

LICENSING COMMITTEE



Report subject	Caravan Site Fee Policy
Meeting date	20 May 2026
Status	Public Report
Executive summary	<p>To consider the policy for the level of fees charged by BCP Council for the duties in relation to Licenced Caravan/Mobile Park Home sites.</p> <p>The policy, which is a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960, sets out those fees showing how they are calculated and how they will be reviewed in the future.</p> <p>The percentage increase proposed this year is in line with the recommended corporate inflation for this year.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>Members consider the proposed policy and fees and</p> <p>a) Agree the proposed policy and fees as stated</p> <p>b) Agree that annual fee amendments are delegated to the Director of Housing and Public Protection in the future.</p>
Reason for recommendations	<p>The Mobile Homes Act 2013 allows the Council to recover the full costs of the administration, issuing and monitoring of site Licences.</p> <p>This policy is in relation to how the Council sets the fees for the inspection and licensing of relevant Mobile Homes sites. The previous fee policy was implemented in 2021 and is now due for renewal.</p> <p>It is anticipated that all changes to fees will take effect from 1 October 2026 to allow time for information to be issued to site owners.</p> <p>There is no requirement for public consultation on the setting of these fees.</p>

Portfolio Holder(s):	Councillor Kieron Wilson – Portfolio Holder for Housing and Communities
Corporate Director	Laura Ambler – Corporate Director for Wellbeing
Report Authors	Matthew King – Private Sector Housing Manager
Wards	Council-wide
Classification	For Decision

Background

1. The Mobile Homes Act 2013 amended The Caravan Sites and Control of Development Act 1960 whereby the introduction of a licensing system for park home allows Councils to charge fees for certain activities.

These activities include:

- Applying for a new site licence
 - Transferring an existing licence
 - Revising site licence conditions
 - Annual licence fee.
 - Depositing site rules
 - Fit and Proper Person
2. The 2013 Act made changes to the law on park homes to give better rights and protection to park homeowners.
 3. As part of the changes local authorities are able to monitor site licence compliance more effectively. Authorities have the tools to take enforcement action where owners are not managing and maintaining their sites and its services.
 4. There are 21 residential caravan sites across the BCP area, located primarily in the North of Bournemouth and across Christchurch. There is 1 residential site in Poole. The sites vary in size, from 2 pitches to 90.

Fee Calculations

5. The fees were calculated with reference to The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees and are based on a cost recovery basis. They must not make a profit from the fees but are not expected to make a loss carrying out the Licensing functions.
6. Each year the Council must assess their previous years' costs in carrying out its functions to determine if they were accurate. The Council has recovered its costs in the past 5 years although has absorbed some training time due to team changes. Going forward each previous year will be thoroughly audited in March to ensure accuracy of fees in a more transparent way.

Where the Council has 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 owners in the next year. Where the Council spent more than predicted the deficit will need to be reflected in an increased fee the next year.

Any deficit or surplus from the previous year is reflected in fees for all sites, even where the reason for such a deficit is only due to the activities of one or two sites.

7. The Mobile Homes Act 2013 requires BCP Council to publish a policy for these fees and show how they are calculated. Detailed calculations of the fees are illustrated in the Proposed Policy at Appendix 1.
8. The local authority will continue to charge an annual licence fee based on the banding of sites in the BCP area into five categories

Table 1 - Banding of sites

Number of mobile homes	Band
1-10	Band 1
11- 35	Band 2
36-70	Band 3
71 – 106	Band 4
107 - 142	Band 5
Sites greater than 142 homes: thereafter any sites larger than 142 will pay an additional amount per multiple of 35 homes	

9. Table 2 – Summary of current and proposed fees

	Current	Proposed
New Park Home Licence Plus, Fit and Proper person	£662 (per licence) £250.00	£688 (per licence) £260.50

Annual Licence Fee per site	Bands 1 – 5	Bands 1 – 5
Band 1 (1-10)	£192.00	£200.00
Band 2 (11- 35)	£223.00	£231.50
Band 3 (36-70)	£270.00	£281.00
Band 4 (71 – 106)	£335.00	£348.50
Band 5 (107 - 142)	£383.00 (Thereafter additional £34.67 per multiple of 35 units)	£398.00 (Thereafter additional £36.00 per multiple of 35 units)
Licence transfer or amendment	£266.00	£277.00

In addition, Fit and Proper person (if applicable)	£250.00	£260.50
Deposit of Site Rules	£75 (per set of rules)	£78.50 (per set of rules)
Fit and Proper person (usually 5 yearly)	£250.00	£260.50

10. Site owners may recover the cost of annual fees through an increase in pitch fees if they choose to do so.

Options Appraisal

11. Members are asked to consider the policy and fees as proposed and

- a) Agree the proposed policy and fees; and
- b) When the policy and fees for 2026-2027 are agreed, Members are asked to approve that fees decisions are delegated to the Director of Housing and Public Protection.

Summary of financial implications

- 12. The approved Medium-Term Financial Plan strategy for the Council supports a full cost-recovery approach in fee setting. The proposed fees are designed to recover the reasonable costs of administering, issuing, monitoring and enforcing caravan site licences, in accordance with the Mobile Homes Act 2013.
- 13. The Finance Manager has reviewed the proposed fees and confirmed that they reflect a cost-recovery position and are not intended to generate any surplus income for the Council. Any over- or under-recovery arising in previous years will continue to be reflected in future fee calculations as required by legislation.
- 14. The fee calculations include the application of an inflationary increase of 4% for 2026/27, reflecting staffing costs and CPI. As the revised fees will take effect from 1 October 2026, there are no adverse in-year financial implications for the Council.
- 15. Should Members agree to delegate future annual fee amendments to the Director of Housing and Public Protection, all future fee reviews will continue to be undertaken in consultation with Finance to ensure fees remain compliant with cost-recovery requirements.

Summary of legal implications

- 16. The fees are required to meet the costs of the services and must be set in accordance with the legislation on a cost recovery basis. If the fees are set incorrectly this can result in judicial review and/or difficulties in recovery any unpaid fees.
- 17. Fees must be reviewed annually and any deficit or surplus from the previous year must be reflected in the new fees for the following year.

Summary of human resources implications

- 18. The delivery of the service will remain within existing staffing levels.

Summary of sustainability impact

19. There are no sustainability impacts.

Summary of public health implications

20. There are no public health implications

Summary of equality implications

21. An Equalities Impact Assessment (EIA) has been completed and is attached to the policy.

Summary of risk assessment

22. If the fees are set incorrectly this can result in judicial review

23. The fees as proposed have been carefully considered and calculated based on officer time for each activity.

Background papers

[The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees](#)

Appendices

Appendix 1 – proposed policy and fees

Appendix 2 – current policy and fees