

## **Mobile Home Park Fees**

### **Summary**

Following the introduction of new legislation to agree a Policy setting fee levels for the licensing, renewal of licences and inspection of mobile home parks

### **Portfolio - Finance**

**Date Portfolio Holder signed off report – 1 June 2015**

**Wards Affected All**

### **Recommendation**

The Executive is advised to resolve that the draft Mobile Home Park Fees Policy be adopted and fees introduced from the Financial Year 2015/16.

#### **1. Resource Implications**

- 1.1 Adopting a Licence Fee Policy will allow the Council to recoup its costs in managing the application, amendment and transfer of caravan licences, and allow the Council to charge an annual fee for the inspection of sites.

#### **2. Key Issues**

- 2.1 The new licensing arrangements are designed to enable local authorities to monitor site licence compliance more effectively thereby ensuring residents' health and safety is better protected.
- 2.2 There are currently only two relevant mobile home sites in the Borough, both in Mytchett.
- 2.3 The Council can only charge once a Licence Fee policy is adopted.

#### **3. Options**

- 3.1 The Council has duties and powers in relation to the licensing of mobile home sites and the management of housing conditions on those sites. The Council can choose to deliver this work at a cost to the local tax payer or adopt a Licence Fee Policy to cover relevant costs

#### **4. Proposals**

- 4.1 It is proposed that the Council adopt the draft Licence Fee Policy with effect in the Financial Year 2015/16.

#### **5. Supporting Information**

- 5.1 In devising the Policy officers have had regard to guidance published by Department for Communities and Local Government and reviewed three neighbouring local authority fee levels to ensure consistent local practice. The benchmarking data for the neighbouring authorities is attached at Annex B.

## **6. Corporate Objectives And Key Priorities**

- 6.1 The Council is committed within its Key Priorities to securing the future of local public services through a variety of strategies.
- 6.2 Making use of the new licensing scheme supports the sustainability of this work.

## **7. Policy Framework**

- 7.1 The adoption of the Policy supports the Housing Service Team objective of: Supporting owners, landlords and tenants to maintain and improve their homes to meet current and future needs.

## **8. Legal Issues**

- 8.1 The Caravan Sites and Control of Development Act 1960 (the Act) was amended by the Mobile Homes Act 2013 (the 2103 Act). The changes introduced by the 2103 Act came into force on April 1<sup>st</sup> 2014.
- 8.2 The changes include powers for local authorities to charge fees for their licensing functions in respect of 'relevant protected sites'.
- 8.3 Relevant protected sites are typically known as residential parks or mobile home parks and do not include holiday homes.

## **9. Equalities Impact**

- 9.1 There are no equalities issues with the introduction of the fee payable by businesses.

## **10. Consultation**

- 10.1 Owners of mobile home parks have been consulted in drawing up this Policy.

<b>Annexes</b>	<b>Annex A - Draft Mobile Home Park Fees Policy Annex B- Benchmarking data</b>
<b>Background Papers</b>	
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**Consultations, Implications and Issues Addressed**

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	
Policy Framework		
Legal		✓
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

**Review Date:**

**Version:**