

FEE POLICY FOR SITE LICENSING AND REGISTERING OF SITE RULES 2017

Section 10A (2) CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960

This document sets out the Council’s adopted charging scheme for the administration of functions under the Caravan Sites and Control of Development Act 1960 as amended by the Mobile Homes Act 2013 in relation to:

1. Annual licence fee
2. New site licences, transfers and amendments
3. Registering site rules

1. Effective date and charging date.

This policy came into effect on 14th March 2017 and the date for payment of the annual Licence fee will be 1st April of each calendar year.

2. Fee structure methodology

The fee scales are calculated on the basis of the time taken in inspecting the site and relevant administration multiplied by the officer’s hourly rate plus mileage. Sites are banded according to their size in terms of the number of pitches. This method recognises that larger sites are more complex and take longer to inspect than smaller sites.

3. Annual licence fee

The following charges apply:

Caravan Site licencing		
Annual Fee		
1-5 pitches	Non-Vatable	£314.28
6-24 pitches	Non-Vatable	£364.16
25-99 pitches	Non-Vatable	£463.92
100-199 pitches	Non-Vatable	£513.80
200+ pitches	Non-Vatable	£613.56

4. New site licence, transfer and amendments

The following fees are applicable if a site owner wishes to apply for a new licence or transfers or amends a site licence. The charge for these functions cannot be passed on by the site owner to the site residents.

Fee for New Licence		
1-5 pitches	Non-Vatable	£314.28
6-24 pitches	Non-Vatable	£364.16
25-99 pitches	Non-Vatable	£463.92
100-199 pitches	Non-Vatable	£513.80
200+ pitches	Non-Vatable	£613.56
Fee for Transfer of Licence	Non-Vatable	£99.76

5. Checking and registering site rules

A fee is applicable for the checking and registering of site rules. The charge for this function cannot be passed on by the site owner to the site residents

Fee for Deposit of Site Rules	Non-Vatable	£99.76
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6. Revision of fee policy.

The fee policy will be kept under review and a new policy will be published when any revisions are made.

7. Dealing with surpluses and deficits

This schedule has been designed to pass on the costs incurred in carrying out the licence function. In the first year of operation the council has made what it believes to be a realistic assessment of the time and cost involved in carrying out the activities. Each year the council will assess its previous costs to see if they were accurate. Where a deficit appears because expenditure was more than anticipated the shortfall will be reflected in the fee charged to the site owner in the next year. Similarly, where a surplus is made the fee for the following year will be reduced by that amount.

Appendix

Evidence to substantiate the cost of undertaking Caravan Site Licensing work.

Annual Licence Fee

No of Pitches	Admin Time	Inspection Time	Total Hours	Fee	Total incl travel
1-5	120	120	4	£199.52	£314.28
6-24	120	180	5	£249.40	£364.16
25-99	180	240	7	£349.16	£463.92
100-199	180	300	8	£399.04	£513.80
200+	240	360	10	£498.80	£613.56

New site licence, transfer and amendments

No of Pitches	Admin Time	Inspection Time	Total Hours	Fee	Total incl travel
1-5	120	120	4	£199.52	£314.28
6-24	120	180	5	£249.40	£364.16
25-99	180	240	7	£349.16	£463.92
100-199	180	300	8	£399.04	£513.80
200+	240	360	10	£498.80	£613.56
Fee for transfer of licence	120		2	£99.76	
Fee for deposit of site rules	120		2	£99.76	

Officer time at £23.68 per hour
Support costs £26.20 per hour

Total Costs per hour = £49.88

Travel time is based on maximum of 2 hours travel to and from the caravan site. This to include £15.00 mileage and any revisits that may need to be undertaken in respect of the licensing inspection.