

APPENDIX 1

South Cambridgeshire Caravan site Licensing fee Policy

Scope/Purpose

This policy sets out the fee structure for the processing of applications for the issue, variation and transfer of caravan site licenses and annual fees for administration and monitoring of site licences, together with any fee associated with the holding of a register of site rules.

Legislation

The provision for charging 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.

Review

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.

Components of the annual fee

The annual fee will include all administrative costs in ensuring that each site complies with the licence conditions, including inspections and travel costs. It does not at present include any costs associated with enforcement action as these will be recovered separately under a demand for recovery notice.

Exemptions

The licence fee requirement does not apply to the following sites:-

- Sites exclusively for holiday use
- Sites where conditions require that there are times of the year when no caravan may be stationed on the land for human habitation.
- Sites that are occupied only by the site owner and his/her immediate family or by a person employed by the site owner except where under an agreement to which the Mobile Homes Act 1983 applies.

Payment

The annual fee shall be payable 12 months after the issue of the licence. Failure to pay the fee may result in the local authority applying to the Residential Property Tribunal (RPT) for an order requiring payment by a specified date. If payment is not received within 3 months of that date the local authority may take action to revoke the site licence.

Calculation of licence fees

A combination of officer time and known fixed costs will be used to calculate the fees with a view to cost recovery of the service. These fees are reported in the annual fees and charges reports