



Park Homes Fees Policy

Adopted March 2014
Reviewed November 2016

Contents Page

Section	Page
1. Executive Summary	3
2. Introduction	4
3. Fees Policy	5
Appendix 1 Fee Calculations	7

1. Executive Summary

1.1 Fees: The Mobile Homes Act 2013 (The Act) received royal assent on 26th March 2013. The Act introduced important changes to the Caravan Sites and Control of Development Act 1960 which directly affected the way the Council licenses park home sites (also known as “relevant protected sites”). Amongst a number of changes from the 1st April 2014 fees may be charged on site owners for new site licences, annual fees for existing sites and fees for amendments or transfers of existing licences. The Council is required also to publish its fees policy. Table 1 summarises the fees which are set out in more detail in Section 3 and Appendix 1 of this document. This policy was reviewed in November 2016.

Table 1 Park Home Fees (Relevant Protected Sites only)

New Park Home Licence	£431 (per licence)
Annual Licence Fee	£7 (per unit on the site)
Transfer or Amendment of a Licence	£47
Deposit of Site Rules	£40 (per set of rules)

1.2 Holiday Sites: Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year and are not “relevant protected sites” and are exempt from these licensing fees.

1.3 Enforcement: The Council will charge fees if costs are incurred in carrying out enforcement activities, such as service of an improvement notice (if site conditions are breached) however they will be calculated on a case by case basis and therefore no set fees apply in this policy.

1.4 Site Rules: Site owners had 1 calendar year from 4th February 2014 to propose and agree new site rules prior to depositing them with the Council. Purbeck District Council has published and will keep up to date a register of new site rules for which a deposit fee will be charged should any change be requested.

1.5 Fit and Proper Person: The Act also makes provision in the future for site owners to meet a “Fit and Proper Persons” test and for Local Authorities to keep a register. Fees and procedures for maintaining a register will be added as an addendum to this policy should regulations appear enacting this part of the legislation.

2. Introduction

- 2.1 The Caravan Sites and Control of Development Act 1960 came into force on 29th August 1960. Part one of the Act introduced a licensing system, to be operated by Local Authorities to regulate the establishment and operation of caravan sites. The Mobile Homes Act 2013 (“The Act”) amends this primary legislation.
- 2.2 The Mobile Homes Act 2013 received royal assent on 26th March 2013. Implementation of the Act was phased and introduced important changes to park home site licensing. These changes include the ability for Local Authorities to charge site owners a fee for applying for a site licence, for transfers of an existing licence, revising site licence conditions and for an annual fee. Site owners may recover the annual fees through an increase in pitch fees if they choose to do so.
- 2.3 There are currently 11 sites within Purbeck that are defined as park home sites or ‘relevant protected sites’. The total number of park homes on these sites is currently 374.
- 2.4 Section 10A (2) of the Caravan Sites and Control of Development Act 1960 as amended by the Act requires a Local Authority to publish a Fees Policy for the licensing of park home sites. All fees are calculated on a cost recovery basis and represent the true cost of procedures and formalities. Relevant considerations when calculating the fees include; administering applications, issuing licences, officer time, annual inspections, stationery costs, postage, time spent consulting with other organisations, legal advice, licensing software.
- 2.7 Fees will be reviewed on a three year basis with the fees being adjusted up or down accordingly if a deficit or surplus has been accrued.
- 2.8 The Act also introduces the ability for Local Authorities to serve enforcement notices and to carry out works in default to remedy breaches of site licence conditions. A charge for any enforcement activities will be made on a case by case basis based on full cost recovery.
- 2.9 The Act introduced changes to how site rules are administered. Site rules are not the same as the site licences but are an agreed set of rules between the site owner and residents. Regulations came into force on 4th February 2014 which set timescales (12 months from that date) within which site owners could replace any existing site rules with new ones and that they should be deposited with the Council. A fee for depositing and publishing site rules is set out in this policy.

2.10 Regulations regarding a register of fit and proper persons for managing relevant protected sites has yet to be published and will therefore be added to this policy as an addendum if and when they are enacted. This will include details of how the Council intends to administer Section 8 of the Mobile Homes Act 2013 the fit and proper person test.

3. Fees Policy

3.1 Fees

3.1.1 New Licence

The Council will charge a fee of £431 in respect to a new application for a relevant protected site licence. (See Appendix 1 for cost calculations)

3.1.2 Annual Fee

The Council will charge site owners an annual fee of £7 per unit on the site in respect of each existing relevant protected site licence. The number of units on the site will be that which exist on the site at the time the annual inspection is carried out. (See Appendix 1 for cost calculations)

3.1.3 Transfer or Amendment of a licence

The Council will charge a fee of £47 for alterations to licence conditions where these are requested by a site owner or where an application to transfer the licence to another person/organisation is received. (See Appendix 1 for cost calculations)

3.1.4 Site rules

The Council will charge a £40 fee to deposit site rules and to publish them on the Council's website. This was a one off fee as sites were given 1 year from the introduction of the Act to lodge their site rules with the Council.

3.2. Exemptions from paying fees

3.2.1 Holiday / Caravan sites

Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year are exempt from licensing fees.

3.3 Fees: General

3.3.1 Cost Recovery

Fees are calculated on the basis that they will recover the costs incurred by the Council in administering licences which includes both the fixed costs and officer time spent inspecting the sites. Costs taken into account include IT, staff and management costs (including administration, site visit / inspection, report writing and correspondence, liaison with site owners) and travel to sites. Details of how fees have been calculated are set out below in Appendix 1.

3.3.2 Review of Fees

This policy was reviewed in November 2016 and will be reviewed thereafter on a three year basis which will take into account any surplus or deficit in costs that may have been accrued.

3.3.3 When Fees are payable

- **Annual Fees**

For existing sites fees are payable on the 1st September of each year. Reminders will be sent out during the month of August to site owners.

- **New Site Licences**

Where a new site licence application is received payment of the New Site Licence fee will be required as part of the application. The cost of which is not refundable in the event the licence is not granted for whatever reason. If granted the annual fee will be payable on 1st September the following year.

3.3.4 Enforcement costs are not included in annual fees

Annual site licence fees do not include any costs incurred in relation to enforcement activities, such as serving compliance notices, emergency action, and works in default as these costs will be recovered on a case by case basis. Costs incurred in enforcement activities will be calculated on a full cost recovery basis.

4. Depositing of Site Rules

4.1 Site rules were accepted and published by the Council if the correct fee was paid and the site owner provided evidence that the rules had been correctly consulted and agreed and that there are no outstanding appeals.

4.2 Site rules were duly deposited with the Council and published on the Dorset for you web site. They are available to view or download.

Appendix 1 Fee Calculations

New Park Home Licence

Activity	PDC officer hours	Officer	cost p/h	Total cost
Initial Site visit / Meetings with owner	2	Team Manager	£72.00	£144.00
	4	Tech Officer	£38.00	£152.00
Processing payment				£10.00
Miscellaneous costs materials, postage etc.				£15
Final site visit & Issue of licence	1	Team Manager	£72.00	£72.00
	1	Tech Officer	£38.00	£38.00
Total Fee for a New Licence				£431.00

Annual Licence Fee: Calculating Deficits or Surpluses

Cost of providing regulation since 2014:

Annual Inspections since 2014					
Year	No of Inspections	Average Inspection Time	Total time	Hourly rate	Total
2014	10	3	30	36	£1,080
2015	10	3	30	36	£1,080
2016	11	3	33	38	£1,254
Cost to Inspect since 2014					£3,414

"Other costs": per site per year	
I.T. system	£10.00
Existing Licence Check	£17.50
Inspection Report /Compliance letter	£35.00
Post Inspection Liaison with site owner	£17.50
Administration	£26.25
Other Costs: Total per site	£106.20

Total of "Other costs" since 2014			
	Other costs per site	Number of sites	Other Costs total
2014	106.20	10	£1062
2015	106.20	10	£1062
2016	106.20	11	£1168
Total			£3,292
Total Deficit / Surplus since 2014			
Inspections Costs		£3,414	
Other Costs		£3,292	
Total Costs		£6,706	
Total Income from fees		-£6,264	
Total Deficit		£442	

Future Inspection Costs				
Inspection Costs	Number of sites	Inspection Costs*	Other Costs*	Total
2017	11	£1,254.00	£1,149.50	£2,403.50
2018	11	£1,320.00	£1,210.00	£2,530.00
2019	11	£1,386.00	£1,270.50	£2,656.50
Total cost of Annual Licence Fee				£7,590.00
Deficit				£442
Total to be recouped				£8032.00
No. of mobile Homes				374
Charge per mobile home per year (rounded down to nearest £)				£7

* Inspection costs includes an assumed rise in staff costs

Transfer or Amendment of a Licence

	PDC officer hours	Officer	cost p/h	Total cost
Administration	0.50	Tech Officer	£38.00	£19.00
Administration	0.25	Team Manager	£72.00	£18.00
Processing payment				£10.00
Total fee to transfer or amend a licence				£47

Deposit of Site Rules

One Off Fee	£40
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