

Fee schedule for caravan sites

- 1.0 The Mobile Homes Act 2013 has amended The Caravan Sites and Control of Development Act 1960 to allow for the charging of fees in relation to the licensing, inspecting and enforcement of licensing standards on Relevant Protected Sites.
- 2.0 A Relevant Protected Site, (RPS), is a site given planning permission for use as a caravan site excepting sites given such permission for exclusive holiday use or where there are restrictions on the times that caravans can be occupied, e.g. occupation is only permitted for 11 months of the year.
- 3.0 The legislation is aimed at the larger, Park Home type sites run as a commercial business. Guidance issued by the department for Communities and Local Government indicates that Local Authorities may exempt certain sites from being charged fees but a licence will still be required.
- 4.0 Such exemptions could be based on size, e.g. single caravan sites, or possibly sites of more than one caravan but occupied by members of a single family such as might be common practice amongst members of the Gypsy, Roma and Traveller community.
- 5.0 Fees may be charged for the following functions:
 - The issuing of a new license
 - The transfer of a license from the current site operator to another
 - Varying conditions on the license
 - Annual inspection of the site for compliance with conditions
- 6.0 Fees can include elements for all administration associated with the function such as examination of plans; consultation with Planning Department, Environment Agency, Fire Service etc; updating files and systems, postage etc etc.

- 7.0 Costs associated with inspections of sites can also be included at the issuing of new licenses and are implicit in compliance inspections.
- 8.0 Breckland currently has few sites that fulfil the criteria as RPS ranging in size from over 100 caravans to less than 5, (if we choose not to charge a fee for single caravan sites). It is possible that at least one of those sites could fulfil the criteria of being in single family ownership but having more than one caravan.
- 9.0 Given the small numbers of RPS in Breckland, but the large diversity in size, it is proposed that we band fees as reflecting the amount of work involved at each site.
- 10.0 The following bands are proposed the following bands;
- Single caravan sites exempt as they rarely attract any involvement from the Authority
 - Site of up to 3 caravans all in the same family ownership to be exempt for the reason above
 - All other sites of 2 – 10 caravans (A)
 - Sites of 11 – 50 caravans (B)
 - Sites of 51 – 100 caravans (C)
 - Sites of over 101 caravans (D)
- 11.0 For new applications the following fee levels are proposed for the issuing of new licenses, (to include initial site visit to discuss proposals with applicant and first inspection after granting of licence to ensure compliance with conditions):
- A £150
 - B £180
 - C £200
 - D £250
- 12.0 For transfer of ownership in all cases:
- £50

13.0 For varying of conditions in all cases (including one site inspection):

- £100

14.0 The fee chargeable for the “annual” inspection should reflect the amount of work involved, which is directly linked to the size of the site, and to the risks of operating the site, (which, again, is usually proportional to the size of the site).

14.1 The fee charge can be disbursed to cover more than one year and a site can accrue a “credit” or “debit” depending how much work is actually done in any one year. We are required to strike a fee balance at year end adjusting the fee accordingly for the forthcoming year.

15.0 The following inspection fees are considered appropriate which take into account a fixed administrative fee of £10 for updating files etc and a pitch based fee to reflect the size of the site. The reducing cost per pitch as the site size increases reflects that the cost of inspecting services such as fire points and ablution facilities once is spread over more pitches:

- A £10 + £5 per pitch (max £35)
- B £10 + £4 per pitch (max £210)
- C £10 + £3 per pitch (max £310)
- D £10 + £3 per pitch.

15.1 Invoices for the annual fee will be issued in January of each year for the following 12 months.

Fee setting

16.0 In setting the fees the following matters are taken into account:

A. Granting of licenses

Time taken and material costs for –

- Initial enquires
- Telephone calls/letters to make appointments and requesting further information
- Updating files and IT systems
- Sending out of application forms
- Processing license fees
- Necessary legal searches (inc. management and financial standing of applicant)
- Necessary consultations
- Assessing and reviewing application documentation
- Scheduling license requirements
- Preparing draft and final licenses
- Updating public register
- Initial site visit (inc. notional mileage)

B. Transfer of ownership

Time taken and material costs for –

- Telephone calls/letters to make appointments and requesting further information
- Updating files and IT systems
- Sending out of application forms
- Processing license fees
- Necessary legal searches (inc. management and financial standing of applicant)
- Assessing and reviewing application documentation
- Scheduling license requirements
- Preparing draft and final licenses
- Updating public register

C. Varying of site conditions

Time taken and material costs for –

- Site visit (inc. notional mileage)
- Telephone calls/letters to make appointments and requesting further information
- Updating files and IT systems
- Sending out of application forms
- Processing license fees
- Necessary consultations
- Assessing and reviewing application documentation
- Scheduling license requirements
- Preparing draft and final licenses

D. Annual inspection

Time taken and material costs for –

- Telephone calls/letters to make appointments and requesting further information
- Updating files and IT systems
- Processing license fees
- Necessary consultations
- Assessing and reviewing documentation
- Scheduling necessary works for compliance
- Pre-programmed annual site visit (inc. notional mileage)
- Follow-up site visit to ensure compliance (inc. notional mileage)

17.0 All costs are based on a mid salary grade for a Private Sector Officer and include all corporate on-costs. Mileage will be based on a notional “out and back” trip from the Council’s head office.

Times are calculated on an average rate for each task. Adjustments for actual time taken will be made for the annual inspection, (including for any more than the two programmed visits), and carried into the year end balance and the following year’s fee adjusted accordingly.

- 18.0 Fees will not be reimbursed in the event of an unsuccessful application.
- 19.0 Any advice given to applicants prior to an application will be considered to be informal and will not attract a separate fee.
- 20.0 Fees chargeable in this schedule do not include any element of fees charged elsewhere, including for enforcement action, or by other parties.