

ANNEXE 3

Caravan Site Licensing Fee Policy Schedule

Scope/Purpose

This schedule sets out the fee structure for the processing of applications for the issue, variation and transfer of caravan site licences and annual fees for administration and monitoring of site licences, together with the fee for holding a register of site rules.

Relevant Legislation

The provision for charging fees was introduced by the Mobile Homes Act 2013. This Act comes into force on 1st April 2014 with respect to amendments to the Caravan Sites and Control of Development Act 1960, which is the principal legislation covering the licensing and control of caravan sites. The Act came into effect on 26th May 2013 with respect to amendments to the Mobile Homes Act 1983, which regulates the agreements between site owners and occupiers.

Review

As this is a new provision, the policy for fee calculation will be reviewed 2 years from implementation to assess any changes that need to be made. However the fee levels will be reviewed each year to take into account the effect of inflation and also any surpluses or deficits incurred on the predicted level of expenditure in the previous year.

Components of the annual fee

The annual fee includes all administrative costs in ensuring that each site complies with the site licence conditions, including inspection and travel costs. It does not include any costs associated with enforcement action as these must be recovered separately under a demand for recovery notice.

Exemptions

The licence fee requirement does not apply to the following sites:

- i. Sites for holiday use only
- ii. Sites where conditions require that there are times of the year when no caravan may be stationed on the land for human habitation
- iii. Sites that are occupied only by the site owner and his/her family or by a person employed by the site owner except where under an agreement to which the Mobile Homes Act 1983 applies.

Payment

The annual fee shall be payable by 30th April each year. Failure to pay the fee may result in the local authority applying to the Residential Property Tribunal (RPT) for an order requiring payment by a specified date. If payment is not received within 3 months of that date, the local authority may apply to the RPT for an order revoking the site licence.

Calculation of licence fees

Based on hourly rates:

Administrative Officer	(A)	£26
Professional Officer	(O)	£51
Manager	(M)	£67

1. Application for new site licence

Action	Time (mins) and officer allocation	Admin Officer Manager Cost
Enquiry received and entered on computer system	15 (A)	£6.50
Make up new file and attach documentation	10 (A)	£4.30
Send out application form with covering letter	10 (A)	£4.30
Enter particulars on application form to record on computer system. Scan and save application form.	15 (A)	£6.50
Check application complete including fee and record correct	40 (O)	£34.00
Carry out land registry search	10 (A)	£4.30
Examine electrical certificate and any other documents submitted with licence for validity	20 (O)	£17.00
Carry out fit and proper person checks with other council services and other local authorities	30 (O)	£25.50
Contact applicant and make appointment to carry out site inspection	10 (O)	£8.50
Travel time	60 (O)	£51.00
Record details of visit on computer record and download photographs	30 (O)	£25.50
Prepare draft site licence and send to applicant with covering letter.	60 (O)	£51.00
Send copy of draft licence to Planning and Fire Dept. with request for comments	10 (O)	£8.50
Discuss any feedback with applicant and Planning on proposed site licence conditions	30 (O)	£25.50
On expiry of consultation period amend site licence if required. Print out ready for signing.	30 (O)	£25.50
Site licence checked and signed by line manager	10 (M)	£11.00
Send out licence with covering letter	10 (A)	£4.30
Scan and save signed copy of site licence to computer record and add hard copy to file	10 (A)	£4.30
Update public register of licensed sites	10 (A)	£4.30
Contact site owner to arrange revisit	10 (O)	£8.50
Travel time	60 (O)	£51.00
Record details of visit on computer worksheet and download photographs	30 (O)	£25.50
Complete risk assessment to determine next routine visit	15 (O)	£12.70
Send letter to site owner notifying them of outcome of visit	30 (O)	£25.50
Base Cost		£445.00
Carry out full site inspection and make note of any works required	1-5 pitches 45 (O) 6-24 pitches 60 (O) 25-99 pitches 90 (O)	£38.00 £51.00 £76.50

Carry out revisit to check on completion of works	1-5 pitches 15 (O) 6-24 pitches 30 (O) 25-99 pitches 60 (O)	£12.70 £25.50 £51.00
Total Cost	1-5 pitches 6-24 pitches 25-99 pitches	£495.70 £521.50 £572.50

2. Application to vary a site licence

Action	Time (mins) and officer allocation	Admin Officer Manager Cost
Enquiry received and entered on computer system	15 (A)	£6.50
Send out application form with covering letter	10 (A)	£4.30
Enter particulars on application form to record on computer system. Scan and save application form.	15 (A)	£6.50
Check application complete including fee and computer record correct	40 (O)	£34.00
Carry out land registry search	10 (A)	£4.30
Contact applicant and make appointment to carry out site inspection	10 (O)	£8.50
Travel time	60 (O)	£51.00
Record details of visit on computer record and download photographs	30 (O)	£25.50
Prepare draft site licence and send to applicant with covering letter.	60 (O)	£51.00
Send copy of draft licence to Planning and Fire Dept. with request for comments	10 (O)	£8.50
Discuss any feedback with applicant and Planning on proposed site licence conditions	30 (O)	£25.50
On expiry of consultation period amend site licence if required. Print out ready for signing.	30 (O)	£25.50
Site licence checked and signed by line manager	10 (M)	£11.00
Send out licence with covering letter	10 (A)	£4.30
Scan and save signed copy of site licence to computer record and add hard copy to file	10 (A)	£4.30
Update public register of licensed sites	10 (A)	£4.30
Base Cost		£275.00
Carry out full site inspection and make note of any works required	1-5 pitches 45 (O) 6-24 pitches 60 (O) 25-99 pitches 90 (O)	£38.00 £51.00 £76.50
Total Cost	1-5 pitches 6-24 pitches 25-99 pitches	£313.00 £326.00 £351.50

3. Application to transfer a site licence

Action	Time (mins) and officer allocation	Admin Officer Manager Cost (£)
Enquiry received and entered on computer system	15 (A)	£6.50

Send out application form with covering letter	10 (A)	£4.30
Enter particulars on application form to record on computer system. Scan and save application form.	15 (A)	£6.50
Check application complete including fee and computer record correct	40 (O)	£34.00
Carry out land registry search	10 (A)	£4.30
Carry out fit and proper person checks with other council services and other local authorities	30 (O)	£25.50
Amend site licence and print out ready for signing.	30 (O)	£25.50
Site licence checked and signed by line manager	10 (M)	£11.00
Send out licence with covering letter	10 (A)	£4.30
Scan and save signed copy of site licence to computer record and add hard copy to file	10 (A)	£4.30
Update public register of licensed sites	10 (A)	£4.30
Total Cost		£130.50

4. Annual fee

Number of pitches	Inspection interval	Time (mins)	Annual fee
1-5 pitches	5 years	300 mins / 5 (O)	£51
6-24 pitches	3 years	360 mins / 3 (O)	£102
25-99 pitches	2 years	480 mins / 2 (O)	£204

5. Deposit of site rules

There will be a charge of £25.50 for the deposit of the site rules with the local authority.

ANNEXE 4

Replace section 154 under the Environmental Health Service scheme with the following five sections:

1. Private Sector Housing Manager to exercise powers to grant, vary, transfer or refuse applications under the Caravan Sites and Control of Development Act 1960.
2. Private Sector Housing Manager to exercise powers to apply to the Residential Property Tribunal for an order to require the licence holder to pay the Council the annual fee and an order to revoke the site licence under the Caravan Sites and Control of Development Act 1960.
3. Environmental Health Officers to exercise powers to issue, serve and enforce compliance notices under Section 9 of the Caravan Sites and Control of Development Act 1960, including the power to carry out works in default and the recovery of expenses in connection with serving the notice and carrying out works in default.
4. Environmental Health Officers to exercise powers to take emergency action under Section 9 of the Caravan Sites and Control of Development Act 1960 and the recovery of expenses from the occupier.
5. The Borough Solicitor, on the recommendation of the Private Sector Housing Manager, is authorised to institute legal proceedings for permitting use of the land as a caravan site without a site licence or failure to comply with a compliance notice under the Caravan Sites and Control of Development Act 1960.