

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF LICENSING COMMITTEE ON 17 JUNE 2022

SUBJECT: Review of Mobile Homes Licensing Fees Policy

REPORT AUTHOR: Neil Williamson – Environmental Health Team Leader

DATE: 26 May 2022

EXTN: 01903 737676

AREA: Technical Services

EXECUTIVE SUMMARY:

Local Authorities have been permitted to charge fees to reclaim the costs of administering and monitoring site licences for relevant protected sites since 2015.

Arun District Council's Mobile Homes Licensing Fees Policy sets out the fee arrangements. The fees policy was first published in 2015 and last reviewed and revised in 2016.

This report details the findings of a review of the Policy and presents a revised Policy for adoption.

RECOMMENDATIONS:

That Committee:

1. Adopt the Mobile Homes Licensing Fees Policy; and
2. Delegate authority to the Group Head of Technical Services in conjunction with the Section 151 Officer to make minor amendments to the Policy.

1. BACKGROUND:

Caravan sites have been licensed since the Caravan Sites and Control of Development Act 1960 was enacted. In 2015, the Mobile Homes Act 2013 expanded the scope of the Council's remit in regulating mobile homes sites and allowed the Council to adopt a Caravan Site Licensing Fees Policy and charge fees.

Arun District Council's Mobile Homes Licensing Fees Policy sets out the fee arrangements and was first published in 2015 and last reviewed and revised in 2016. A further review of the policy has now been carried out, together with a comprehensive review of the fee calculations. The revised policy is provided in Appendix 1 and the revised fee calculations are given in Appendix 2 to this report.

Since the last review of the policy, a number of processes have been streamlined, and changed, including new online applications and a new online register. The fee calculations have been updated to reflect these changes.

A risk-based inspection frequency has also been introduced, which targets inspections of mobile homes sites based on the overall risk they present. This has meant a reduced inspection frequency for some sites, and fewer inspection carried out each year. This has been reflected in the fee calculations resulting in a reduced annual fee proposed for 2022, due to lower costs to the Local Authority. The corresponding reduction in income is already reflected in the 2022/23 budget.

Only minor amendments were deemed necessary to the Policy itself, principally formatting, wording changes to simplify the content, updating officer titles and committee names and including the fees proposed for 2022.

The Policy also includes delegation to the Group Head of Technical Services to make minor amendments, to the Policy, in consultation with the Section 151 Officer. A revision history has also been added to improve tracking of changes over time.

The revised Policy is recommended for adoption.

2. PROPOSAL(S):

That Committee:

1. Adopt the Mobile Homes Licensing Fees Policy; and
2. Delegate authority to the Group Head of Technical Services in conjunction with the Section 151 Officer to make minor amendments to the Policy.

3. OPTIONS:

1. Amend and adopt the Mobile Homes Licensing Fees Policy
2. Do not adopt the Mobile Homes Licensing Fees Policy
3. Amend the delegation
4. Do not delegate

4. CONSULTATION:

| Has consultation been undertaken with: | YES | NO |
|--|-----|----|
| Relevant Town/Parish Council | | X |
| Relevant District Ward Councillors | | X |
| Other groups/persons (please specify) | | X |

| 5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below) | YES | NO |
|---|-----|----|
| Financial | X | |
| Legal | X | |
| Human Rights/Equality Impact Assessment | X | |
| Community Safety including Section 17 of Crime & Disorder Act | | X |
| Sustainability | | X |
| Asset Management/Property/Land | | X |

| | | |
|------------------------|--|---|
| Technology | | X |
| Other (please explain) | | X |

6. IMPLICATIONS:

Financial Implications

The approved budget for 2022/23 includes income from Mobile Homes licence fees of £4,600. The recommended charges are expected to realise income in line with the expected budget.

7. REASON FOR THE DECISION:

To ensure the fees policy is kept under review and remains current and to enable recovery of costs associated with delivering these services.

8. BACKGROUND PAPERS:

Appendix 1: Mobile Homes Licensing Fees Policy (revised 2022)

Appendix 2: Mobile Homes Licensing Fees Calculations 2022

Appendix 3: Equalities Impact Assessment Mobile Homes Licensing Fees Policy

[Caravan site licensing fees - current](#)

Mobile Home Licensing Fees Policy 2016

[Papers for Agenda Items 26 to 29, 31 to 32 and 36.pdf \(arun.gov.uk\)](#)

(PDF pages 93 to 106)

[Mobile homes licensing fees policy - current](#)

[Mobile Homes Act 2013: advice to local authorities on the new regime for applications for the grant or transfer of a site licence](#)