

Caravan Site Fee Policy

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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 previous Bournemouth Borough Council Park Homes Fees Policy July 2012 and Christchurch and East Dorset Partnership park home fees policy of 2015.

4. Approval process

- 4.1 This Policy is approved by The Service Director of Communities

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 Plan
 - 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 the date of adoption of this policy.
- 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 B 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	£662 (per licence) £250.00
Annual Licence Fee per site	Bands 1 - 5
Band 1 (1-10)	£192.00
Band 2 (11- 35)	£223.00
Band 3 (36-70)	£270.00
Band 4 (71 – 106)	£335.00
Band 5 (107 - 142)	£383.00 (Thereafter additional £34.67 per multiple of 35 units)
Licence transfer or amendment In addition, Fit and Proper person (if applicable)	£266.00 £250.00
Deposit of Site Rules	£75 (per set of rules)
Fit and Proper person (5 yearly)	£250.00

- 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 in line with other Council fees and inflation. The policy and fees contained within the policy will be reviewed every 3 years. Adjustments will be made accordingly.

- 6.9 The Council will invoice each Relevant Protected Site in September 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 – Approval process
 - Appendix B – Calculation of fees
 - Appendix C – Existing fee calculations
 - Appendix D – 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. The Private Sector Housing Manager in consultation with the Head of Safer Communities will be able to approve amendments

The policy and fees contained within it will be reviewed on a three year basis with adjustments made up or down accordingly if a deficit or surplus has been accrued. This

is be carried out by The Private Sector Housing Manager in consultation with the Head of Safer Communities

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 site 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.
- 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 – Approval Process

This policy is approved by the Service Director of Communities. Any future amendments will also be approved by the Service Director of Communities.

Appendix B - Calculation of fees. All fees will be rounded to the nearest pound

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	38	£38.00	720	52	£624.00	£662.00

Annual site licence

	Time (mins)				
	Band 1	Band 2	Band 3	Band 4	Band 5
Action	1 - 10 Units	11 - 35 Units	36 - 71 Units	72 - 106 Units	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	38	£19.00	200	52	£173.33	£192.33
Band 2	30	38	£19.00	235	52	£203.67	£222.67
Band 3	30	38	£19.00	290	52	£251.33	£270.33
Band 4	30	38	£19.00	365	52	£316.33	£335.33
Band 5	30	38	£19.00	420	52	£364.00	£383.00

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	38	£66.50	230	52	£199.33	£265.83

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	38	£38.00	245	52	£212.33	£250.33

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	38	£19.00	65	52	£56.33	£75.33

Appendix C – Calculation of Existing Fees

Bournemouth:

New Park Home Licence

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Enquiry received and service request entered on computer system.	30	Admin	£ 13.04
Obtain planning documents. Record type of development permitted and restrictions etc on computer worksheet. Print hard copies of planning documents.	30	Tech Officer	£ 17.03
Make up new caravan site/Park home site file and attach above documentation	20	Tech Officer	£ 11.35
Send out site application form with covering letter and enter action on computer worksheet.	15	Admin	£ 6.52
Contact applicant and make appt to carry out initial site inspection enter action of computer worksheet	10	Admin	£ 4.35
Carry out initial site inspection. Advise applicant as necessary on layout , spacing and other site licence conditions. Help applicant complete application form, if required. Enter record of inspection on computer worksheet. Approx inspection time per unit.	30	Tech Officer	£ 17.03
Travel Time	60	Tech Officer	£ 34.06
Enter particulars on application form on to premises record on computer system. Scan and save application form to computer EDRMS system and link to worksheet.	30	Tech Officer	£ 17.03
Check application valid e.g. all compulsory questions completed and correct fee included	40	Tech Officer	£ 22.71
Carry out LRS to verify applicant is owner of land	30	Tech Officer	£ 17.03
Examine electrical certificate and any other documentation submitted with licence for validity. Enter action on computer worksheet.	20	Tech Officer	£ 11.35
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. Record Action of computer work sheet.	120	Tech Officer	£ 68.12
Obtain next consecutive site licence number on park home licence spreadsheet and enter details of site against that number.	10	Tech Officer	£ 5.68
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 EDRMS and link to computer worksheet.	60	Tech Officer	£ 34.06
Discuss any feedback with applicant on proposed site licence conditions with applicant. If amendments requested seek authority with line manager to amend conditions.	60	Team Manager	£ 45.86
Upon expiry of consultation period amend site licence if required . Print out two copies of site licence and proof read.	60	Tech Officer	£ 34.06
Site licence to be checked and signed by line manager	30	Team Manager	£ 22.93

Send out site licence to applicant with covering letter.	10	Tech Officer	£ 5.68
Scan and save signed copy of site licence to EDRMS system and link to computer worksheet. Insert hard copy of licence to paper file.	20	Tech Officer	£ 11.35
Update public register of licensed sites.	15	Tech Officer	£ 8.51
Upon occupation of site contact site owner to make appointment for licensing inspection	10	Tech Officer	£ 5.68
Carry out full site inspection. Make note of any breaches of site licence conditions/ works required	60	Tech Officer	£ 34.06
Travel time	60	Tech Officer	£ 34.06
Record visit and details on computer worksheet	20	Tech Officer	£ 11.35
Complete risk assessment spreadsheet to determine next routine visit.	10	Tech Officer	£ 5.68
Enter date of inspection and next routine inspection on park homes inspection worksheet. Next routine inspection as scheduled inspection on premises worksheet.	10	Tech Officer	£ 5.68
Send letter to applicant notifying them of outcome of licensing visit.	10	Tech Officer	£ 5.68
TOTAL HOURS PER LICENCE			£ 510

New site licence per unit

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Carry out initial site inspection. Advise applicant as necessary on layout , spacing and other site licence conditions. Help applicant complete application form, if required. Enter record of inspection on computer worksheet. Approx inspection time per unit.	Time per additional unit		
	10	Tech Officer	£ 5.68
Carry out full site inspection. Make note of any breaches of site licence conditions/ works required	Time per additional unit		
	10	Tech Officer	£ 5.68
Send letter to applicant notifying them of outcome of licensing visit.	Additional time per unit		
	5	Tech Officer	£ 2.84
TOTAL HOURS PER LICENCE			£ 14

Annual Licence Fee

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Write to site owner detailing results of inspection and works required to remedy breaches and any certificates required	Per additional unit		
	5	Tech Officer	£ 0.57
Carry out inspection to ensure works requested have been carried out. Approx time per unit	Per additional unit		
	10	Tech Officer	£ 5.68
TOTAL HOURS PER LICENCE			£ 6

Transfer of Licence

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Enquiry received and service request entered on computer system.	20	Admin	£ 8.70
Send out application form and covering letter detailing fee required	15	Admin	£ 6.52
Upon receipt of application form scan and attach form to computer worksheet. Attach hard copy to paper file.	30	Admin	£ 13.04
Enter particulars on application form on to premises record on computer system	15	Admin	£ 6.52
Check application valid e.g. all compulsory questions completed and correct fee included	30	Tech Officer	£ 17.03
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	Admin	£ 13.04
Carry out LRS to confirm applicant is new owner of the site	30	Admin	£ 13.04
Amend site licence print out and proof read	60	Tech Officer	£ 34.06
Amended site licence to be checked signed by line manager	30	Team Manager	£ 22.93
Look up records of outstanding historic breaches, outstanding notices etc.	15	Tech Officer	£ 8.51
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	Tech Officer	£ 11.35
Scan and attached signed copy of site licence to electronic worksheet and attached signed hard copy to paper file.	20	Admin	£ 8.70
Attach hard copy of covering letter and notification of outstanding historic breaches and outstanding notices etc to electronic and paper file	15	Admin	£ 6.52

Amend park home site licence spreadsheet and public register of park home site licences.	20	Admin	£ 8.70
General additions time taken with telephone conversations and correspondence with applicant on typical variation enquiry	90	Tech Officer	£ 51.09
TOTAL HOURS PER LICENCE	06:50		£ 230

Deposit of site rules

Action	Time (Mins) Licensing	Officer	Cost Per Activity
Enquiry received to change or lodge site rules	20	Admin	£ 8.70
Verify Consultation with residents	60	Tech Officer	£ 34.00
Update Web page			
	10	Tech Officer	£ 4.30
TOTAL HOURS PER LICENCE			£ 47.00

Christchurch:

New Park Home Licence

New Park Home Licence (per licence)

Sites of 30 units or less = £324
Thereafter an additional £40 per multiple of 30 units

Annual Licence Fee

Annual Licence Fee (per licensed site)

1- 30 units = £148
Thereafter an additional £40 per multiple of 30 units

Transfer of a Licence

Transfer of a Licence

£29

Amendment of a Licence

Amendments to site licence conditions

£164

Deposit of Site Rules

Deposit of Site Rules (per set of rules)

£40

Comparison of existing fees to proposed BCP fees

New Licence		
Area	Previous New Licence Fee	BCP Licence Fee
Bournemouth	£510 +£14/plot	£662.00
Christchurch	£148 +£40/30 units	£662.00
Poole	N/A	N/A

Licence Transfer or Amendment		
Area	Previous Licence Transfer or Amendment Fee	BCP Licence Transfer or Amendment Fee
Bournemouth	£230	£265.83
Christchurch	£29 / £164	£265.83
Poole	N/A	N/A

Deposit of Site Rules		
Area	Previous Deposit of Site Rules Fee	BCP Deposit of Site Rules Fee
Bournemouth	£47	£75.33
Christchurch	£40	£75.33
Poole	N/A	N/A

Appendix C – Equality Impact Assessment

What is being reviewed?	<p>This policy replaces previous Bournemouth Borough Council Park Homes Fees Policy July 2012 and Christchurch and East Dorset Partnership park home fees policy of 2015.</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 licence fee based on the banding of sites in BCP area into five categories based upon the number of mobile homes on the site. The fees have been carefully calculated based upon a cost recovery model for the activities required to ensure compliance.</p>
Service Unit:	Communities
Participants in the conversation:	Donna Bryant, Private Sector Housing Manager Andrew Williams, Head of Safer Communities Wilbert Smith, Community and Recreation Officer
Conversation date/s:	08/09/21
Do you know your current or potential client base? Who are the key stakeholders?	The owners of the local park homes tend to be national businesses with multiple sites. The residents of park homes tend to be older people.

Do different groups have different needs or experiences?	Owners of park homes tend to be older people, 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 home owner 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.
What are the negative impacts of the change on current or potential users?	Potential small increase in fees for park home owners
Will the change affect employees?	No
Will the change affect the wider community?	No
What mitigating actions are planned or already in place for those negatively affected by this change?	N/A
Summary of Equality Implications:	There are no real equality implications for this policy. Some sites will see an increase in fees charged, which may be passed onto the park home owners, but this would be a minimal increase in their charges.