

Fee Policy for Site Licensing and Registering of Site Rules

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Originating Officer:	Torben Wood
Approved by	Committee 2014

Background: Section 10A (2) Mobile Homes Act 2013

The document sets out the Council's adopted charging scheme for the administration of functions under 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 22 April 2014 and the date for annual charges will be 22 April 2014.

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' from 1 to 5 according to their size in terms of the number of pitches. The method outlined recognises that larger sites are more complex and take more time in terms of site inspections than smaller sites.

Band	Number of pitches
1	1-10
2	11-40
3	41-99
4	100-199
5	200+

3. Annual licence fee

The proposed annual licence fee has been calculated as described above. The effect of using this formula to establish annual licence fees for sites in the City result in the following charges being applied:

	Band 5	Band 4	Band 3	Band 2	Band 1
Pitches	200+	100-199	41-99	11-40	1-10
Charge to owner	£809.43	£633.80	£423.72	£238.80	Exempt

4. Exclusion from annual charge for sites less than 10 pitches

The method used for calculating fees means that residents on very small sites would have a disproportionately large pitch fee. The Council, in setting its fees policy, can exempt certain types or categories of sites from licence fees and it has been decided that the fee policy should exempt from the annual licence fee those sites that have 10 units or less (Band 1). Sites such as this are likely to require little Council involvement beyond issuing the licence in the first instance. For the avoidance of doubt the waiver for these sites has not been redistributed amongst the other larger sites.

5. 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.

	Band 5	Band 4	Band 3	Band 2	Band 1
New site licence application	£961.00	£825.87	£693.39	£506.70	£430.16
Application to transfer a site licence	£93.32	£93.32	£93.32	£93.32	£93.32
Application to amend a site licence	£251.88	£222.44	£195.35	£165.91	£151.19

6. 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.

Band 5	Band 4	Band 3	Band 2	Band 1
£105.39	£100.68	£95.68	£90.68	£85.96

7. Revision of fee policy.

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

8. Dealing with surpluses and deficits

The 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 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.

9. Fees schedules

The following schedules set out the matters and appropriate costs taken into account when setting each type of fee.

Annual site licence

Process	200+ pitches	100-199 pitches	41-99 pitches	11-40 pitches	1-10 pitches
Prepare for and organise visit	60	50	50	40	35
Site inspection	360*	300*	240*	120	30
Travel time	80*	80*	80*	40	40
Licence review and correspondence with site owner, residents and other interested parties	360	300	200	120	60
Prepare for and organise revisit	60	50	40	30	20
Re-visit by	120*	90*	60*	30	30
Travel time	80*	80*	80*	40	40
Secondary review and correspondence	100	60	40	30	30
Routine monitoring visits	120^	60	0	0	0
Travel time for routine visits	80^	40	0	0	0
Work arising from routine monitoring	120	90	0	0	0
Total time	1,540	1,200	790	450	285
Total time (hours)	25.66	20	13.17	7.5	4.75
Hourly rate (£)	29.44	29.44	29.44	29.44	-
Average mileage @ £9.00 return trip	54.00	45.00	36.00	18.00	-
Total annual charge to site owner (£)	£809.43	£633.80	£423.72	£238.80	Exempt

Notes:

*Site inspection by two officers (3 hours /2.5 hours each) and revisit by 2 officers (1 hour/45 mins each)

^ 2 x additional routine monitoring visits

Application for new site licence

Process	200+ pitches	100-199 pitches	41-99 pitches	11-40 pitches	1-10 pitches
Initial enquiries and correspondence to facilitate application	60	60	60	60	60
Receipt of application and background checks	90	90	90	90	90
Prepare for and organise visit	30	30	30	30	30
Site inspection	300*	240*	180*	90	30
Travel time	80*	80*	80*	40	40
Draft licence including conditions	150	120	90	60	60
Licence review and correspondence with site owner, residents and other interested parties	420	360	300	180	160
Manager review	45	30	20	15	15
Issue licence and register	30	30	30	30	30
Prepare for and organise revisit	60	50	40	30	20
Re-visit	360*	240*	180*	210	180
Travel time	80*	80*	80*	40	40
Secondary review and correspondence	240	200	160	120	80
Total time	1,885	1530	1340	995	835
Total time (hours)	31.42	26.83	22.33	16.6	14
Hourly rate (£)	29.44	29.44	29.44	29.44	29.44
Average mileage @ £9.00 return trip	36.00	36.00	36.00	18.00	18.00
Total new application charge to site owner (£)	£961.00	£825.87	£693.39	£506.70	£430.16

Notes:

*Site inspection and revisit by two officers (both 2.5 hours /2 hours each)

Application to transfer site licence

Process	200+ pitches	100-199 pitches	41-99 pitches	11-40 pitches	1-10 pitches
Receipt of application, background checks and processing	120	120	120	120	120
Review information and determine licence	30	30	30	30	30
Manager review	10	10	10	10	10
Issue licence and register	30	30	30	30	30
Total time	190	190	190	190	190
Total time (hours)	3.17	3.17	3.17	3.17	3.17
Hourly rate (£)	29.44	29.44	29.44	29.44	29.44
Total charge to site owner (£)	£93.32	£93.32	£93.32	£93.32	£93.32

Application to amend site licence

Process	200+ pitches	100-199 pitches	41-99 pitches	11-40 pitches	1-10 pitches
Receipt of application, background checks and processing	150	140	130	120	120
Site visit (1 officer)	75	60	45	30	30
Travel time	40	40	40	40	40
Licence review and correspondence with site owner, residents and other interested parties	180	150	120	90	60
Manager review	20	15	15	10	10
Issue licence and register	30	30	30	30	30
Total time	495	435	380	320	290
Total time (hours)	8.25	7.25	6.33	5.33	4.83
Hourly rate (£)	29.44	29.44	29.44	29.44	29.44
Average mileage @ £9.00 return trip (£)	9.00	9.00	9.00	9.00	9.00
Total charge to site owner (£)	£251.88	£222.44	£195.35	£165.91	£151.19

Checking and registering site rules

Process	200+	100-199	41-99	11-40	1-10
Receipt of site rules, check legal procedure followed and no banned rules included	90	90	90	90	90
Calls with residents & site owners	60	50	40	30	20
Check for outstanding appeals	20	20	20	20	20
Confirmation letter to site owner	15	15	15	15	15
Update records, register and website	30	30	30	30	30
Total time	215	205	195	185	175
Total time (hours)	3.58	3.42	3.25	3.08	2.92
Hourly rate (£)	29.44	29.44	29.44	29.44	29.44
Total charge to site owner (£)	£105.39	£100.68	£95.68	£90.67	£85.96

Creation / review date	Version	Changes made	Changes made by	Date of change
Approved April 2014	1	August 2021 - saved in standardised format. No review of or changes made to policy	n/a	n/a