

LICENSING AND REGULATION COMMITTEE

19 MARCH 2015

MOBILE HOMES ACT 2013 – FEES POLICY FOR LICENSING RESIDENTIAL
PARK HOME SITES

REPORT OF ASSISTANT DIRECTOR (CHIEF HOUSING OFFICER)

Contact Officer: Kevin Reed Tel No: 01962 848381

EXECUTIVE SUMMARY:

The Council can grant caravan site licences under The Caravan Sites and Control of Development Act 1960 (as amended) (CSCDA60) for sites that have planning permission for a caravan site. This Act has now been amended by the Mobile Homes Act 2013 which was introduced in order to provide greater protection to the residents of mobile home parks and caravan sites.

The 2013 Act now enables the Council to serve enforcement notices on site owners to ensure compliance with site licence conditions, to oversee and publish any site rules relating to a mobile home park or caravan site and, in addition, to charge a fee for undertaking its licensing functions. Currently there are 13 licensed mobile home parks and caravan sites in the District to which this policy will relate if approved.

RECOMMENDATIONS:

1. That the new Mobile Homes Act 2013 'Fees Policy for Licensing Residential Park Sites' (attached as Appendix A to the Report) be considered and approved.
2. That the option to calculate annual fees on a site size banding (as set out in paragraph 3.1 of the Report) be endorsed.
3. That the proposal to exempt sites of five or fewer pitches from the annual fee be approved
4. That, subject to the above recommendations, the Assistant Director (Chief Housing Officer) use existing delegated powers to annually update the fees set for licensing residential park home sites.

LICENSING AND REGULATION COMMITTEE

19 MARCH 2015

FEES POLICY FOR LICENSING RESIDENTIAL PARK HOME SITES

REPORT OF ASSISTANT DIRECTOR (CHIEF HOUSING OFFICER)

DETAIL:

1 Introduction

- 1.1 The Mobile Homes Act 2013 (MHA 2013), which amends certain sections of the Caravan Sites and Control of Development Act 1960, was given Royal Assent on 26 March 2013, having been introduced as a Private Members' Bill aimed at improving the rights of mobile home and caravan owners. A Department of Communities and Local Government [DCLG] Select Committee report had identified widespread malpractice amongst mobile home park and caravan site owners and concluded that the existing legislative framework was inadequate to deal with the issues faced by some residents on these parks.
- 1.2 Some parts of the MHA 2013 were implemented on 26 May 2013, such as the selling and gifting of park homes and pitch fee review provisions which has changed the way site owners carry out these functions. At the same time, the requirement for site rule changes came into force. Regulations have been made and are now in force which set out the timescales within which site owners need to replace existing site rules with new ones, that should be deposited with the Local Authority.
- 1.3 The MHA 2013 also makes provision for regulations to be made requiring site owners to be "Fit and Proper Persons" and for Local Authorities to keep an up to date register of fit and proper persons managing relevant protected sites. These elements will be further reviewed by the Government in 2017 whereupon a final decision will be made on their introduction.
- 1.4 The changes introduced by the MHA 2013 for site licensing came into force on 1 April 2014. These provisions are contained in part 1 of the Act. These include powers for local authorities to charge fees for their licensing functions in respect of "relevant protected sites". A relevant protected site is defined in the Act as any land to be used as a caravan site with planning consent (other than sites for holiday use or with other conditions (for example, planning conditions) restricting the usage of the site for the stationing of caravans for human habitation to certain times of the year).
- 1.5 Relevant protected sites to which the legislation applies are typically known as residential parks, mobile home parks and Gypsy Roma and Traveller sites. Sites which do not fall within the definition of 'relevant protected sites' are still subject to the licensing requirements contained within the Caravan Sites and

Control of Development Act 1960 (as amended) (CSCDA60), but the provisions relating to payment of fees do not apply.

2 Location of Relevant protected sites

2.1 The sites that fall under this classification in the Winchester City Council District are:

- Avondale, Colden Common, SO21 1TG
- Denmead Mobile Home Park, Denmead, PO20 8JG
- Flowerdown, Littleton, SO22 6QD
- Holly Trees, Sutton Scotney, SO21 3NL
- Ideal Park, Brambridge, SO50 6HY
- South View, Oliver's Battery, SO22 4HG
- Sunningdale, Colden Common, SO21 1SE
- The Glen, Colden Common, SO21 1TE
- Valdean, Alresford, SO24 9AY
- Wessex Park, Sutton Scotney, SO21 3LB
- Wickham Court, North Boarhunt, PO17 6JS
- Woodview Residential Park, Station Hill, SO30 2DN
- Wykeham Park, Chilcomb, Winchester, SO22 5HD

2.2 Under the MHA 2013, in addition to local authorities now being able to levy an annual fee for administration and the monitoring of licensed sites, a fee can also be charged for applications from site owners :

- for the grant of a new site licence
- to transfer or vary an existing licence
- for the depositing of site rules

2.3 Before a local authority can charge a fee, the MHA 2013 specifies that a fees policy is prepared and published. When fixing a fee, the local authority must act in accordance with their fees policy; it may fix different fees in different cases and may determine that no fee is required in some cases.

2.4 Any fees charged must fairly cover the costs incurred by a local authority under its functions in Part 1 of the MHA 2013 and must not include costs of enforcement action. Fees must be reasonable and transparent and whilst different fees can apply to different types of cases, there must be consistency in the fee structure and its application.

3 Proposed Fee Structure

3.1 A fee policy has been developed after having regard to the Department for Communities and Local Government (DCLG) guidance document on setting annual fees published in February 2014. This allows a local authority to include costs for administration of the licence, officer visits to site, travel costs, consultations, meetings and informal advice etc. Four possible options were

outlined in the DCLG guidance document and consideration given to each, namely:

- a) **Option 1** - A price per unit fee based on the total cost to the local authority carrying out its annual licensing function for all sites, divided by the total number of units over all the sites. This was perceived as being too complex and cumbersome, as sites would be attracting different fees and if they altered the number of units on site then the annual fee would need to be adjusted. In addition, the time taken to conduct an inspection did not depend purely on the number of units per site.
 - b) **Option 2** - A fee based on the size banding of sites where different amounts of inspection times can be applied for different sized sites. This method recognises that more officer time will be required to deal with the larger more complex sites than with smaller sites.
 - c) **Option 3** - A fee based on a risk rating that takes into account the size of the site, the level of compliance on a site and confidence in the management. It is not believed that this option would be practical to implement as, to grade sites on the basis of levels of risk would be complicated and open to challenge, particularly as no one site is regarded as having a significantly higher risk than any other.
 - d) **Option 4** - Charge Nothing. It is felt that it is important to recover costs associated with this type of work, as it would reduce the burden on the Council Tax payer.
- 3.2 It is considered that the most appropriate formula to use in order to calculate an annual licensing fee is that based on site size bandings (**Option 2**) as it appears to be the fairest and simplest method available. Using this fees structure, it is easy for site owners to differentiate between smaller and larger sites as, generally speaking, more time is spent by officers in connection with the inspection of larger sites.
- 3.3 However, because of the bandings it means that if the number of units alters, the annual fee is not likely to change unless this results in the site falling into a different band. It also means that there could be a simple way for applicants and licence holders to determine fees, without having to rely on complicated equations or risk ratings.
- 3.4 The legislation clearly stipulates that a local authority must not make a profit in undertaking its mobile homes park site licensing functions and can only charge for the actual reasonable costs incurred in doing so, for example, administration and officer time to carry out inspections. Costs for undertaking enforcement work cannot be included within the fees.
- 3.5 The bandings are based upon the principles of those suggested in the DCLG guidance and are outlined in the table below along with the number of sites that fall into each category.

4 Option 2 formula

- 4.1 The table below details the formula used to calculate a fee based on the size banding of sites where different amounts of inspection / administration times can be applied for different sized sites.

Number of pitches	Band	Formula	A Admin. time (mins)	B Inspection time (mins)
1 to 5	1	$((A1+B1)/60) \times C$	185	90
6 to 15	2	$((A2+B2)/60) \times C$	200	120
16 to 45	3	$((A3+B3)/60) \times C$	270	150
46 to 75	4	$((A4+B4)/60) \times C$	375	180
76 plus	5	$((A5+B5)/60) \times C$	450	240

Where C = Officer hourly rate

- 4.2 Based on the above formula and using an average hourly officer on-cost rate of £30 / hour the annual fee according to site pitch size will be:

Banding	Occurrence of Banded Sites in District
Band 1 - (1 to 5 pitches) - £0	23no. sites recorded
Band 2 - (6 to 15 pitches) - £160.00	1no. site in district
Band 3 - (16 to 45 pitches) - £210.00	8no. sites in district
Band 4 - (46 to 75 pitches) - £278.00	3no. sites in district
Band 5 - (76 plus pitches) - £345.00	1no. site in district

- 4.3 It is not considered cost-effective to charge an annual fee for sites where there are five or fewer pitches, as such sites are generally lower risk and require infrequent inspections. However, other licensing fees will still apply in respect of charging for new site licences or site licence transfers etc.

4.4 Surpluses and deficits

4.5 A local authority is not supposed to make a profit in undertaking its licensing functions and nor is it expected to make a loss. Annually the local authority should assess their costs for the previous year to determine if they were accurate. Where it is identified that they spent less than predicted for that year, there will be a deficit of expenditure and the excess monies need to be reflected in the fee charged to the site owner in the next year. So for year 2, the fee to the site owner will be the licence fee for year 2 minus the money not spent from year 1.

- Example - licence fee for 2015 was £500; a review at March 2016 shows LA cost of licensing for 2015/16 was actually £350. A difference of £150. The LA anticipates that the cost for 2016/17 will be £400. So for the next licensing period for 2016/17 the fee to the site owner is $£400 - £150 = £250$

4.6 In other cases the cost of licensing might have actually been more than was predicted:

- Example - Licence fee for 2015 was £500; a review at March 2016 shows LA cost of licensing for 2015/16 was actually £550. A difference of £50. The LA anticipates that the cost for 2016/17 will be £550. So for the next licensing period for 2016/17 the fee to the site owner is $£550 + £50 = £600$

5 Other Fees

5.1 The (DCLG) guidance document on setting annual fees did not include advice for local authorities on how to calculate fees in respect of the grant of a new site licence, the transfer or variance of an existing licence or the depositing of site rules. These costings have been calculated by breaking down the administrative process involved against an average hourly on-cost rate for Private Sector Housing staff and are exhibited in the Appendices.

OTHER CONSIDERATIONS:

6 COMMUNITY STRATEGY AND PORTFOLIO PLANS (RELEVANCE TO)

6.1 Responsibility for the quality of living conditions in the private sector housing stock is a core duty of the Council. Such issues are a key part of the Winchester Housing Strategy, in particular the themes, "To improve the Housing circumstances of vulnerable and excluded households" and "To make best use of housing".

6.2 Caravan and mobile home park sites are frequently occupied by less affluent vulnerable and sometimes excluded elderly residents.

6.3 The implementation of a licensing fees policy for residential mobile home park sites will help forge stronger links between the Council and both park home residents and site owners.

7 RESOURCE IMPLICATIONS:

- 7.1 At the present time there are no significant additional staff resource implications for the implementation of site licensing fees. There will however be a degree of additional work created such as the assessment and monitoring of surpluses and deficits involved with setting the annual site licence fee but, this will be absorbed within the remit of the Private Sector Housing team.
- 7.2 From the fees applied to the different site banding sizes, in the first year (2015/16) an income in the region of £3,000 will be generated from annual site licence fees. It is anticipated that fees will continue to be in the order of £3,000 per annum after the first year.
- 7.3 The site licence annual fee has been based on one of the formulas (Option 2) detailed in the Government guidance for the setting of site licence annual fees. It takes into account the estimated administrative process time and inspection times required to monitor a site licence in each respective site banding category. Conservative timings have been used in the formula and it is not anticipated that any over-recovery of costs will occur. In practice, the process will be monitored to ensure the timing figures used accurately reflect the work involved and the likelihood of cost over recovery is limited.

8 RISK MANAGEMENT ISSUES

- 8.1 None anticipated

BACKGROUND DOCUMENTS:

Mobile Homes Act 2013

The Mobile Homes Act 2013 – A guide for Local Authorities on setting licensing fees

APPENDICES:

- Appendix A - Fee Policy for Licensing Residential Park Sites
- Appendix B – Schedule of permitted costs for new site licence application
- Appendix C – Schedule of permitted costs for site licence transfer application
- Appendix D – Schedule of permitted costs for site licence variation
- Appendix E – Schedule of permitted costs for depositing of site rules
- Appendix F – Fees overview



Winchester
City Council

APPENDIX A

Fees Policy for Licensing Residential Park Homes Sites

1.0 **Executive Summary**

1.1 The Mobile Homes Act 2013 (The Act) was introduced in order to provide greater protection to the occupiers of residential caravans and mobile homes. It received Royal Assent on 26th March 2013 with some parts implemented on 26th May 2013. Since the 1st April 2014 the Act has created some important changes to park home licensing due to its amendments to the Caravan Sites and Control of Development Act 1960 (CSCDA 1960). These changes include the ability for the Council to charge fees for their licensing functions in respect of 'relevant protected sites'. A 'relevant protected site' is defined in the Act as any land to be used as a caravan site other than one where a licence is:

- Granted for holiday use only
- In any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of year (such as planning conditions).

Relevant protected sites are generally known as residential parks, mobile home parks, Gypsy Roma and Traveller sites etc. and the Act now enables the Council to charge site owners on a cost recovery basis a fee for applying for a new site licence and amendments or transfers of existing licences. The Council can also charge a fee for holding a site licence or the depositing of site rules. Fees are only applicable to those sites that fall within the relevant protected sites definition.

1.2 In order to be able to charge fees the Council is required to publish a fees policy and the level of fee is based upon the estimated time and cost involved in undertaking a site inspection and the administrative activities involved. Publication of this Fees Policy will enable fee recovery by the Council in such circumstances where despite the request for a fee to be paid, no money is received.

The fees associated with applying for a new site licence, for transfers / variations of existing licences and for annual fees are detailed in Table 1 below.

Table 1 Park Homes Annual Fees (Relevant Protected Sites only)

	Band 1	Band 2	Band 3	Band 4	Band 5
Number of Pitches	1 to 5	6 to 15	16 to 45	46 to 75	76 plus
	£	£	£	£	£
Site licence annual Fee					
Charge to site owner	0	160.00	210.00	278.00	345.00
New site licence application – fee charges					
Charge to site owner	315.00	330.00	346.00	362.00	378.00
Application to transfer a site licence – fee charges					
Charge to site owner	105.00	105.00	105.00	105.00	105.00
Application to vary a site licence – fee charges					

Charge to site owner	105.00	105.00	105.00	105.00	105.00
Deposit and publishing of site rules – fee charge					
Charge to owner	45.00	45.00	45.00	45.00	45.00

- 1.3 Sites that do not fall within the definition of a relevant protected site are still subject to the licensing requirements contained within the CSCDA 1960, but the provisions relating to the payment of fees do not apply. This exemption applies to sites that are for holiday use only and those that are only allowed to have units stationed on them at certain times of year.
- 1.4 The Act also introduced the ability for the Council to serve enforcement notices and charge for fees incurred for undertaking works in default to remedy breaches of site licence conditions. In such instances the recovery of costs would be calculated on a case by case basis and do not therefore fall under the scope of this Fees Policy.
- 1.5 The Mobile Homes (Site Rules) (England) 2014 has also introduced changes to the administration of site rules and came into force on the 4th February 2014. It stipulates that all existing site rules on residential parks in England will cease to be effective on 3rd February 2015. If a park owner wishes to continue to have park rules after that date, they will need to have undertaken a formal consultation with all their park residents about any proposed new park rules. This process must be completed in accordance with the legislation and all new park rules must be deposited with the Council, for which a fee can be charged.
- 1.6 The Act also makes future provision for site owners to have to meet the requirements of a “Fit and Proper Persons” test and for the Council to keep a register of all such individuals. However, currently the Government has not published any Regulations or guidance on this matter. If such a register is required in the future, fees for maintaining it will be added as an addendum to this policy.

2.0 Introduction

- 2.1 The Caravan Sites and Control of Development Act 1960 (CSCDA 1960) came into force on 29th August 1960. Part 1 of the Act introduced a licensing system to be operated by Councils in order to regulate the establishment and operation of caravan sites. The Mobile Homes Act 2013 (The Act) amends this primary legislation.
- 2.2 The Act received royal assent on 26 March 2013 and phased implementation of the Act commenced from 26 May 2013. The Act introduced important changes to park home site licensing and amendments to the CSCDA 1960. These changes include the ability for a Council to charge site owners a fee for applying for a site licence; for transfers of an existing licence; for varying site licence conditions and for depositing site rules. The Council can additionally charge an annual fee for holding a site licence although the legislation does allow the site owner to pass on each year to residents through their annual ‘pitch fees’ the amount of the charge imposed on the site owner by the Council in the first year and subsequent years.

- 2.3. Section 10A (2) of the CSCDA 1960 as amended by the Mobile Homes Act 2103 requires a Council to publish a Fees Policy in respect of the licensing of park home sites. This policy has been developed to enable the Council to charge appropriate fees from 2015. All fees are charged on a cost recovery basis and represent the costs incurred by the Council in undertaking its licensing functions. As this legislation is new, the Council will review the fees on an annual basis and make adjustments as appropriate
- 2.4. The Act also gives authorities the power to serve compliance notices and to carry out works in default to remedy breaches of site licence conditions. A charge will be made on a case by case basis and as a consequence, the fees for enforcement activity are not covered in this fees policy.
- 2.5. The Mobile Homes (Site Rules) (England) Regulations 2014 came into force on the 4th February 2014 and introduced changes to how site rules are administered. The Regulations set a 12 month timescale within which site owners will need to replace any existing site rules with new ones after having consulted with tenants on any new site rule proposals. Site rules are not the same as the site licence conditions but are an agreed set of rules between the site owner and the residents. In February 2015, any site rule made before the Regulations came into force will cease to have effect. There is no requirement for any site to have site rules, but where they do exist and the site is a 'protected site', a copy of the rules must be deposited with the Council by 3rd February 2015. Councils will need to satisfy themselves that replacement or new rules deposited with them have been made in accordance with the statutory procedure. They are also required to establish, keep up to date, and publish a register of site rules for applicable caravan sites in their district. In doing so, the Council may levy a fee for the depositing of site rules.
- 2.6. Regulations regarding a register of 'Fit and proper' persons responsible for the management of relevant protected sites have, as yet, not been published and will therefore be added in due course to this policy as an addendum if and when they are enacted.

3.0 Fees Policy

- 3.1 The Council will charge a fee as shown in Table 2 below in respect of any new application for a site licence relating to a relevant protected site. The Council may only issue a licence for a site which has been granted valid planning permission for the use.

Table 2 Park Home Fees – New Licence (Relevant Protected Sites only)

	Number of Pitches				
	1 to 5	6 to 15	16 to 45	46 to 75	76 plus
New Park Home Licence	£315.00	£330.00	£346.00	£362.00	£378.00

3.2 Annual Fee

The Council will charge site owners an annual fee as shown in Table 3 below in respect of each existing relevant protected site licence. It is not considered cost effective to charge an annual fee for sites where there are five or less pitches; as such sites would be lower risk and require infrequent inspections although other licensing fees will still apply.

Table 3 Park Home Fees – Annual Fee (Relevant Protected Sites only)

	Number of Pitches				
	1 to 5	6 to 15	16 to 45	46 to 75	76 plus
Annual Licence Fee	£0	£160.00	£210.00	£277.00	£345.00

3.3 Transfer or Varying of licence

The Council will charge a fee of **£105** where an application to transfer the licence to another person / company or organisation is received and **£105** for amendments to licence conditions where requested by the site owner. If the Council deems it necessary to vary site conditions, there will be no fee payable.

3.4 Site Rules

The Council will charge a fee of **£45** to deposit site rules and to publish them on each occasion on the Council's website.

3.5 Exempting certain sites from paying fees

Fees will only apply to relevant protected sites, therefore no fees shall be payable in relation to other sites such as those solely providing holiday or recreational accommodation, or sites that are only allowed to have units located on them at certain times of the year. Sites for the sole use of the owner and their families (does not include sites that are run for financial gain) are also exempt from the annual licensing fee.

3.6 Cost Recovery

Fees are calculated by the Council on the basis that it will recover the costs incurred in administering licences, including both fixed costs and officer time spent inspecting sites. The fees were calculated with reference to 'The Mobile Homes Act 2013 – a Guide for Local Authorities on setting site licence fees'.

3.6.1 The appropriate fee will require to be included with any application for a new site licence, for amending a site licence or for transferring a site licence.

3.7 **Review of fees**

As this is a new provision, the policy for fee calculation will be reviewed periodically from implementation to determine any changes that need to be made. Fee levels however can be reviewed annually to take into account the effect of inflation and any surpluses and deficits that might have impacted on the predicted level of expenditure in the previous year.

3.7.1 **Annual Fees**

Section 10A(5) of The Mobile Homes Act 2013 states that the Fees Policy must include provision regarding the time at which the annual fee is payable. For the purposes of this policy the fees for existing sites will be payable during May / June 2015 and then on each anniversary.

3.7.2 Where an annual site licence is payable, the request for payment will be made in May each year and must be paid to the Council within 28 days of the dated request.

3.7.3 Where a fee is overdue to the Council, the Council may apply to the First Tier Tribunal for an order requiring the licence holder to pay the Council the amount due by the date specified in the Order. Should a licence holder fail to comply with such an Order within a period of three months from the date of the order, the Council may apply to the First Tier Tribunal for an Order revoking the site licence.

3.7.4 **New Site Licences**

The appropriate application fee should accompany any application for a new site licence. Where a new site licence is granted part way through the year, the fee will be calculated up to the following 1st June date on a pro rata basis.

4.0 **Enforcement Notices and Works in default**

4.1 Since 1st April 2014 section 9 of The Mobile Homes Act 2013 has enabled a Local Authority to serve a compliance notice on a site owner where site licence conditions have been breached. Such a notice sets out what the site owner is required to do in order to remedy the breaches and details a time frame within which works must be carried out. Failure to comply with the notice would be a criminal offence and the Council may prosecute in court. The Act differs from the majority of other housing legislation in that the court can impose an unlimited fine.

4.2 Following a successful prosecution for breaching a compliance notice Local Authorities are able to serve notice to enter the site to carry out the necessary works (Works in Default).

4.3 In addition to this, Section 9E of the Act allows for the service of a notice on site owners enabling the Local Authority to enter the site and take emergency action where there is an imminent risk of serious harm.

- 4.4 The cost of deciding whether to and / or what action to take, preparing and serving enforcement notices and the cost of any actual works (plus the cost of officer time) can be recovered by the Local Authority through recharging for works in default. Unpaid expenses can also be placed as a charge against the site owner's land.
- 4.5 Should the need for works in default arise, the full costs incurred by the Council in undertaking its enforcement activities (including officer time) will be calculated and charged on a case-by-case basis. As such costs can not be predicted, they are not detailed in this policy.

5.0 Depositing of Site Rules

- 5.1 Site Rules that have been duly deposited with the Council will be accepted if their contents are believed to be consistent with legislation and created having been correctly consulted upon and that there are no outstanding appeals.

Site rules that have been duly deposited with the Council will be published on the Council's web site and available to view or download.

6.0 Department for Communities and Local Government (DCLG) Guidance

- 6.1 In setting its fees policy and the fees to be charged, the Council has had regard to The Mobile Homes Act 2013 – a Guide for Local Authorities on setting site licence fees' issued by the Department for Communities and Local Government. The Council is not permitted to make a profit and can only pass on to the site owner the costs incurred in carrying out the licensing function. The Council however is also not expected to make a loss in undertaking its licensing functions which should be a self financing function which local taxpayers are not required to subsidise.

Appendix B – Schedule of permitted cost items for NEW site licence application

Enquiry

	Time	Hr. Rate	Total
Enquiry received and service request entered onto database	45min	£30	£22.50
Information pack and application form sent out	15min		£7.50
Enter details of application onto database	60min		£30.00
Returned application form received	90min		£45.00
Check application form is correct including fee			
Verify particulars entered into database relate to application			
	Combined Total		£105.00

Processing

	Time	Hr. Rate	Total
Examine application documentation and certificates or declarations submitted	60min	£30	£30
Make assessment of site layout, provision of amenities / utilities, fire safety etc.	60min		£30
Receive payment, process payment and issue receipt	60min		£30
	Combined Total		£90

Inspection

	Time	Hr. Rate	Total
Verification inspection of site	90 min	£30	£45
	Combined Total		£45

Issue

	Time	Hr. Rate	Total
Prepare licence documents and certificates	120min	£30	£60
Check and sign certificates/ licence as necessary and serve by post	15min		£7.50
Update database register and public register	15min		£7.50
	Combined Total		£75

Grand Total	£315
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Adjustments for size of sites

	Band	No. of Homes	%	Total
Increased cost due to size of site	1	0 – 5	0	£315
	2	6 - 15	5	£330
	3	16 - 45	10	£346
	4	46 - 75	15	£362
	5	76 plus	20	£378

Appendix C – Schedule of permitted cost items for site licence TRANSFER request

Enquiry

	Time	Hr. Rate	Total
Enquiry received and service request entered onto database	30min	£30	£15
Transfer request form sent out	15min		£7.50
Returned transfer request form received	15min		£7.50
Details of request entered onto data base	15min		£7.50
Check form is correct including fee			
Verify particulars entered into database relate to request			
	Combined Total		£37.50

Processing

	Time	Hr. Rate	Total
Examine transfer request documentation submitted	30min	£30	£15
Make assessment of suitability of transfer requested	45min		£22.50
	Combined Total		£37.50

Issue

	Time	Hr. Rate	Total
Prepare varied licence documents and certificates	30min	£30	£15
Check and sign certificates/ licence as necessary and serve by post	15min		£7.50
Update database register and public register	15min		£7.50
	Combined Total		£30

Grand Total	£105
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Appendix D – Schedule of permitted cost items for site licence VARIATION request

Enquiry

	Time	Hr. Rate	Total
Enquiry received and service request entered onto database	30min	£30	£15
Variation request form sent out	15min		£7.50
Returned variation request form received	15min		£7.50
Details of request entered onto data base	15min		£7.50
Check form is correct including fee			
Verify particulars entered into database relate to request			
	Combined Total		£37.50

Processing

	Time	Hr. Rate	Total
Examine variation request documentation submitted	30min	£30	£15
Make assessment of suitability of variation requested	45min		£22.50
	Combined Total		£37.50

Issue

	Time	Hr. Rate	Total
Prepare varied licence documents and certificates	30min	£30	£15
Check and sign certificates/ licence as necessary and serve by post	15min		£7.50
Update database register and public register	15min		£7.50
	Combined Total		£30

Grand Total	£105
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Appendix E – Schedule of permitted cost items for DEPOSITING of Site Rules

Processing

	Time	Hr. Rate	Total
Site Rules deposited with Council	15min	£30	£7.50
Check site rules to ensure compliant with legislation	30min		£15.00
Enter details of site rules onto database	15min		£7.50
Update website	15min		£7.50
Send confirmation letter to site owner	15min		£7.50
	Combined Total		£45.00

Appendix F – Site licence fees overview

	Band 1	Band 2	Band 3	Band 4	Band 5
	1 to 5	6 to 15	16 to 45	46 to 75	76 plus
	£	£	£	£	£
Annual Fee					
Charge to site owner	0	160.00	210.00	277.50	345.00
New site licence application – fee charges					
Charge to site owner	315.00	330.00	346.00	362.00	378.00
Application to transfer a site licence – fee charges					
Charge to site owner	105.00	105.00	105.00	105.00	105.00
Application to vary a site licence – fee charges					
Charge to site owner	105.00	105.00	105.00	105.00	105.00
Deposit and publishing of site rules – fee charges					
Charge to site owner	45.00	45.00	45.00	45.00	45.00