



Cabinet

Tuesday, 12 March 2024

Mobile Homes Fees Policy 2024 - 2029

Report of the Director – Neighbourhoods

Cabinet Portfolio Holder for Environment and Safety, Councillor R Inglis

1. Purpose of report

- 1.1. The Council is required to publish a policy if it is to charge for the licensing of mobile home and caravan sites. The Council has an existing policy, and the fees are reviewed on an annual basis to ensure the true cost of the statutory licensing function is reflected.
- 1.2. Cabinet is asked to approve the Mobile Homes Fees Policy 2024-2029.

2. Recommendation

It is RECOMMENDED that Cabinet approves the revised Mobile Homes Fees Policy 2024-2029.

3. Reasons for Recommendation

The existing Mobile Homes Fees Policy was approved in 2021 and expires in 2024. The Caravan Sites and Control of Development Act 1960 (hereafter called the Act) Section 10A allows the Council to charge a fee for certain activities related to the statutory functions associated with the licensing of sites under the Act. For a fee to be charged, a policy is required to be published stating the fees that are applicable.

4. Supporting Information

- 4.1. The Act requires “relevant protected sites” to be licensed by the Council. This is to ensure standards on such sites are maintained and to ensure more effective enforcement when site licence holders fail to comply with their licence obligations. In this context, relevant protected sites to which the legislation applies are typically known as residential parks, mobile home parks or park homes sites. As the requirement to process licence applications is a statutory requirement placed upon the Council, the Act allows for a fee to be charged to cover the costs associated with the activities surrounding this. Prior to a fee being charged, a policy detailing the fees applicable is required to be published. The Council has an existing policy and a methodology established for the calculation of such fees. The fee is reviewed on an annual basis using the

existing methodology and represents the cost to the Council in carrying out the statutory function.

- 4.2. There is no statutory requirement for a consultation on the proposed fee increase. As the fee calculation methodology has not changed and the fees are related to the carrying out of a statutory function, it is proposed that no consultation is undertaken. The current fees as stated in the Council's fees and charges will remain in place for 2024/25 but will be reviewed in accordance with this policy for 2025/26 as part of the budget setting process.

5. Alternative options considered and reasons for rejection

- 5.1. To not increase the fees to represent the costs incurred and to continue with the existing fee structure as laid in the Council's fees and charges.
- 5.2. To no longer charge for the activities and revoke the Fees Policy would result in the Council incurring the full costs without recovering any fees. This option would not align with the Council's Transformation and Efficiency Plan and Medium Term Financial Strategy.

6. Risks and Uncertainties

- 6.1. None identified

7. Implications

7.1. Financial Implications

Approval of this policy will enable the Council to recover costs incurred in delivering this statutory function. Fees should be set at full cost recovery and be reviewed on an annual basis.

7.2. Legal Implications

7.2.1. If an authority decides to charge fees, they must prepare and publish a fees policy before charging any fee in relation to an application for entry or imposing a condition on registration requiring the payment of an annual fee.

7.2.2. If a local authority revises its fees policy, they must publish the revised policy and act in accordance with that policy.

7.3. Equalities Implications

There are no equalities implications identified from this report.

7.4. Section 17 of the Crime and Disorder Act 1998 Implications

None identified.

7.5. Biodiversity Net Gain Implications

None identified.

8. Link to Corporate Priorities

The Environment	Not applicable
Quality of Life	The licensing of caravan sites is for the purpose of protecting the health and safety of its residents and visitors
Efficient Services	Not applicable
Sustainable Growth	Not applicable

9. Recommendation

It is RECOMMENDED that Cabinet approves the revised Mobile Homes Fees Policy 2024-2029.

For more information contact:	Geoff Carpenter Service Manager Public Protection 0115 914 8229 gcarpenter@rushcliffe.gov.uk
Background papers available for Inspection:	Mobile Homes Act 2013: a guide for local authorities on setting licence fees- GOV.UK
List of appendices:	Appendix 1 – Revised Mobile Homes Fees Policy