



BRECKLAND COUNCIL

DELEGATED DECISION RECORD

This records a key or other decision taken by an Executive Member or the Cabinet in accordance with the Council's scheme of Delegations (as set out in Section D of Part 3 of the Council's Constitution).

Unless the Leader and the Chairman of the Overview and Scrutiny Commission certify that the matter is so urgent that the normal five-day scrutiny delay on action should not apply, then this decision will come into force and may then be implemented on the expiry of five working days after the publication of the decision, unless called in under the call-in procedures as set out in Section D of Part 3 of the Council's Constitution.

Portfolio/Cabinet	Cabinet
Report Title (& Reference No.)	Introduction of Fees for Certain Residential Caravan Sites (Agenda Item 13)
Summary Background	To approve the introduction of fees for certain residential caravan sites and the setting of fees and exemptions.
Author/Contact Officer	Tim Mills, Interim Housing Manager (tim.mills@breckland-sholland.gov.uk)
Ward(s) Affected	All Wards
Urgent?	No
Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
In Key Decision Plan?	Yes
Date Decision Taken	Tuesday, 22 September 2015
Date Published	Wednesday, 23 September 2015
Call-In Expiry	Wednesday, 30 September 2015
Exempt Information?	No
Decision (Action Agreed)	That: <ol style="list-style-type: none">1. The Council approve the introduction of fees for the licensing of Relevant Protected Sites; and2. The schedule and justification of fees and proposed exemptions be agreed.
Reasons(s)	<ol style="list-style-type: none">1. In introducing the legislation the Government has

	<p>created an expectation that Local Authorities will charge fees. The sites affected are commercial and it is reasonable to expect them to pay the costs of the Local Authority issuing licenses and inspecting as is current practice where similar services are provided by Local Authority to other businesses.</p> <ol style="list-style-type: none"> 2. The legislation is aimed at sites run primarily on a commercial basis. The exemptions proposed are designed to exclude sites which do not fit this description 3. The proposals and justifications have been drawn up in accordance with the guidance contained in the Best Practice Guide for Local Authorities on Enforcement of the New Site Licensing Regime 2015 and A Guide for Local Authorities 2014 on setting site license fees, (Department for Communities and Local Government) and are on a cost recovery basis. The methodology to calculate the fees based on the guidance has been developed with the neighbouring authorities of Broadland and Kings Lynn and West Norfolk. The introduction of fees will ensure the Council can resource its obligations on an ongoing basis. 4. There is no requirement in the legislation to consult and the Guidance indicates that the Secretary of State does not consider that this should be necessary. In view of this and that there is clear guidance on the setting of fees which is on a cost recovery basis it is not proposed to consult.
Options	<ol style="list-style-type: none"> 1. The Council has the option of whether to charge fees or not 2. If the Council chooses to charge fees it has the option whether to exempt sites.
Further Information	Introduction of Fees for Certain Residential Caravan Sites Appendix A - Fee Schedule and Justification