

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Environmental Services Portfolio Holder  
**AUTHOR/S:** Director Health & Environmental Services

12 December 2014

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### **PROPOSED CHARGING POLICY FOR CARAVAN SITE LICENSING MOBILE HOMES ACT 2013**

#### **Purpose**

1. The purpose of this report is to propose a charging policy in respect of caravan site licence fees as required by the mobile homes act 2013.
2. This not a key decision. Under the terms of the Council's Constitution it is a decision for the portfolio holder.

#### **Recommendations**

3. That the Environmental Services Portfolio Holder confirms the proposed policy attached as Appendix 1

#### **Reasons for Recommendations**

4. Confirming the proposed policy will prevent legal challenge to any fees and contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

#### **Background**

5. The provision for charging discretionary fees was introduced by the Mobile Homes Act 2013. This Act came into force on 1st April 2014 with respects to amendments to the Caravan Sites and Control of Development Act 1960, which is the principal legislation covering the licensing and control of caravan sites. The Act came into effect on the 26th May 2013 with respect to amendments to the Mobile Homes Act 1983, which regulates the agreements between site owners and occupiers

#### **Considerations**

6. As this is a new provision, the policy for fee calculation will be reviewed 2 years after the implementation to assess any changes that need to be made. However, the fee levels will be reviewed each year to take into account the cost of running the service. Licensing (Section 3)
7. The actual full year costs and income from fees are being monitored over a rolling two-year cycle, as previously agreed, in order to ensure they accurately reflect the cost of administering the service. The fees will be adjusted accordingly and set via the annual fees and charges process.

### Options

8. The Portfolio Holder has the option to:
- (a) Accept the policy detailed in Appendix 1
  - (b) Reject the policy detailed in Appendix 1
  - (c) Amend the policy detailed in Appendix 1.

### Implications

9. The policy will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

10. Financial	None identified at this time
Legal	None identified at this time
Staffing	None identified at this time
Risk Management	Regular performance monitoring of policy
Equality and Diversity	None identified at this time
Equality Impact Assessment completed	No No adverse impacts identified
Climate Change	None identified at this time

### Consultations

11. The Policy has been benchmarked with similar authorities for consistency.

### Effect on Strategic Aims

12. Confirming the proposed policy contribute to the efficient delivery of council services that impact directly on people's safety and health, so contributing to the achievement of the council's Strategic Aims.

### Conclusions / Summary

13. In proposing the policy a number of factors have been taken into account, including council policy, council Aims and Objectives and legislative requirements

**Background Papers:** the following background papers were used in the preparation of this report:

Mobile Homes Act 2013

**Contact Officer:** Myles Bebbington – Head of Service Env Health & Licensing  
Telephone: (01954) 712922