

Northamptonshire



Mobile Homes Licensing Fees Policy April 2020 - March 2021

Introduction

- 1.1 The Northamptonshire district and borough local authorities have produced this policy in accordance with the requirements of the Caravan Sites and Control of Development Act 1960 (the amended Act) as further amended by the Mobile Homes Act 2013. The amended Act requires that where a local authority proposes to charge a fee for a caravan/mobile home site licence, covered by the amended Act it shall prepare and publish a fee policy.
- 1.2 When producing the policy the authority:
 - may fix different fees in different cases
 - may determine that no fee is required in some cases
 - must act in accordance with the policy
- 1.3 Any fees charged must fairly cover the costs (or part of the costs) incurred by a local authority under its functions in Part 1 of the amended Act other than the costs of enforcement action. The fees must be reasonable and transparent and whilst different fees can apply to different cases there must be consistency in the fee structure and its application. Fees can only be charged for cost recovery and not for profit.
- 1.4 The ability to charge fees does not apply to all sites licensable under the Act but only to those that are “relevant protected sites” (RPS). An RPS is one covered by the provisions of the amended Act other than where the licence:
 - is granted for holiday use only
 - is subject to conditions that prohibit the use of caravans for human habitation during certain times of the year
- 1.5 In addition, an RPS where occupation is permitted all year round will not be covered by the provisions when the caravan is authorised to be occupied by:
 - the occupier of the site
 - persons employed by the occupier who do not occupy the caravan under an agreement made under section 1 (1) of the Mobile Homes Act 1983.
- 1.6 Local authority owned sites are also not covered by these provisions.

2.0 Fee Structure

- 2.1 The government has published a guide⁽¹⁾ on the setting of fees but has made it clear that the setting of fees is a decision for local authorities. As several local authorities in Northamptonshire administer caravan sites licences through a joint administration unit it has been agreed to publish a policy which covers the whole county. This is in line with the better regulation principles to the benefit of site operators who will be charged the same as other businesses in the area.

- 2.2** Fees can include the costs of all administrative tasks, report writing, meetings, inspections, consultations and advice given. The administration unit has determined a standard rate for administering licence processes. Where the fee includes a technical officer visit or input this is also charged at a standard rate per hour.
- 2.3** The sites covered by the fee policy vary considerably in size from very small, with less than 10 pitches to others with over a 100 pitches. Where the fee is for a licence application or annual inspection visit, the amount of work required will be proportionate to the number of units on the site and the fees have been banded accordingly. For licence transfers, amendments or the deposit of site rules the work will be similar regardless of the site size and a single fee will be set.

3. Review of Fee Structure

- 3.1** Administration and officer costs are reviewed annually and any surpluses or deficits used in setting subsequent years fees.

4. Payment of Fees

- 4.1** An application for a new site licence, licence amendments, transfer or submission of site rules must be accompanied by the relevant licence fee. Where the application is not approved there will be no refund of the fee.
- 4.2** Where an annual inspection fee is payable, an invoice will be sent to the licence holder in April of each year and payments are due within 28 days.
- 4.3** Where payment is overdue, an application may be made to the First Tier Tribunal, Residential Property, (RPT) for an order for the payment of the fees. If this is not complied with within 3 months, an order to revoke the site licence may be applied for.
- 4.4** An operator has the right to apply to the RPT if they disagree with the licence fee being charged.
- 4.5** Where a licence is granted during the year the annual fee payable for that year will be calculated pro rata on the number of whole months remaining in the year from the date of issue.
- 4.6** In the first year the annual fee will be due within 28 days of the receipt of the invoice by the licence holder.

5. Fees Schedule

All fees are reviewed annually and set with effect from 1 April each year. Current fees may be found in each authorities fees and charges booklet available on their websites.

Fees for applications and licences administered by the Central Licensing Administration Unit are appended to this policy.

5.1 Licence application fees - a one off payment determined by the number of licensed pitches on the site.

5.2 Transfer/ amendment fees - payable to administer a change in the site ownership or site licence conditions as requested by the licence holder.

5.3 Annual site licence fee - payable to cover the costs of annual inspection, determined by number of licensed pitches on the site.

* Sites with 1-5 pitches have been exempted from annual charges as they are low risk and tend to be family run sites which are not run as a business and would not normally be visited annually. They would still be inspected in the case of a complaint and the policy will be reviewed in the future if there is evidence of problems at such sites.

5.4 Fees for depositing Site rules

5.5 While site licence conditions are imposed by the licensing authority, site rules are made by the site operator. Their purpose is to ensure acceptable estate management standards are maintained and to promote community cohesion among residents. The 2013 Act requires that any site rules now have to be deposited with the local authority which must keep an up to date register and publish this online. A fee can be levied for depositing the site rules for the first time, to vary or delete them and is the same in each case.

References

1. The Mobile Homes Act 2013 – A Guide for Local Authorities on setting site licensing fees. Department for Communities and Local Government.

Fees and Charges 2019/20

Fee enquiries should be directed to:

Email: licensing@daventrydc.gov.uk

Mobile Homes:			
Fee	Charge before VAT	VAT	Charge Including VAT
Application Fee: 1 - 10 pitches 11 - 50 pitches 51 - 100 pitches 101 + pitches	£160.00 £214.00 £269.00 £322.00	N/A	£160.00 £214.00 £269.00 £322.00
Annual Fee: 1 - 5 pitches 6 - 10 pitches 11 - 50 pitches 51 - 100 pitches 101 + pitches	Exempt £106.00 £133.00 £160.00 £187.00	N/A	Exempt £106.00 £133.00 £160.00 £187.00
Application to transfer or amend licence	£160.00	N/A	£160.00
Depositing, varying or deleting Site Rules	£106.00	N/A	£106.00

How to pay fees:

Fees

These may be paid by card or cheque as follows:

To make a card payment:

To make a payment and to obtain the payment authorisation code and reference number for your licence, please call our Customer Services on 01327 871100.

When making the call do not press any number for any services, listen to the options and wait on the line for a Customer Service Advisor. The Customer Service Advisor will need to know:

- your name;
- your address;
- the type of licence / permit you wish to renew; and,
- your debit or credit card details.

You will receive a payment authorisation code and reference number over the phone on completion, which will be confirmed by email or letter. You need to record the authorisation code and reference number on your application form.

Your licence / permit / certificate application will not be deemed complete without the authorisation code and reference number being recorded in the boxes provided for on the application / renewal form.

To make a cheque payment:

If paying by cheque please enclose your cheque with your application, made payable to: Daventry District Council, crossed a/c payee.

We **do not** accept cash payments by post or at our offices.