



## REGULATORY SERVICES

### DRAFT MOBILE HOMES ACT 2013 LICENCE FEE POLICY

#### 1 Introduction

On 1<sup>st</sup> April 2014 The Caravan Sites and Control of Development Act 1960 (CSCDA 1960) was amended by the Mobile Homes Act 2013. The changes introduced by the new legislation included powers for local authorities to charge fees for their licensing functions in respect of certain Mobile Home Parks.

The new Act allows the Council to charge site owners a fee for applying for, the amendment of or transferral of caravan site licenses. It also allows the Council to charge for an annual fee for the inspection of the sites.

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.

Before it can begin charging any of these fees, under Section 10A (2) the Local Authority must first publish its Fees Policy.

Surrey Heath Borough Council's Park Homes Fees Policy has therefore been developed to enable the Council to begin charging fees after 1<sup>st</sup> April 2015.

The Policy must include the fees payable for;

- The grant of a licence
- Applications for a transfer of a licence
- Applications for the alteration to the conditions of an existing licence
- Annual fee payable for an existing licence and the site inspection.
- A fee for depositing new site rules with the Council

The Department for Communities and Local Government issued Guidance on setting fees in respect of Mobile Home Park licensing and inspection. This guidance has been used in setting the fees contained within this Policy.

A desk top benchmarking exercise was carried out of three neighbouring authorities who have published policies to ensure the approach applied was consistent with other local practice.

Whilst there is no requirement to consult with site owners or homeowners a draft version of this Policy was circulated to owners of sites which are currently licensed by the Council.

## 2 Fees

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 can be recovered separately under specific notices.

Sites which consist of up to 10 pitches/units and are only occupied by members of a single family group are exempt from paying an annual fee.

The Annual Inspection fee will be due annually on 31<sup>st</sup> July. 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.

Overall the licensing regime can be a self-financing function which local tax payers are not required to subsidise. In light of this the Council will annually assess previous costs to ensure that fee setting was accurate. The Council is then required to advise site owners to the extent to which they have had regard to deficits and surpluses from the previous year.

Fees therefore set for 2015/16 are based on a desk top analysis of the work required to deliver this function. Fees will be reviewed annually and in subsequent years will take into account actual delivery costs.

## 3 Fees 2015/6

	1 unit	2 – 10 Units	11 - 30	31 - 50	51 - 70	71 - 90	91 - 110	Over 110
New Licence	£25:00	£15:00 per unit	£300:00	£375:00	£450:00	£525:00	£600:00	+£4:00 per unit
Variation Licence	£20:00	£10:00 Per unit	£110:00	£150:00	£200:00	£250:00	£300:00	+£2:00 per unit

Transfer, Replacement and Deposit of site rules fees

Transfer of Licence	£150:00
Replacement of Licence	£25:00
Deposit of site rules	£30:00

Annual inspection fees (due on 31<sup>st</sup> July annually)

	1 unit	2 – 10 Units	11 - 30	31 - 50	51 - 70	71 - 90	91 - 110	Over 110
Annual Fee	£10:00	£6:00 per unit	£80:00	£100:00	£150:00	£200:00	£250:00	+£2:00 Per unit