

## Mobile Homes Act 2013 Fees Setting

### General Information

The Council can not 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. Example: licence fee for 2014 was £500, a review at March 2015 shows LA costs of licensing for 14/15 is actually £550. The Council anticipates that the costs for 15/16 will be £550, so for the next licensing period 15/16 the fee to site owner is £550 + £50 = £600 - example from page 16 of fees guidance

The staff training fee has been split between the amount of sites we currently have registered as residential park homes, whilst I do not believe this information to be accurate it is the only information we hold at the minute. This fee will only be inclusive in the first years annual fee as will alter depending on what staff training is attended over the next twelve months.

Where a 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 fees are based and the annual fee includes one compliance visit a year. We are not able to charge for enforcement action in the annual fee however we can recover 'expenses' in deciding to and in the service of a compliance notice. Including legal costs, inspections and preparation of notice. We can also recover the costs in serving notices in respect of work in default and emergency works. A site owner may not pass on costs of enforcement action to residents through the pitch fee.

### Costs

#### Individual staffing costs

Admin time	£26 an hour	43p a minute
Officer time	£33 an hour	55p a minute
Senior Officer time	£70.28 an hour	£1.17 a minute

#### Stationary, printing and postage costs

Printing costs have been based on 39p an A4 document, postage is charged at 60p a first class stamp and an inspection form has been priced at 20p a form.

Annual Fee

**Generic charge to all sites - Annual Fee**

Action	Admin Time (mins)	Officer Time (mins)	
Running reports for inspection list	15	0	
Processing annual fee including billing	15	0	
Updating records with fees paid	5	0	
Inspection letter posted to premise	5	0	
Collate relevant information for site inspection, history of compliance, copy of conditions, case notes for Officer	40	0	
Officer to read through site information	0	30	
Site visit, meet and greet, check through paperwork - this does not include a walk round the site	0	30	
Average travel time 75 minutes return trip	0	75	
Inspection completed letter	0	15	
Downloading photographs from site visit, attaching to site file	10	10	
<b>Total time taken in minutes</b>	<b>90</b>	<b>160</b>	
<b>Staffing Costs</b>	£38.70	£88.00	
Stationary, printing and postage costs	£3.17		
Average mileage charged at 45p a mile to site rounded to 50 miles	£22.50		
	<u>£152.37</u>		<b>£155</b> Plus £1.65 a unit on site

£1.65 per unit based on 3 minutes of Officer time

Issuing New Licence

**Generic charge to all sites - Issuing of new licence**

<b>Action</b>	<b>Admin Time (mins)</b>	<b>Officer Time (mins)</b>
Initial inquiry, sending out application	15	0
Processing fee and application	15	0
Updating records, creation of new site, checking planning	30	0
Land registry check completed	10	0
Officer to check through application	0	15
Initial site visit, at immediate planning approval/pre advice to discuss requirements with the site owner	0	60
Prepare draft licence	15	0
Officer to review licence and issue conditions with licence	0	30
Send licence out	0	15
Second site visit - follow issue of licence to check conditions and occupation on site	0	60
<b>Total time taken in minutes</b>	<b>85</b>	<b>180</b>
<b>Staffing Costs</b>	<b>£36.55</b>	<b>£99.00</b>
<b>Additional charges</b>		<b>£7.99</b>
Stationary, printing and postage costs	£0.99	
Land registry fee	£7.00	
<b>Issue of new licence fee</b>	<b>£143.54</b>	<b>£145</b>

Transfer of Licence

**Generic charge to all sites - Transfer of site licence, including amendments**

This fee will cover transferring site licence to a new owner and also other amendments such as address change or name changes.

<b>Action</b>	<b>Admin Time (mins)</b>	<b>Officer Time (mins)</b>
Initial inquiry, sending out relevant paperwork	15	0
Processing paperwork received back	15	0
Updating records	10	0
Officer to check over amendments	0	15
Prepare draft licence	15	0
Officer to review licence and issue conditions with licence	0	30
Send licence out	5	0
<b>Total time taken in minutes</b>	<b>60</b>	<b>45</b>
<b>Staffing Costs</b>	<b>£25.80</b>	<b>£24.75</b>
<b>Additional charges</b>		<b>£1.84</b>
Stationary, printing and postage costs	£1.84	

Amendment on licence	£52.39
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**£55**

## 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 is needed

These fees are not been agreed to be charged for every complaint received and where site owners are quick to correct the issue no charge should be made

<b>Action</b>	<b>Admin Time (mins)</b>	<b>Officer Time (mins)</b>
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Complaint received in office, updating system, processing complaint	20	0
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Officer to review complaint	0	10
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Compliance visit arranged	0	5
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### **Additional charges individual to each site and case**

Travel time to site	Charged in minutes from ELDC Manby HQ, Ln11 8up
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Site visit - walk round	Charged in minutes based on 3 minutes per residential unit on site
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Mileage	Charged at 45p a mile from ELDC Manby HQ, Ln11 8up
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Additional Officer or admin time charged in 5 minute blocks

Invoiced legal costs