advance of the tender being published free of charge, via the link provided in this notice: <https://in-tendhost.co.uk/eastsuffolk>.

Following the conclusion of the PME exercise - and assuming sufficient expressions of interest - GYBC will proceed with the proposed formal ITT process likely to commence on or around the 15th September 2025.

---

## Submission

### Publication date of tender notice (estimated)

15 September 2025

---

## Contracting authority

### Great Yarmouth Borough Council

- Public Procurement Organisation Number: PXDC-1245-VQNNQ

Town Hall

Great Yarmouth

NR30 2QF

United Kingdom

Contact name: Richard Hill

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

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

---

## 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

Contact name: Richard Hill

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

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

Region: UKH14 - Suffolk

---

## **Contact organisation**

Contact East Suffolk Council for any enquiries.