



East Lindsey District Council

Mobile Homes Act - Fees Policy April 2024

Revised March 2024

Contents

1. Introduction
 2. Fees Charged for Residential Site Licences
 3. Application for a New Residential Site Licence
 4. Transfer of an Existing Residential Site Licence
 5. Amendment of an Existing Residential Site Licence
 6. Annual Fees for Existing Residential Site Licences
 7. Sites Exempted from Fees
 8. Surpluses & Deficits
 9. Residential Site Licence Conditions
 10. Charging Arrangements
 11. Enforcement Costs
 12. Fees for Depositing Residential Site Rules
 13. Fee to Request Copy of Residential Site Licence Documentation
 14. Fit & Proper Person Application Fees
 15. Publishing & Revising the Fees Policy
- Appendix I – Fee Setting Calculations for each Licence fee type

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
- Caravan Sites Act 1968
- Regulators Compliance Code
- The Mobile Homes (Sites Rule) (England) Regulations 2014
- The Mobile Homes (Requirement for Manager of Site to be Fit & Proper Person) (England) Regulations 2020
- East Lindsey District Council Enforcement Policy
- DCLG Guidance on Site Licensing Fee Setting – February 2014

1. Introduction

East Lindsey District Council grants Caravan Site Licences under The Caravan Sites and Control of Development Act 1960 (CSCDA60) for parks that have planning permission for land to be used as a caravan site. The CSCDA60 was amended by the Mobile Homes Act 2013 (MHA 2013) with regards to licensing of residential parks. The MHA 2013 was introduced in order to provide greater protection to occupiers of residential park homes and caravans and raise standards across the park home industry.

The Mobile Homes Act introduced some important changes to the buying, selling or gifting of a park home and the pitch fee review process. There is an expectation that councils should inspect sites annually and use the additional powers provided by the Act to ensure compliance with Site Licence Conditions.

The Council can also now charge fees for different licensing functions, including application fees, annual fees, fees in connection with serving enforcement notices and fees for publishing of any Site Rules relating to a park. The fees generated by the MHA 2013 are not designed to include investigation of harassment or matters unrelated to the Site Licence – these should be dealt with through Residents Associations or other appropriate channels.

East Lindsey District Council can only issue a Residential Site Licence where Planning Permission has been granted to allow permanent residential occupation. Relevant checks will be completed to ensure that parks have the appropriate permission; the Caravan Site Licensing Team may consult with the Planning Team to establish the correct use of the land.

2. Fees Charged for Residential Site Licences

The changes introduced by the MHA 2013 for Site Licensing originally came into force on 1st April 2014. These included powers for Local Authorities to charge fees for their licensing functions in respect of “relevant protected sites”.

A relevant protected site is defined in the Act as any land to be used as a caravan site with planning consent, other than one where a Licence is:

- Granted for holiday use only
- In any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year (such as planning conditions).

Relevant protected sites to which the legislation applies are typically known as residential parks, mobile home parks, park home sites and Gypsy Roma and Travelers sites and so on.

Sites which do not fall within the definition of ‘relevant protected sites’ to permit full residential use are still subject to the licensing requirements contained within the CSCDA60, but the provisions under the MHA13 including relating to payment of fees, do not apply.

Before a Local Authority can charge a fee, they must publish a fees policy. Under the provisions of the Mobile Homes Act 2013 a fee can be charged for:

- Applications to grant a new Licence
- Applications to transfer or amend an existing Licence
- Annual Licence fees for administering and monitoring existing sites

This policy details the fees to be charged for all of these Licensing functions.

The fees detailed within this policy have been calculated based on the estimated average time and costs involved in undertaking activities in connection with the licensing function including 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.

Fees will be reviewed annually in line with East Lindsey District Council's Fees & Charges Reviews & the fees policy will be published on the East Lindsey District Council website.

The fee rates set out in this policy cover the period **1st April 2024 to 31st March 2025**.

3. Application for a New Residential Site Licence

All caravan sites require a Site Licence to operate (subject to exemptions in the CSCDA60); failure to apply for Licence is an offence under Section 1(2) of CSCDA60. The Council may only issue a Licence for a site with a valid and correct planning permission for use of the land as a residential park.

Any application made before the planning status has been awarded will be processed once a planning decision has been reached. An application will be deemed valid once the appropriate application form & other required documentation has been submitted with the correct fee.

The fee for a new 'Relevant Protected Site' Licence is based upon a fixed standard fee of **£522.00**

4. Transfer of Existing Residential Site Licence

Where a Licence holder wishes to transfer the Licence upon sale of a site, an application must be made to the Council, for which a fee is payable. A transfer application will be deemed valid once the appropriate application form & other required documentation has been submitted with the correct fee.

The fee for an application transfer is **£424.85**

5. Amendment of Existing Residential Site Licence

Where a Licence holder requires an amendment to their Site Licence the Council can charge a fee for this function. An amendment application will be required where a park has a change approved via planning permission, i.e. extension to an existing site or change in the number of units permitted on an existing site.

An amendment application will be deemed valid once the appropriate application form & other required documentation has been submitted with the correct fee.

The fee for an application for amendment is **£320.20**

Where the Council themselves deem it necessary to alter Site Licence Conditions there will be no fee payable.

6. Annual Fees for Existing Residential Site Licences

All relevant protected sites must pay an Annual fee to the Council (subject to any exemptions stated in this policy). The fee is due on 1st April 2014 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 Condition at the point of the revisit further charges may be payable to cover the cost of any enforcement action which may be taken.

The Annual fee is made up from a standard fee of **£336.40 plus £2.15 per pitch on the park.**

The standard fee is multiplied by the maximum number of units permitted on each site to provide the annual fee payable.

An Annual fee application form will be sent out to request information on the number of pitches on the park. An annual fee application will be deemed valid once the appropriate application form & other required documentation has been submitted with the correct fee.

Where the annual application form is not returned within the given timescale, the maximum fee will be applied and invoiced for.

7. Sites Exempted from Fees

East Lindsey District Council has chosen to not exempt any residential sites from the Annual fee charge.

Holiday parks are not covered by the provisions of the Mobile Homes Act 2013 and are therefore exempt from payment of any fees.

8. Surpluses and Deficits

The Act provides that the Local Authority, in setting annual fees must advise the Site Owner of the extent to which they have had regard to deficits and surpluses from the previous year. Each year the Local Authority must assess its previous costs to determine if they were accurate. A Local Authority can only pass on to the Site Owner their costs incurred in carrying out the licensing function and must not make a profit.

9. Conditions

The Conditions on the existing Site Licence will remain the same until the Council deem they are outdated or incorrect and then a review will take place. A full consultation exercise will take place for any review or update of Site Licence Conditions before any changes can be imposed.

10. Charging Arrangements

For the purpose of this policy the period covered by the annual fee will be 1st April to 31st March each financial year. The fee will be charged to the Site Owner/Licence Holder and invoices will be sent out with payment due within **30 days**.

Where a new Site Licence is issued part way through the year, the Annual Licence fee will be due in the financial year following the Licence issue date.

In the event an annual fee is not paid within the terms of the invoice the Council may apply to the First Tier Tribunal (Property Chamber) for an order requiring the Licence holder to pay the amount due.

11. Enforcement Costs

Where there has been a breach in a Site Licence Condition which comes to the attention of the Council we may serve a Compliance Notice. The CSCDA60 details the elements which a Local Authority may include when imposing a charge for enforcement action. These include the time involved in deciding to serve and prepare the notice. A detailed breakdown of the relevant expenses would be provided with the compliance notice. Charges would be based on an hourly rate in addition to any other costs incurred for example legal costs.

Charges for enforcement costs cannot be passed onto the residents pitch fee.

If any works in the Compliance Notice are not carried out the Licence Holder commits an offence and the Local Authority may consider taking legal proceedings. Any costs associated with this process would be at the discretion of the Court.

If a prosecution was successfully taken, the Council would have the power to carry out the works in default of the Licence Holder.

12. Fees for Depositing Residential Site Rules

Site Rules are different to the Site Licence Conditions and are put in place by the Owner of a site to ensure acceptable standards are maintained which will be of benefit to occupiers or will promote and maintain community cohesion on the site. The provisions of the MHA13 state that Site Rules must be agreed between both parties.

The Council must keep an up-to-date Register of Site Rules relating to Relevant Protected Sites and publish the register on-line. The Site Rules Register is available to view on the Council's website.

Before publishing the Site Rules the council will ensure the rules deposited have been made in accordance with the statutory procedure – a fee can be charged for this function.

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 a first deposit or for a subsequent variation or deletion.

A Deposit of Site Rules application will be deemed valid once the appropriate application form & other required documentation has been submitted with the correct fee.

The fee is **£81.80** and reflects the costs for this function.

13. Request Copy of Residential Site Licence Documentation

Where a Licence Holder requests a copy of any document connected to their Residential Site Licence, an administration fee will be charged for this function. This fee will apply to a request for a copy of a Site Licence, any relevant Licence Conditions, Fit & Proper Person documentation, deposited Site Rules or other Licence documentation.

The fee is **£52.00** and reflects the costs for this function.

14. Fit & Proper Person Application Fees

An Owner of a Relevant Protected Site must make an application for a “Fit & Proper Person” to be appointed to manage or oversee the running of a residential park.

Once a Fit & Proper Person has been granted, the Fit & Proper Person Licence will last for 5 years before requiring renewal. A new application would be required if the Site Owner proposes to change the nominated Fit & Proper Person within the 5 year period.

The Fit & Proper Person’s details will be held on a Public Register which will be published on East Lindsey District Council’s website.

Please see the Council’s Fit & Proper Person Fees Policy for further guidance on Fit & Proper Person Applications.

A Fit & Proper Person application will be deemed valid once the appropriate application form & other required documentation has been submitted with the correct fee.

The fee is **£335.35** and reflects the costs for this function.

15. Publishing and Revising the Fees Policy

This fees policy will be published on the East Lindsey District Council website at www.e-lindsey.gov.uk. The fees detailed in this policy have been determined based on officer time spent on dealing with Residential Licensing in consideration of the changes the new Act has introduced.

In addition, any policy editions in this licensing regime regulated by government which may impact on the processes and the time involved may result in a revision to the proposed charges.

This policy will be revised no later than **March 2025**.

Appendix i – Fee Setting Calculations

Fee Setting Calculations for the following fee types:

Appendix i(a) - Issuing New Residential Site Licence

Appendix i(b) - Transfer of Residential Site Licence

Appendix i(c) - Amend Residential Site Licence

Appendix i(d) - Annual Site Licence Fee

Appendix i(e) - Deposit Residential Site Rules Fee

Appendix i(f) - Request Copy of Residential Site Licence Documentation

Appendix i(g) - Fit & Proper Person Application Fee

Appendix i(h) - Enforcement Action Fees

Appendix i(a) - Issuing New Residential Site Licence
Generic charge to all sites - Issuing of New Site Licence

Action	Admin Time (mins)	Officer Time (mins)	Manager Time (Mins)
Initial inquiry, sending out Application Form	20	0	0
Processing fee and scanning received application	15	0	0
Responding to Planning Consultations	0	45	0
Updating records & creation of new site	30	0	0
Planning History Search	0	90	0
Land registry check completed	15	0	0
Officer to check through Application Form	0	15	0
Companies House Check	0	10	0
Initial site visit, at immediate planning approval/pre advice to discuss requirements with the site owner	0	60	0
Average Travel time 75 mins for initial visit	0	75	0
Setting up monitoring case for site being operational	10	0	0
Completion of Monitoring Visit	30	0	0
Average Travel time 75 mins for Monitoring Visit	75	0	0
Reviewing Case for Park being operational	5	0	0
Validate Licence	0	45	0
Prepare draft Licence	15	0	0
Officer to review Licence and issue conditions with licence	0	30	0
Send Licence out	0	15	0
Second site visit - follow issue of Licence to check Conditions and occupation on site	0	60	0
Average Travel time 75 mins for visit	0	75	0
Creation of GGP Mapping Overlay record	45	0	0
Discussion with Manager	5	10	15
Total time taken in minutes:	265	530	15
Staffing Costs:	£113.95	£291.50	£9.15
Total Staffing Costs:	£414.60		
Additional charges:			
Stationary & printing costs 50p per sheet - Average 20 sheets of A4	£10.00		
Postage costs Large First Class stamp £1.95- Average 2 Letters	£3.90		
Land Registry Search Fee	£7.00		
Additional Service Area costs £19 per site per year	£19.00		
Average mileage charged at 45p a mile to site rounded to 50 miles - Average 3 visits	£67.50		
Total Additional Costs:	£107.40		
TOTAL LICENCE FEE 2024:	£522.00		

Appendix i(b) - Transfer of Residential Site Licence

Generic charge to all sites - Transfer of Site Licence

This fee will cover transferring existing Residential Site Licence to a new Owner

Action	Admin Time (mins)	Officer Time (mins)	Manager Time (Mins)
Initial inquiry, sending out Application Form	20	0	0
Processing fee and scanning received application	15	0	0
Responding to Planning consultations	0	45	0
Updating records & creating Transferred Case	30	0	0
Planning History Search	0	90	0
Land registry check completed	15	0	0
Officer to check through Application Form	0	15	0
Companies House Check	0	10	0
Initial site visit, at immediate planning approval/pre advice to discuss requirements with the site owner	0	60	0
Average Travel time 75 mins for initial visit	0	75	0
Reviewing Case for Park being operational	5	0	0
Validate Licence	0	45	0
Prepare draft licence	15	0	0
Officer to review licence and issue conditions with licence	0	30	0
Send licence out	0	15	0
Second site visit - follow issue of licence to check conditions and occupation on site	0	60	0
Update to GGP Mapping Overlay record	30	0	0
Discussion with Manager	5	10	15
Total time taken in minutes:	135	455	15
Staffing Costs:	£58.05	£250.25	£9.15
Total Staffing Costs:	£317.45		
Additional charges:			
Stationary & printing costs 50p per sheet - Average 20 sheets of A4	£10.00		
Postage costs Large First Class stamp £1.95 - Average 2 Letters	£3.90		
Land Registry Search Fee	£7.00		
Additional Service Area costs £19 per site per year	£19.00		
Average mileage charged at 45p a mile to site rounded to 50 miles - Average 3 visits	£67.50		
Total Additional Costs:	£107.40		
TOTAL LICENCE FEE 2024:	£424.85		

Appendix i(c) - Amend Residential Site Licence

Generic charge to all sites - Amendments to Site Licence This fee will cover amendments such as address change or name changes.

Action	Admin Time (mins)	Officer Time (mins)	Manager Time (Mins)
Initial inquiry, sending out relevant paperwork	20	0	0
Processing fee & scanning paperwork received back	15	0	0
Responding to Planning consultations	0	45	0
Updating records	30	0	0
Planning History Search	0	90	0
Land registry check completed	15	0	0
Officer to check over amendment Application Form	0	15	0
Validate Licence	0	45	0
Prepare draft licence	15	0	0
Officer to review licence and issue conditions with licence	0	30	0
Companies House Check	0	10	0
Initial site visit, at immediate planning approval/pre advice to discuss requirements with the site owner	0	60	0
Average Travel time 75 mins for initial visit	0	75	0
Discussion with Manager	5	10	15
Send licence out	0	15	0
Update to GGP Mapping Overlay record	30	0	0
Total time taken in minutes	130	395	15
Staffing Costs	£33.80	£169.85	£9.15
Total Staffing Costs:	£212.80		
Additional charges			
Stationary & printing costs 50p per sheet - Average 20 sheets of A4	£10.00		
Postage costs Large First Class stamp £1.95 - Average 2 Letters	£3.90		
Land Registry Search Fee	£7.00		
Additional Service Area costs £19 per site per year	£19.00		
Average mileage charged at 45p a mile to site rounded to 50 miles - Average 3 visits	£67.50		
Total Additional Costs:	£107.40		
NEW LICENCE FEE 2024:	£320.20		

Appendix i(d) - Annual Residential Site Licence Fees

Generic charge to all residential sites - Annual Fee

Action	Admin Time (mins)	Officer Time (mins)	Manager Time (Mins)
Running reports for inspection list	20	0	0
Processing annual fee including billing	45	0	0
Updating records with fees paid	10	0	0
Annual fee letter/invoice posted to premises	10	0	0
Collate relevant information for site inspection, history of compliance, copy of conditions, case notes for Officer	60	0	0
Officer to read through site information	0	45	0
Site visit, meet and greet, check through paperwork - this does not include a walk round the site	0	45	0
Average travel time 75 minutes return trip	0	75	0
Inspection completed log on system & writing letter/informal notice	0	45	0
Downloading photographs from site visit, attach to case file	15	15	0
Sending inspection letters	0	10	0
Sending out Self Certification	20	0	0
Assessing Self Certification	0	30	0
Sending Self Certification follow up letters	15	0	0
Updating GGP Mapping System	30	0	0
Discussion with Manager	10	30	40
Compliance Visit	0	60	0
Compliance Visit Average travel time 75 minutes return trip	0	75	0
Updating records with Compliance Information	0	10	0
Sending Compliance Visit Follow Up Letter	0	15	0
Total time taken in minutes:	235	455	40
Staffing Costs:	£61.10	£195.65	£24.40
Total Staffing Costs:	£281.15		
Additional Costs:			
Stationary & printing costs 50p per sheet - Average 15 sheets	£7.50		
Postage costs Standard First Class stamp £1.25 - Average 5 letters	£6.25		
Average mileage charged at 45p a mile to site rounded to 50 miles	£22.50		
Additional Service Area costs £19 per site per year	£19.00		
Total Additional Costs:	£55.25		
TOTAL LICENCE FEE 2024:	£336.40		Plus £2.15 per unit

Appendix i(e) – Deposit Residential Site Rules

Generic charge to all sites - Deposit Site Rules Fee. This fee will cover depositing & maintaining master copy of Site Rules

Action	Admin Time (mins)	Officer Time (mins)	Manager Time (Mins)
Create Letter Requesting Docs & update case	15	0	0
Processing fee including sending invoice	20	0	0
Follow up work	15	0	0
Reviewing submitted documents	5	20	0
Updating Public Register on website & Manager Approval	0	20	10
Scanning docs & updating case	15	0	0
Maintaining master copy on Register	60	0	0
Total time taken in minutes:	130	40	10
Staffing Costs:	£33.80	£17.20	£6.10
Total Staffing Costs:	£57.10		
Additional Costs:			
Postage costs - Large First Class stamp £1.95 & Standard First Class stamp £1.25	£3.20		
Printing & Stationary costs based on average 5 sheets at 50p per sheet	£2.50		
Additional Service Area costs £19 per site per year	£19.00		
Total Additional Costs:	£24.70		
TOTAL LICENCE FEE 2024:	£81.80		

Appendix i(f) – Request Copy of Residential Site Licence Documentation

Generic charge to all sites - Request Copy of Site Licence, FPP Licence, Deposited Site Rules or other Licence document. This fee will cover sending a copy of a Licence document out upon request

Action	Admin Time (mins)	Officer Time (mins)	Manager Time (Mins)
Process inquiry/ take phone call/liaise with Officers	30	10	0
Review case	0	15	0
Print document	5	0	0
Draft covering letter	10	0	0
Send Document	5	0	0
Total time taken in minutes:	50	25	0
Staffing Costs:	£13.00	£10.75	£0.00
Total Staffing Costs:	£23.75		
Additional Costs:			
Stationary & printing costs 50p per sheet - Average 15 sheets	£7.50		
Postage costs - Large First Class stamp £1.95	£1.95		
Additional Service Area costs £19 per site per year	£19.00		
Total Additional Costs:	£28.45		
TOTAL LICENCE FEE 2024:	£52.20		

Appendix i(g) – Fit & Proper Person Application

Generic charge to all sites - Fit & Proper Person Application Fee. Sites may require multiple Fit & Proper Persons

Action	Admin Time (mins)	Officer Time (mins)	Manager Time (Mins)
Initial Enquiries/Sending Application Forms	30	0	0
Processing Incoming Application	30	0	0
Processing the Fee	20	0	0
Officer Checking/Validating the Application	0	60	0
Visiting Site where necessary	0	150	0
Travelling Time	0	60	0
Land Registry Search Check/Verification	30	0	0
Companies House Check/Verification	0	30	0
Right to Work in UK	0	15	0
DBS Check Review	0	30	0
Review of Competencies	0	45	0
Review of Site Complaint History	0	45	0
Generating acceptance/rejection correspondence and decision notices	0	60	0
Final Management Checks and Sign Off	0	30	30
Addition of Applicant to Fit & Proper Person Register	30	0	0
Annual Maintenance of the Fit & Proper Person Register	20	0	0
Total time taken in minutes:	160	525	30
Staffing Costs:	£41.60	£225.75	£18.30
Total Staffing Costs:	£285.65		
Additional Costs:			
Postage costs - Large First Class stamp £1.95 & Standard First Class stamp £1.25	£3.20		
Printing & Stationary costs based on average 10 sheets at 50p per sheet	£5.00		
Additional Service Area costs £19 per site per year	£19.00		
Average mileage charged at 45p a mile to site rounded to 50 miles	£22.50		
Total Additional Costs:	£49.70		
TOTAL LICENCE FEE 2024:	£335.35		

Appendix i(h) – Enforcement Action Fees

Enforcement Action Fees - These fees will only be relevant where enforcement action is needed and would only be charged when enforcement action takes place. Fees will depend on the level of action required.

Action	Admin Time (mins)	Officer Time (mins)	Manager Time (Mins)
Complaint received in office, updating system, processing complaint	20	0	0
Officer to review complaint	0	30	0
Compliance visit arranged	0	10	0
Discussion with Manager	5	15	15
Total Time Taken in Minutes:	25	55	15
Staffing Costs:	£6.50	£23.65	£9.15
Sub Total Staffing Costs:	£39.30		
Additional charges individual to each site and case			
Travel time to site	Charged as Officer/Admin time per visit in 5 minute blocks		
Site Visit	Charged in minutes based on 5 minutes per residential unit on site		
Mileage	Charged at 45p a mile from ELDC HQ The Hub Mareham Road Horncastle		
Additional Officer or Admin time charged in 5 minute blocks			
Plus recovery of invoiced legal costs			
Stationary & Printing Costs - 50p per A4 sheet			