

POLICY- Caravan Site Licensing Annual Fees	ISSUE No. 3
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1. **Scope / Purpose**

- 1.1 This Policy deals with the fee structure for caravan site licence applications and the annual fee payable by existing licensed caravan sites from 1 April 2014

2. **Responsibilities and Authority**

- 2.1 The Caravan Sites and Control of Development Act 1960 has been amended by the Mobile Homes Act 2013 to provide for the charging of an annual licence fee and an application fee on new licences.

3. **Relevant Documents / References**

- 3.1 The Caravan Sites and Control of Development Act 1960 (As Amended) is the principal legislation covering the licensing and control of caravan sites.
- 3.2 The Mobile Homes Act 2013.
- 3.3 Any guidance issued with regard to setting licence fees
- 3.4 Caravan Site Licensing Procedure

4. **Consultation**

- 4.1 The original policy was circulated to all owners of sites which were licensed in Runnymede at that time and their views were taken into account when setting out the final policy. This version is purely and update based around updated costings, and also provides clarity about the application of the Policy to small owner occupied non-commercial sites and no further consultation has taken place.

5. **Review**

- 5.1 This policy was first published in 2014 and was updated in 2017, 202, 2023 and a further review will be due to take place in 2024 for fees from April 2025.
- 5.2 When issuing each annual fee notice account should be given to any surplus generated in the previous year.

6. **Components of the Annual Fee**

- 6.1 Administrative Costs of the Licensing Regime
- 6.2 Compliance inspection Costs

7. **Exemptions from the fee policy.**

- 7.1 Sites which consist of up to 10 pitches/units and are only occupied by members of a single family group will be exempt from paying all fees except for the replacement copy of the licence fee.
- 7.2 Sites which are run on a commercial basis regardless of size will not be exempt from paying fees

8. **Application, transfer and replacement copy fees**

8.1 Any new application for a site licence received on or after 1 April 2024 will be required to pay an application fee of a minimum of £621 plus the calculated inspection cost for that site based on £9.77 for each additional caravan. The Fit and Proper Person Test Fee will apply in addition to this if applicable.

	Action	Time (Mins)	Costings		
		And officer Allocation	Admin	Officer	Manager
1	Enquiry received and service request entered on computer system.	30(A)	18.495	0	0
2	Make up new caravan site/Park home site file and attach above documentation	20(A)	12.33	0	0
3	Send out site application form with covering letter and enter action on computer worksheet.	15(A)	9.2475	0	0
4	Contact applicant and make appointment to carry out initial site inspection enter action of computer worksheet	10 (A)	6.165	0	0
5	Enter particulars on application form on to premises record on computer system. Scan and save application form to computer system and link to worksheet.	30 (A)	18.495	0	0
6	Check application valid e.g. all compulsory questions completed and correct fee included	40(O)	0	39.09333	0
	Check all particulars entered on computer premises record correctly				
7	Carry out LRS to verify applicant is owner of land	30(A)	18.495	0	0

8	Examine electrical certificate and any other documentation submitted with licence for validity. Enter action on computer worksheet.	20(O)	0	19.54667	0
9	Prepare draft site licence and send to applicant with covering letter. Include any recommendations and works required resulting from initial site inspection. Save draft licence and letter to and link to computer worksheet.	60 (O)	0	58.64	0
10	Discuss any feedback with applicant on proposed site licence conditions with applicant. If amendments requested seek authority with line manager to amend conditions.	60(O)	0	58.64	0
11	Upon expiry of consultation period amend site licence if required. Print out a copy of site licence and proof read.	60 (O)	0	58.64	0
12	Site licence to be checked and signed by line manager	30(M)	0	0	34.75
13	Send out site licence to applicant with covering letter.	10(O)	0	9.773333	0
14	Scan and save signed copy of site licence to system and link to computer worksheet. Insert hard copy of licence to paper file.	20(O)	0	19.54667	0

15	Update public register of licensed sites.	15(O)	0	14.66	0
16	Upon occupation of site contact site owner to make appointment for licensing inspection	10(O)	0	9.773333	0
17	Carry out full site inspection. Make note of any breaches of site licence conditions/ works required	Single unit site	0	58.64	0
		60 (O)			
18	Travel time	60(O)	0	58.64	0
19	Record visit and details on computer worksheet	20(O)	0	19.54667	0
20	Complete risk assessment to determine next routine visit.	10(O)	0	9.773333	0
21	Enter date of inspection and next routine inspection on park homes inspection worksheet. Next routine inspection as scheduled inspection on premises worksheet.	10(O)	0	9.773333	0
22	Send letter to applicant notifying them of outcome of licensing visit.	60(O)	0	58.64	0
	Total officer costs for a single unit		83.2275	503.3267	34.75
	Total Cost for Single unit site	621.304167			
	Plus additional unit inspection time	10(O) per unit		9.773333	

The amounts in the table will be rounded to £621 standing charge plus £9.77 for each additional caravan (unit).

8.2 Any application to transfer a site licence received after 1 April 2024 will be required to pay a transfer fee of £370. The Fit and Proper Person Test Fee will apply in addition to this if applicable.

	Action	Time (Mins) Amending Licence	Costings		
			Admin	Officer	Manager
1	Enquiry received and service request entered on computer system.	20(A)	12.33	0	0
2	Send out application form and covering letter detailing fee required	15(A)	9.2475	0	0
3	Upon receipt of application form scan and attach form to computer worksheet. Attach hard copy to paper file.	30(A)	18.495	0	0
	Enter action on computer database and associated details				
	Generate acknowledgement letter and send to applicant.			0	0
4	Enter particulars on application form on to premises record on computer system	15(A)	9.2475	0	0
5	Check application valid e.g. all compulsory questions completed and correct fee included	30(O)	0	29.32	0
	Check all particulars entered on computer premises record correctly				
6	Carry out LRS to confirm applicant is new owner of the site	30(O)	0	29.32	0
7	Amend site licence print out and proof read	60(O)	0	58.64	0
8	Amended site licence to be checked signed by line manager	30(M)	0	0	34.75
9	Look up records of outstanding historic breaches, outstanding notices etc.	15(O)	0	14.66	0
10	Send amended site licence to site owner with covering letter. Send written notification of outstanding historic breaches and outstanding notices to new site owner. Add to actions to electronic worksheet.	20(O)	0	19.54667	0

11	Scan and attached signed copy of site licence to electronic worksheet and attached signed hard copy to paper file.	20 (O)	0	19.54667	0
12	Attach hard copy of covering letter and notification of outstanding historic breaches and outstanding notices etc to electronic and paper file	15(O)	0	14.66	0
13	Amend park home site licence spreadsheet and public register of park home site licences.	20(A)	12.33	0	0
14	General additions time taken with telephone conversations and correspondence with applicant on typical variation enquiry	90(O)	0	87.96	0
	Cost per officer		61.65	273.6533	34.75
	Total cost	370.0533333			

8.3 The hourly rates have been based on the midpoints of officers' salaries (as of July 2023) of the following pay scales.

Manager (Principal EHO)	MMB
Officer (EHO)	Grade 10/MMA
Admin (Administrator)	Grade 7

9. **Annual fee structure**

9.1 Where applicable the annual fee will be charged on the following basis:

Annual licence fee for a single unit site	£55.00
plus an additional £7.00 for each additional unit up to 101 units	
plus an additional £5.00 for each additional unit up to 201 units	
plus an additional £4.00 for each additional unit over 201	

9.2 **Payment date**

The annual fee shall be payable by 30 April of that year, failure to pay the fee may result in an order being sought from the Residential Property Tribunal (RPT) to secure payment by a specified date, if payment is not received within 3 months of the date specified in the order and application may be made to the RPT to revoke the licence.

10. **Other charges**

Replacement printed copy of site licence	£37.00
Application to amend up to two licence conditions	£171.00

Amendment of additional conditions with above application	£29.50 per condition
Deposit of site rules (including deposit of amended rules)	£171.00

11. **Document History**

DATE	ISSUE	DETAILS OF AMENDMENTS
27/01/2014	1	New Policy
2017	2	Amended by Committee report
November 2021	3	Reviewed document and updated costings
2 March 2022	4	Section 8.2 reference to amendment removed as erroneously included.
14 November 2023	5	Fees updated and clarity added on section 7 to how policy applies to single family owned and occupied sites.