

Caravan Site Fee Policy

May 2026

Private Sector Housing

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1. Purpose Statement

- 1.1 This policy details a consistent approach to the fees charged in relation to the local authorities functions to licenced Caravan/ Park Home sites.
- 1.2 This policy is a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960.
- 1.3 This policy sets out those fees showing how they are calculated and how they will be reviewed in the future.

2. Who the policy applies to

- 2.1 This policy applies to all holders of a site licence for any relevant protected site within the Bournemouth, Christchurch and Poole area.
- 2.2 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 classed in law as relevant protected sites, are exempt from these licensing fees and therefore exempt from this policy.

3. This policy replaces

- 3.1 This policy replaces the previous Caravan Site Fee policy for BCP Council of March 2021.

4. Approval process

- 4.1 This Policy is approved by the Licensing Committee.

5. Links to Council Strategies

- 5.1 This policy supports the Housing Strategy.
- 5.2 During the preparation of this policy document due consideration has been given to the following Key Council Strategies:
 - Corporate Strategy
 - Housing Strategy

6. The Policy

- 6.1 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.
- 6.2 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

6.3 The local authority will charge an annual licence fee based on the banding of sites in 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	

6.4 Table 2 below is a summary of the fees for each band the BCP Council will charge from 1st October 2026.

6.5 The fees were calculated with reference to [The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees](#)

6.6 The Mobile Homes Act 2013 requires BCP Council to publish a policy for these fees and show how they are calculated. Appendix A in this policy shows how the fees were calculated on a cost recovery basis. As sites increase in size the average time taken to administer the annual site licence increases

Table 2 – Summary of fees

New Park Home Licence Plus, Fit and Proper person	£688.00 (per licence) £260.50
Annual Licence Fee per site	Bands 1 - 5
Band 1 (1-10)	£200.00
Band 2 (11- 35)	£231.50
Band 3 (36-70)	£281.00
Band 4 (71 – 106)	£348.50
Band 5 (107 - 142)	£398.00 (Thereafter additional £36.00 per multiple of 35 units)
Licence transfer or amendment In addition, Fit and Proper person (if applicable)	£277.00 £260.50
Deposit of Site Rules	£78.50 (per set of rules)
Fit and Proper person (5 yearly)	£260.50

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

- 6.8 Fees will be reviewed and amended annually to ensure the activities of the Council in relation to this function are fully recovered by the fees charged. If there is a difference in the fees collected compared to the activities undertaken by officers in a financial year, the changes will be reflected in the following year's fees. This means that if the Council's costs are higher than the fees collected in a financial year, the fees would be raised the following year accordingly. Equally, if the Council's costs are less than the fees collected in a financial year, the fees would be reduced the following year accordingly.
- 6.9 The Council will invoice each Relevant Protected Site in January of each year. The amount payable will cover the Annual Licence Fee for the calendar year the invoice is raised.
- 6.10 Site rules are an agreed set of rules for a specific site and are made between the site owner and the residents of a park. Site rules are not the same as site licence conditions and not all sites have adopted a set of site rules. Properly agreed site rules may be deposited with BCP Council and are made available to view upon request. A fee for depositing site rules is set out in this policy.
- 6.11 The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 sets out the requirements for the Council to carry out fit and proper person checks for the manager of the site.
- 6.12 It is an offence for a site licence holder to operate a park home site unless they, or their appointment manager, are a fit and proper person to do so.
- 6.13 Under some circumstances the local authority have the power to appoint a fit and proper person to manage the site, with the owners consent.
- 6.14 The Council must publish a register of the fit and proper person for each licensed site. A shortened version can be found on the Council's website and the full version can be viewed on request at the Council's offices.
- 6.15 The Council will charge £250.00 for a fit and proper person application and to be added to the register.
- 6.16 The Council will charge £266.00 to amend or transfer a licence. Appendix B in this policy shows how the amendment and transfer fees are calculated.
- 6.17 Councils are required to deposit site rules that have been properly adopted by relevant protected sites using the prescribed process. Copies of individual deposited site rules will be provided by the Council upon request. The Council will charge a fee of £75 to deposit a set of site rules.

7. How to use this policy

- 7.1 The policy is supported by appendices which detail a calculation of the fees and how the policy is implemented:
- Appendix A – Calculation of fees
 - Appendix B – Equality Impact Assessment

8. Roles and responsibilities

8.1 Decision making and changes to the policy

To ensure the policy is operating to current regulations and legislation the Director of Communities will be able to approve minor amendments to the policy

Fees will be reviewed and amended annually taking into account inflation and the cost of the Council's activities the previous financial year as outlined above. The Private Sector Housing Manager in consultation with the Head of Public Protection will be authorised to approve amendments

The policy will be reviewed on an annual basis with adjustments made up or down accordingly if a deficit or surplus has been accrued. This is to be carried out by The Private Sector Housing Manager in consultation with the Head of Public Protection.

The majority of decisions will be made by officers assessing applications, carrying out the site inspections and issuing of site licences

9. Enforcement and sanctions

9.1 Where an annual licence fee has been invoiced and has become overdue the Council may apply to a residential property tribunal for an order requiring the licence holder to pay the Council the amount due by the date specified in the order; and the order may make provisions about the manner in which the payment is to be made

9.2 Where a licence holder fails to comply with an order under subsection (3) of the Act within the period of three months beginning with the date specified in the order for the purposes of that subsection, the local authority may apply to a residential property tribunal for an order revoking the site licence

9.3 The Council may take enforcement action for breaches of site conditions on Relevant Protected Sites.

9.4 The Council may reasonably charge for the costs incurred in carrying out enforcement on relevant protected sites such as the service of compliance notices.

9.5 Enforcement fees are not included in this policy and will be calculated and recovered on a case-by-case basis. No set fees apply for this activity.

9.6 The Council may take enforcement action to remedy breaches of site licence conditions. The process and charging rates will be calculated and recovered on a case-by-case basis.

10. Further information and evidence

10.1 In setting its Caravan Site Fees Policy, the Council has had regard to legislation, Government guidance, and regulations including:

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

- [The Mobile Homes \(Requirement for Manager of Site to be Fit and Proper Person\) \(England\) Regulations 2020](#)
- [The Caravan Sites and Control of Development Act 1960](#)

11. Appendices

Appendix A - Calculation of fees

New site licence

Action	Time (mins)
Support Officer to create file on system	20
Initial Enquiry with applicant	40
Support Officer to carry out land registry searches	20
Support Officer to carry out fit and proper person checks	0
Check application and all particulars	60
Letter to applicant confirming receipt / requesting more information	40
Update file and action items	20
Check with Planning Department permissions are in place and save relevant documents to file	40
Initial site inspection including travel time and adding notes to file	120
Support Officer to process licence fee invoice	20
Mediation and consultation with site owner	30
Obtain next licence number	10
Draft final site licence	120
Licence to be checked by manager, signed and scanned to system	30
Update public register	30
Carry out full licence inspection	120
Draft and send letter detailing outcome of inspection	60
Total Support Officer time (mins)	60
Total PSHE Officer time (mins)	720

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
60	40	£40	720	54	£648.00	£688.00

Annual site licence

Action	Time (mins)				
	Band 1 1 - 10 Units	Band 2 11 - 35 Units	Band 3 36 - 71 Units	Band 4 72 - 106 Units	Band 5 107 - 142 Units
File set up on system by support officer	10	10	10	10	10
Letter generated, completed and sent to site owner informing of time and date of inspection	30	30	30	30	30
Check system and scanned files for compliance history	5	10	20	40	60
Site Inspection including travel time, scanning, saving of notes and photos where necessary.	60	80	100	120	140
Write to site owner detailing outcome of inspection, any works and/or certificates required	20	40	50	70	70
Record details of next compliance visit	5	5	5	5	5
Follow up telephone conversations and letters with site licence holder recorded and saved to system	5	10	15	20	25
Invoice detailing fee and site details raised by support officer.	20	20	20	20	20
Compliance revisit	50	60	70	80	90
Total Support Officer Time (mins)	30	30	30	30	30
Total PSHE Officer Time (mins)	200	235	290	365	420

Calculation of licence band

Calculation of Licence Band	Support staff time	Rate	Sub Total	PSHE time	Rate	Sub Total	Total Fee
Band 1	30	40	£20.00	200	54	£180.00	£200.00
Band 2	30	40	£20.00	235	54	£211.50	£231.50
Band 3	30	40	£20.00	290	54	£261.00	£281.00
Band 4	30	40	£20.00	365	54	£328.50	£348.50
Band 5	30	40	£20.00	420	54	£378.00	£398.00

Amendment or transfer of site licence

Action	Time (mins)
Enquiry received and service request entered on computer system by Support Officer	20
Support Officer to send out application form and covering letter detailing fee required	20
Upon receipt of application form, support officer to scan and attach form to computer worksheet.	15
Generate acknowledgement letter or email and send to applicant.	15
Enter particulars on application form on to premises record on computer system	15
Check application valid e.g. all compulsory questions completed and correct fee included	30
Check all particulars entered on computer premises record correctly	15
Support Officer to carry out fit and proper person checks with other council services e.g. council tax, housing benefit, and external agencies e.g. other local authorities	30
Support Officer to carry out LRS to confirm applicant is new owner of the site	20
Amend site licence print out and proof read	30
Amended site licence to be checked signed by line manager	20
Look up records of outstanding historic breaches, outstanding notices etc.	30
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.	30
Scan and attached signed copy of site licence to electronic worksheet	10
Amend park home site licence spreadsheet and public register of park home site licences.	20
General additions time taken with telephone conversations and correspondence with applicant on typical variation enquiry	15
Total Support Officer Time (mins)	105
Total PSHE Officer Time (mins)	230

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
105	40	£70.00	230	54	£207.00	£277.00

Fit and Proper Person

Action	Time	
	Support officer	PSH officer
Pre application advice		15
Receipt of application, review completion, input on system, fee receive/invoiced	30	
Review application and make enquiries	15	90
review representations from applicant or third parties		60
discussions with applicant on application/advice and assistance		20
Establish any conditions applicable		30
Grant of application (Final Notice) or serve Preliminary Notice (Approved/signed by PSHTM)		30
Enter application onto public register	15	
Total Support officer time (mins)	60	
Total PSH officer time (mins)		245

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
60	40	£40.00	245	54	£220.50	£260.50

Deposit of site rules

Action	Time (mins)
Set up Service Request Case File, check details are correct.	15
Prepare and raise invoice, send with cover letter	15
Check for Prohibited/Banned Rules	15
Save new site rules file to Register of Site Rules on system.	10
Raise with IT to amend site rules link on website.	20
Contact site owner to confirm changes published.	20
Total Support Officer time (mins)	30
Total PSH Officer time (mins)	65

Support Officer Time	Rate	Sub Total	PSHE Officer Time	Rate	Sub Total	Total
30	40	£20.00	65	54	£58.50	£78.50

Appendix B – Equality Impact Assessment

What is being reviewed?	<p>This policy replaces previous BCP Council Caravan Site Fee Policy of March 2021.</p> <p>It details a consistent approach to the fees charged in relation to the local authorities functions to licenced Caravan/ Park Home sites. It is a requirement in law under Section 10A (2) Caravan Sites and Control of Development Act 1960.</p> <p>This policy sets out those fees showing how they are calculated and how they will be reviewed in the future.</p>
What changes are being made?	<p>The local authority will charge an annual fee based on the banding of sites in BCP area into five categories based upon the number of mobile homes on the site.</p> <p>The fees have been carefully calculated based upon a cost recovery model for the activities required to ensure compliance.</p>
Service Unit:	Housing and Public Protection
Participants in the conversation:	Matthew King, Private Sector Housing Manager Sophie Sajic, Head of Public Protection
Conversation date/s:	10/4/26
Do you know your current or potential client base? Who are the key stakeholders?	<p>The owners of the local park homes tend to be national businesses with multiple sites.</p> <p>The residents of park homes tend to be over 50 years of age.</p>
Do different groups have different needs or experiences?	Owners of park homes tend to be over 50 years of age, but not necessarily financially disadvantaged.
Will this change affect any service users?	Some park home sites will face an increase in annual licensing fees, which may be passed onto the owners of park homes. However, this would only amount to a few pounds per homeowner each year.
What are the benefits or positive impacts of the change on current or potential users?	Improved regulation and compliance monitoring for park homes sites which will benefit residents and visitors of the sites.
What are the negative impacts of the change on current or potential users?	Potential small increase in fees for park homeowners
Will the change affect employees?	No
Will the change affect the wider community?	No

<p>What mitigating actions are planned or already in place for those negatively affected by this change?</p>	<p>N/A</p>
<p>Summary of Equality Implications:</p>	<p>There are no foreseeable equality implications for this policy. Some sites will see a small increase in fees charged (4% from previous fees), which may be passed onto the park homeowners, but this would be a minimal increase in their charges.</p>