



PRCC.38 14/15

**Committee: Prosperous  
Communities**

**Date: 16 December 2014**

**D**

**Subject:** Caravan Sites and Control of Development Act 1960 (as amended)  
Mobile Homes Act 2013; Fees Policy for Licensing of Residential Park Homes  
Sites.

Report by:

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Purpose / Summary:

To provide members with an overview of the new fees and policy for licensing residential park homes. This is a new service that all council are required to implement under the Mobile Homes Act 2013.

**RECOMMENDATION(S):** That Members:

- Note the content of the report.
- Approve the policy as proposed in appendix A

## IMPLICATIONS

**Legal:** Legislation requires councils to implement this new licensing service as soon as possible.

**Financial: FIN/87/15.**

The new licenses will generate an income based only on full cost recovery of providing this service, which is circa £7k per annum. The fees will be implemented for the 2015 – 16 financial year.

The proposed fees and charges will be included in the fees and charges report and then approved by Full Council as part of the budget setting process.

**Staffing:** None as a result of this report, this service will form part of the duties of existing Housing and Communities Projects Officers.

**Equality and Diversity including Human Rights:** An Equality Impact Assessment has been completed for the new policy and fees and is included as appendix B.

**Risk Assessment:** No risks have been identified.

**Climate Related Risks and Opportunities:** N/A

**Title and Location of any Background Papers used in the preparation of this report:**

The following documents have been consulted when drafting this policy  
The Caravan Sites and Control of Development Act 1960 as amended (CSCDA60)  
Mobile Homes Act 2013 (MHA 2013)  
Mobile Homes Act 1983  
Regulators Compliance Code  
The Mobile Homes (sites rule) (England) Regulations 2014  
West Lindsey District Council Enforcement Policy  
DCLG Guidance on Site Licensing Fee Setting – February 2014

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

*i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)*

Yes

No

**Key Decision:**

*A matter which affects two or more wards, or has significant financial implications*

Yes

No

## 1.0 Introduction

Changes to the Mobile Homes Act 2013 introduced new licensing requirements for all residential park home site owners. These changes came into effect on 1st April 2014 and the new licensing service must be provided by the relevant local authority as soon as practicable. Broadly, the purpose of the new licensing is to provide better protection to park home residents by ensuring that the quality of the site is maintained at a suitable standard and to give greater control over pertinent issues such as the sale of their home and purchase of utilities.

The council is able to charge a fee to site owners to recover the costs associated with administering, inspecting sites and issuing the new licenses. The charges apply only to the site owners, not to the residents, and the total fee is based upon the size of the site (calculated on the total number of residential pitches).

The new licenses will be issued, and the proposed fees charged from 1 April 2015. Fees must be approved by full council as part of the budget setting before the service is launched. The background to this change is set out below and the draft policy and fee schedule is attached at Appendix A .

## 2.0 Background

2.1 There are currently 14 permanent licensed residential park home sites in West Lindsey. These are as follows:

Kingsmead Park, Swinhope	72
Burton Waters	30
Broonhill, Laughterton	50
The Elms, Torksey	339
Harpswell	36
Hume Arms, Torksey	132
Little Londen, Torksey	96
Torksey Caravans	100
Rutherglen, Saxilby	11
Shortferry	60
West End, Ingham	20
Torksey Lock	30
Stonecliffe Park, Welton	151

2.2 The new licenses are in addition to the normal permissions that each site must hold. A local authority must grant a licence to operate a caravan site if the land is in the ownership of the applicant and it has the appropriate planning permission in place for stationing park homes. The only circumstance in which a council can refuse to issue an operating license is when the site owner has had a license revoked for any site in their ownership during the last three years.

2.3 Under section 10 of the Caravan Sites and Control of Development Act 1960, a local authority may 'consent' to a transfer of a licence from one person or company to another. The council currently has discretion to refuse to give its consent. However,

refusals are rare because the transferee would, as a matter of right, upon such a refusal be entitled to the grant of a new licence under section 3 of the above Act. The only practical reason for refusing a transfer would, therefore, be if the local authority wanted to grant a fresh licence with new conditions.

- 2.4 Although few licences are issued for new residential park home sites, existing sites do from time to time change ownership resulting in the change of licence holder. In most cases a change of licence holder does not give cause for concern, if there has been a genuine change of ownership and management of the site and the new owner is competent to manage it and hold the licence.
- 2.5 Unfortunately the system had not previously been totally effective in some parts of the country and sites could transfer between individuals or family members relatively easily. In some case this lead to the licence being held by a person or company which had little or no management experience, leading to the poor running of a site and complex enforcement issues for a local authority to pursue.
- 2.6 The changes therefore provide local authorities with the powers to require that park homes sites are operated competently, plus the ability to take formal action to protect residents when this does not happen. The general driver behind this change was to ensure that residents could have the same expectation that the council will ensure sites are safe and well managed, just as it does for those managing a public house, or operating taxis.

### **3.0 Changes introduced by the Mobile Homes Act 2013**

- 3.1 From 1 April 2014, park home sites became subject to the new licensing changes. Although all other current licences will remain in force, new enforcement powers now apply and local authorities are able charge fees and recover costs for the new licensing functions. These changes were introduced by the Mobile Homes Act 2013 and modernise the licensing scheme which was introduced under the Caravan Sites and Control of Development Act 1960 (the 1960 Act).
- 3.2 Under the new scheme local authorities can charge the site owner a fee for considering applications, and for the grant or transfer of a licence. The council can also charge an ongoing annual fee for monitoring and re-issuing existing site licences. To issue a license officers are required to undertake a physical check of the entire site annually and to ensure an ongoing compliance with the obligations associated with site ownership.
- 3.3 Site owners must hold an up to date copy of site rules; these must be made available to officers to inspect and a copy submitted to be retained by the council.
- 3.4 Where a site owner is in breach of a condition of their site licence the council is able to serve a compliance notice, which sets out the steps required in order for the breach to be remedied. In the case of an emergency, or where a site owner is convicted for failing to take the steps required by the compliance notice, the authority has powers to enter the site and undertake the work in default.

- 3.5 The council can recover enforcement costs (separately from licence fees) if it becomes necessary to take enforcement action. This charge can include the preparation of notices and for any works carried out in default or in an emergency. The full extent of these powers and the charges applicable for any enforcement action are set out in the council's adopted and published enforcement policy.
- 3.6 Under the new changes if site ownership is going to change hands, the parties involved must now contact the council before completing the sale or transfer to ensure that a licence will be granted or transferred. This is because it is an offence under section 1 of the 1960 Act for anyone to own and run a park home site without holding a licence. Thus, if a person purchased a site and a licence was subsequently refused (under the new power introduced by the Mobile Homes Act 2013) that person could be prosecuted and face an unlimited fine on conviction.
- 3.7 The Government intends that in considering whether to grant a licence or approve a transfer of an existing one, the council must have regard to both the proposed management structure that will be put into place by the new licence holder and any outstanding licensing issues with the existing one. The council may refuse to grant or transfer a licence until arrangements can be made to satisfactorily resolve any issues, including by accepting legally binding undertakings to pay outstanding debts or carry out site works required under the licence. The council can now charge a fee for considering an application for, or transfer of a licence.

#### **4.0 Creating the policy and fee structure**

- 4.1 Before the council can start charging fees under the new licensing arrangements the council must prepare and publish its fees policy.

When fixing fees the local authority:

- must act in accordance with their fees policy;
- may fix different fees for different cases or descriptions of case;
- may determine that no fee is required to be paid in certain cases or descriptions of case;
- may not take into account enforcement costs when setting fees.

- 4.2 In preparing the fees policy for West Lindsey, officers have

- taken account of all of the above requirements
- undertaken training with officers from neighbouring local authorities
- shared information and considered the approved fees already adopted at neighbouring local authorities
- undertaken consultation with the key stakeholders
- considered where within the council the new service most appropriately fits.

- 4.3 Training for officers was provided by DCLG, and delivered by the author of the new regulations. This has ensured consistency not only locally but nationally, and provided officers with an opportunity to review recognised best practice and different methodologies for preparing the fee schedule and draft policy.

4.4 The proposed fees and charges are detailed within appendix A. It is estimated that the policy will recover circa £7k for the Council with annual charges for sites ranging from £250 to £800. These amounts may change depending on new sites and any expansion of existing sites and will be reviewed year on year in line with Councils budgeting process.

## 5.0 Consultation

5.1 Consultation is not statutory or required for the new policy or fees given that the need for the change and provision of the new licensing service is required by a legislative change. However, officers determined that engagement with key stakeholders was important to ensure that the new service was well understood by park home owners prior to launch, and to provide an opportunity to see how fees would be calculated well in advance of the service commencing. It has also ensured that this policy has been reviewed by those affected by the changes and that any proposed amendments could be considered *before* presenting the document to members for adoption. A full Equality Impact Assessment has also been carried out and is detailed in appendix B.

5.2 As part of the consultation the following stakeholders were provided with an overview of the changes, the draft policy and methodology for setting the fees:

- All site owners
- All elected members that have a permanent residential park home site situated within their ward area
- All Chairs of Committees at West Lindsey District Council
- Core Management Team
- Team Managers within the council who may have a degree of interest or involvement in residential park homes, park home site owners or their residents

5.3 There have been no suggested changes received from park home owners. However, this is not unexpected given that the legislative changes had been well known within the sector and to park owners for a number of months. Trade press has carried a number of articles on how this has been received in different parts of the country and therefore site owners within West Lindsey had been anticipating the council introducing this policy and fee schedule.

No other proposed amendments to the policy have been received or requested. A small number of questions were raised by internal stakeholders, these related to the reason for introducing the new license. These respondents were referred to the first section of the fees policy that outlines this information. Since no amendments have been required the draft policy shown in Appendix A is the same as the version that was circulated to the consultees listed above during August and September 2014.

## 6.0 Implementation

6.1 Officers have considered how best to deliver the new service and where the service should fit within the existing team structure. Since the new licenses involve compliance checking and inspecting the residential setting and operation of the parks,

this work is more broadly aligned with the type of inspection carried out by existing housing officers (which includes inspecting properties and commencing enforcement action when necessary to ensure properties are safe and appropriately managed). This work is notably different and requires different skills and knowledge to the work undertaken by the licensing team within Public Protection. For this reason the service will be operated by existing Housing and Communities Team officers.

## **7.0 Recommendations**

### **7.1 Members are asked to:**

- Note the content of the report.
- Approve the policy as proposed in appendix A

**West Lindsey District Council-**

**Caravan Sites and Control of Development Act 1960 (as  
amended) Mobile Homes Act 2013  
Fees Policy for Licensing of Residential Park Homes Sites**

December 2014



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## **Related documents**

The following documents have been consulted when drafting this policy

The Caravan Sites and Control of Development Act 1960 as amended (CSCDA60)

Mobile Homes Act 2013 (MHA 2013)

Mobile Homes Act 1983

Regulators Compliance Code

The Mobile Homes (sites rule) (England) Regulations 2014

West Lindsey District Council Enforcement Policy

DCLG Guidance on Site Licensing Fee Setting – February 2014

## 1.0 Introduction

The Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013, authorises local authorities to issue licences in respect of 'relevant protected sites' and to require applications for such licences to be accompanied by a fee fixed by the authority. The MHA 2013 was introduced in order to provide greater protection to occupiers of residential park homes and caravans as the existing legislation had not been updated for more than 50 years. This Act introduces some important changes to the buying, selling or gifting of a park home and the pitch fee review process. The council can also now charge a fee for different licensing functions, applications to transfer site licences or to change conditions in site licences, serve enforcement notices and publishing of any site rules relating to a site. Furthermore local authorities may charge for the administration and monitoring of site licences by the levy of an annual fee.

West Lindsey District Council is the local authority for purposes of the act with responsibility for park home licensing for the whole of West Lindsey, and has agreed to make charges for the licensing of relevant protected sites in accordance with the powers granted under the act.

A relevant protected site is defined in the act as any land to be used as a caravan site other than one where the application for a licence is:

- For holiday use only, or
- Subject to restrictions or conditions which limit the times of the year when the site may be used for stationing caravans for human habitation (e.g. planning conditions)

Relevant protected sites to which the legislation applies are typically known as residential parks, mobile home parks and Gypsy Roma and Traveller sites and so on. This policy will not apply to the following:

- Sites that are owned by the local authority.
- Use incidental to a dwelling house within the same curtilage
- Individual permanent residential mobile homes ( see below)
- Touring sites
- Holiday sites
- Caravans occupied by seasonal workers
- Sites where caravans are stationed solely for workers employed in building or engineering operations on that or adjacent land

- Sites used by travelling showmen who are members of a relevant organisation.
- Sites occupied by organisations holding a certification of exemption

\*WLDC consider it appropriate to make single pitch sites exempt from annual licence fees (but not other fees) as their inspection and fee collection arrangements would not be cost effective nor would it add value.\*

Sites which do not fall within the definition of 'relevant protected sites' are still subject to the licensing requirements contained within the CSCDA60, but the provisions relating to payment of fees do not apply.

## **2.0 Fees and Charges**

Before a local authority can charge a fee, it must prepare and publish a fees policy. When fixing a fee the local authority:

- Must act in accordance with its fees policy
- May fix different fees in different cases
- May determine that no fee is required in some cases

Any fees charged must fairly cover the costs (or part of the costs) incurred by the local authority in performing its functions under Part 1 of the act, (excluding the costs of enforcement action or any functions relating to prohibiting caravans on commons or provision of sites by the local authority itself).

In setting its fees policy and the fees to be charged the council has had regard to the Guide for Local Authorities on Setting Site Licensing Fees issued by the Department for Communities and Local Government.

WLDC will charge for:

- The issuing of the first site licence (appendix 1)
- Generic fees for all sites for the issuing of the licence (appendix 2)
- Annual renewal - Monitoring and administration of existing site licences (appendix 3)
- The depositing of site rules (appendix 4)
- The transfer of a licence (appendix 5)
- The alteration of a licence (initiated by the site owner) (appendix 5)

- Taking enforcement action (which will be charged additionally and separately from licence fees) (appendix 6)
- In future WLDC may be able to charge for Fit and Proper Person Checks (appendix 7)

These fees and charges will be set / reviewed annually as part of the council's normal fee setting process.

In determining those fees, the council has taken into account all administrative costs incurred in the licensing process, officer visits to sites, travel costs, consultations, meetings, monitoring of sites/investigation of complaints and the giving of informal advice.

In calculating its fee structure, the council has calculated its fees in accordance with the provisions of the act, and the fees determined are set out in the appendices to this policy.

### **Fees**

<b>Document</b>	<b>Fee</b>
<b>Annual Fee</b>	<b>£275</b>
<b>Generic fee for licence</b>	<b>£85</b>
<b>Deposit of site rules</b>	<b>£30</b>
<b>Transfer and alteration of a licence</b>	<b>£55</b>

### **3.0 The licence fee structure**

The fee structure adopted by the council is based upon a price per unit based on the total cost to the council of carrying out its licensing function for all sites, divided by the total number of all units over all the sites. This is in addition to a general fee for all sites which covers the administration and inspection costs.

### **4.0 Review of the licence fee structure**

A review of the fee structure will be carried out annually and it will be revised if necessary. Any adjustments will take into account variations in officer and administration time to those used in calculating the fees set out in this policy document, along with any changes to other costs incurred in providing the licensing function.

Any surpluses/deficits for the previous year will be taken into account when fixing the fees for the following year.

In setting annual fees each year the council will inform the site owner of the extent to which they have had regard to any surpluses/ deficits from the previous year and will confirm to the site owner the annual fee for the forthcoming year.

## **5.0 Publishing the fee policy**

The fees policy for licensing of residential park home sites will be published on the council's website

***[www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)***

If the council revises its fees policy, it will replace the published policy with the revised policy. The policy will also be available to view during normal office hours at:

***West Lindsey District Council***

***The Guildhall***

***Marshalls Yard***

***Gainsborough***

***Lincolnshire***

***DN21 2NA***

## **Appendix 1**

### **Payment of Fees.**

The council requires application fees for a new site licence, for amending a site licence or for transferring a site licence to accompany the application. The council will not commence the application process until such time as the fee is received.

Application fees are not refundable if the application is not approved.

Annual fees will become due on **1<sup>st</sup> April** each year. The request for payment will be accompanied by information detailing what matters the council took into account in fixing the annual fee and the extent to which it had regard to deficits and surpluses from the previous year.

Where a fee becomes overdue for payment, the council may apply to a residential property tribunal for an order requiring the licence holder to pay the council the amount due by the date specified in the order. If the licence holder has still not paid the fee within three months from the date specified in the order, the council may apply to the tribunal for an order revoking the site licence.

### **Fees for a new site licence**

The council may only issue a licence for a site with a valid and correct planning permission for the use.

The fee for a new relevant protected site licence is based upon a standard fee of £245.

### **Fees for existing site licence**

All relevant protected sites must pay an annual fee to the council. This fee is due on 1<sup>st</sup> April 2015 and annually thereafter.

The annual fee covers the costs associated with administration, an annual site inspection to ensure compliance with the site licence conditions and a revisit to ensure compliance with any outstanding works required. If there is still a breach in site licence conditions at the point of the revisit further changes may be payable to cover the cost of any enforcement action which may be taken.

The annual fee is £275 plus £1.65 a unit. The unit cost is multiplied by the actual number of units on each site to provide the annual fee payable.

The Council cannot use this exercise as a money making scheme, if the council makes a profit on the year this must be deducted the following year, also an additional fee maybe added if the service costs more than expected in the year.

Where the site is of mixed use, some residential and some holiday they will be charged on the basis of residential units only, not the whole site total units.

The annual fee includes one compliance visit per year.

## **Costs**

Officer time – 0.35p per minute of time

Senior officer time – 0.39p per minute of time

Stationary, printing and postage costs – printing costs have been based in 39p an A4 document and postage is charged at 60p

Action	Officer Time	Senior Officer Time
Running reports for inspection list	15	
Processing annual fee including billing	15	
Updating records with fees paid	5	
Inspection letter posted to premise	5	
Collate relevant information for site inspection, history of compliance, copy of conditions, case notes for officer	15	
Officer to read through site information	30	
Site visit, meet and greet, check through paperwork – this does not include a walk round the site	30	30
Average travel time 75 minutes return trip	75	75
Inspection completed letter	15	

Downloading photographs from site visit, attaching to site file	10	
Completing licence documents and updating corporate records. Upload site conditions to website	30	30

Total time taken in minutes 135	245
Staffing costs £52.65	£85.75
Average mileage charged at 45p a mile to site on an average of 25 miles per site	£11.25

### **First year set up fee**

To include costs related to

Training – training at North Kesteven District Council and at North Lincolnshire District Council Officer 2 hours - £42

Preparing fees and charges – officer time 4 hours - £84.00

### **Total – 275.00**

As stated above there will be a cost per unit of residence of £1.65 added to the costs above. This charge covers the cost of the walk around the site to check compliance. The charge has been calculated per unit to reflect the time taken to walk around the different sized sites in the district.



## Appendix 2

### Generic Fee for all sites – issuing of new licence

<u>Action</u>	Officer time	Senior officer time
Initial enquiry, sending out application	15	0
Processing fee and application	15	5
Updating records, creation of new site, checking planning	30	0
Land registry check completed	15	0
Officer to check through application	15	15
Initial site visit, at immediate planning approval / pre advise to discuss requirements with site owner	25	15
Prepare draft licence	15	0
Officer to review licence and issue conditions with licence	30	15
Send licence out	5	0
Second site visit – to follow issue of licence to check conditions and occupation of site		
Total time in minutes	165	50
	£57.75	£19.50

Additional charges of £7.99 have been added to this cost which includes stationary, printing and postage costs and also the land registry fee.

**Issue of a new licence fee - £85.00**

## **Appendix 3**

### **Annual Renewal of licence**

Charges for the first year have been based on average estimates. Fees will be assessed each year to determine accuracy as part of the Councils annual fees and charges setting process.

Renewal fees will be based on the amount of time taken to do the works in the tables above, however will not include the charges for setting up the policy and the start-up works included in the first years costing.

Any additional charges will be in line with the policy and made clear to applicants during the renewal process.

## **Appendix 4**

### **Deposit of Site Rules**

Site rules are different to site licence conditions in that they are neither created nor enforced by Local Authorities. They are a set of rules created by the site owner which residents have to comply with. They may reflect the site licence conditions but will also cover matters unrelated to licensing. The Mobile Homes Act 2013 makes amendments to the Mobile Homes Act 1983 in relation to site rules. New regulations require existing site rules to be replaced with new site rules to be deposited with the Local Authority within a specified timescale.

Local Authorities will need to satisfy themselves that replacement or new rules deposited with them have been made in accordance with the statutory procedure. They will also be required to establish, keep up to date, and publish a register of site rules, or the variation or deletion of site rules.

Any site rules deposited with the Local Authority for the first time or applications to vary or delete existing site rules must be accompanied by the appropriate fee. The fee is the same for either first deposit or for a subsequent variation or deletion. This is because the process will be very similar for all three types of deposits.

This statement about enforcement costs and deposit of site rules is not required by the act to be included in the council's fees policy but is set out in this document in the interests of completeness and transparency.

Fees payable for the deposit of site rules is: **£30**

This cost is payable on top of the licence fee.

## **Appendix 5**

### **The transfer and alteration of a licence**

Where a licence holder wishes to transfer the licence an application must be made to the Local Authority, for which a fee is payable. The fee must accompany the application to transfer the licence.

The Local Authority will also charge a fee where a site owner requests to make an amendment to the site licence. This could include a name change or change of address.

Applications can also be made to vary or cancel conditions by licence holders. The fee for this function is payable at the application stage. If the Local Authority deems it necessary to alter conditions themselves there will be no fee payable.

The fee for an application to transfer or amend a licence is **£55**

## **Appendix 6**

### **Enforcement Expenses**

The Mobile Homes Act 2013 has introduced the ability for Local Authorities to serve enforcement notices and to carry out works in default to remedy breaches of site licence conditions.

The council is entitled, and will seek, to recover expenses incurred in carrying out enforcement action involved in the service of a compliance notice. These expenses include costs incurred in deciding whether to serve a notice, site inspections, preparing the notice and obtaining expert advice.

Where appropriate, the council will also seek to recover expenses incurred:

- In taking action following conviction of the site owner for failure to carry out actions required by a compliance notice; or
- In taking emergency action where there is an imminent risk of serious harm to any person on the site as a result of the site owner's failure to comply with licence conditions

When recovering expenses relating to works in default, an admin charge of 20% will be added to the cost of the work.

The council will also be able to register any of the debts to be recovered for enforcement actions as a local land charge against the site.

The Councils Housing Enforcement Policy which outlines current fees for other enforcement action can be found on the website using the following link:

<http://www.west-lindsey.gov.uk/residents/housing/improving-housing-standards/disrepair/housing-enforcement-policy/104950.article>

## **Appendix 7**

### **Fit and Proper Person Checks**

Section 8 of the Mobile Homes Act 2013 relates to “fit and proper persons” in respect to relevant protected sites, however, it does not come in to force until the Secretary of State (SoS) issues the necessary statutory instrument.

Should this come into force then it would enable the SoS to issue regulations making it an offence for a site owner to manage a site if the Local Authority does not consider them to be a fit and proper person. It would also enable the SoS to issue regulations requiring the Local Authority to establish, publish and keep up to date a register of persons they are satisfied are fit and proper persons to manage protected sites in their area, and enable them to charge a fee for applications for inclusion on the register.

At this time the LA has no plans to charge a fee for this but it may be included in a future update of this policy. Future fees may be adapted to take this cost into account.

## Appendix B

### Part 1: Equality Impact Screening/Pre-Assessment<sup>1</sup>

Name of Policy/Function/Strategy to be assessed: Mobile Homes Act 2013 – Fees Policy for Licensing of Residential Park Home Sites	Section/Directorate: Housing and Communities
Name of person responsible for assessment: Heather Thornton	Date of Screening:  8 <sup>th</sup> October 2014
<b>Policy Aims</b>	
<p>What is the purpose of the policy/function/strategy? What are its intended outcomes?</p> <p>The Caravan Sites and Control of Development Act 1960, as amended by the Mobile Homes Act 2013, authorises local authorities to issue licences in respect of 'relevant protected sites' and to require applications for such licences to be accompanied by a fee fixed by the authority. The MHA 2013 was introduced in order to provide greater protection to occupiers of residential park homes and caravans as the existing legislation had not been updated for more than 50 years. This Act introduces some important changes to the buying, selling or gifting of a park home and the pitch fee review process. The council can also now charge a fee for different licensing functions, applications to transfer site licences or to change conditions in site licences, serve enforcement notices and publishing of any site rules relating to a site. Furthermore local authorities may charge for the administration and monitoring of site licences by the levy of an annual fee.</p>	
<p>Who are the main stakeholders in relation to the policy/function/strategy?</p> <p>West Lindsey District Council, Park Home site owners and park home site residents</p>	
<p>Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy?</p> <p>This policy gives WLDC more powers to control standards at park home sites. This includes ensuring that site rules are fair and that the sites are in good condition. The Council can recover costs for this action through the charging of license fees. The park home site owners will therefore be negatively affected by this policy as the license fee is a cost that they have not had to pay before this year. More regulations have also been introduced through the Mobile Homes Act 2013 which include submitting site rules and paying a fee to change the ownership of the site.</p> <p>The residents and owners of the park homes themselves will be positively affected by the policy as it will ensure that the site owners are licensed and that the condition of the sites is maintained. They may however be negatively affected as the site owners may decide to pass on the license fees to the residents. This however will be minimal as the highest license cost in our area is around £900 which would be a £2.70 approximate cost per year per property.</p>	

<sup>1</sup> Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

Does this policy/function/strategy support the Council's stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain.

This policy supports the councils equality objectives as the majority of people who live on the sites are elderly. This policy seeks to ensure that the sites are safe for people to live in, both through condition and financially.

**Preliminary Impact Assessment**

	Yes	No	Unsure
1. Will this policy or function have an impact on:			
a. How services are delivered to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Human Resources Policies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have any aspects of your policy/strategy already been covered by other EIAs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.			

If you answered Yes or Unsure for question1 please proceed to Part 2 of the EIA, which is to be completed with a small team of people.

Otherwise, if you are satisfied that there would be no additional benefit to completing a full impact assessment (noting that many issues with no apparent relevance may have hidden impacts) then please have your Service Manager sign and date this sheet to indicate that the EIA has been fully completed at this stage.

Manager's Signature: 	This document may be published on the website <input checked="" type="checkbox"/>
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## **Equality Objectives**

1. Improve access to public services and basic amenities for elderly and disabled people through more efficient provision of Council services to sustain and improve their quality of life
2. Improve opportunities for youth to effectively engage in the community and to develop employment skills
3. Reduce mental and physical health inequalities within the district by providing support and promoting an active and healthy population
4. Promote safe and secure communities by fostering good relations between different groups of people.
5. Ensure participation and community engagement from all sectors of society for an accessible and connected district