

OPEN

Licensing Committee

6th January 2025

Annual review of the Mobile Homes - Fees and Charges Policy 2025-2026

Report of: Phil Cresswell – Executive Director Place

Ward(s) Affected: All Wards

For Decision or Scrutiny: Decision

Purpose of Report

- 1 In accordance with The Caravan Sites and Control of Development Act 1960 (amended by the Mobile Homes Act 2013), the Council is permitted to charge a fee for administering the statutory licensing function for protected residential caravan sites (Mobile Homes). As part of fee setting the Council is required to have a Fees and Charges Policy in place for mobile home sites, which must be reviewed annually to reflect the cost of administering the licensing function. This report provides the background to the development of an updated charging policy for 2025-2026.

Executive Summary

- 2 In accordance with The Caravan Sites and Control of Development Act 1960 the Council is permitted to charge a fee for administering the statutory licensing function for residential caravan sites. Appendix 1 provides the proposed Fee & Charging Policy for 2025-2026.

RECOMMENDATIONS

The Licensing committee is recommended to:

1. Approve the proposed Regulatory Services and Health Mobile Homes Fees and Charges Policy 2025-2026 as set out in Appendix 1.

Background

- 3 In accordance with the 1960 Act, the Council may charge a fee for issuing and administering licences for mobile home sites, as well as for the determination of a 'fit and proper person'. In addition to the licensing of sites the Council may also set a fee for other functions such as maintaining a register of site rules and transferring or amending licences.
 - 4 The Council must set fees on a "cost recovery" only basis. Therefore, the fees have been set using a time monitoring approach together with officer knowledge of the times involved for carrying out the various functions. This ensures the fees set are as accurately as possible.
- (a) The following is a summary of the proposed annual fees and charges as set out in the Mobile Homes Fees and Charges Policy 2025-2026. The fees have been calculated for caravan sites as both an initial application fee and an annual fee, 2024-2025 fees are provided for reference purposes.

Number of Pitches	2025-2026 Fee	2024-2025 Fee
< =10	£231.00	£225.00
11 < =20	£290.00	£280.00
21 < =30	£354.00	£340.00
31 < =40	£432.00	£416.00
41 < =50	£490.00	£471.00
> 50	£543.00	£521.00

- (b) Additional fees that can be levied on sites are proposed below, 2024-2025 fees are again provided for reference purposes.

	2025-2026 Fee	2024-2025 Fee
Site Licence Transfer Fee	£137.00	£124.00
Licence amendment (simple)	£137.00	£124.00
Application by the licensee for amendment of conditions	£409.00	£372.00
The deposit of site rules	£54.00	£44.00

- (c) The following are the proposed fees and charges relating to 'Fit and Proper Person', 2024-2025 fees are provided for reference:

	2025-2026 Fee	2024-2025 Fee
Initial Application Fee	£394.00	£385.00
Annual Fee	£125.00	£122.00
Five Year Reapplication Fee	£292.00	£197.00

Consultation and Engagement

- 5 There are no requirements in legislation for any prior consultation or engagement.

Reasons for Recommendations

- 6 In accordance with the 1960 Act, the Council must produce a Fees and Charges Policy for the licensing of mobile home sites where it intends to recover the costs of the service that it provides. These fees and charges shall be reviewed annually to reflect the costs of administering the licences.

Other Options Considered

- 7 Cheshire East Council has implemented a charging scheme for mobile home licensing functions for several years and in accordance with the 1960 Act. In taking this approach it has committed to the production of a charging policy each year which provides a 'cost recovery' charging structure in accordance with guidance from the Secretary of State.
- 8 The Council could decide not to charge for this function and consequently would not need to produce and publish a charging strategy. This would however be contrary to the Council's Charging and Trading Strategy.

Option	Impact	Risk
Do nothing – Carry out the Mobile Homes licensing function without a published fees policy.	The Council would not receive eligible income for the work required to administer the Mobile Homes licensing function.	Medium Risk – impacts to service budgets through reduced income.

Implications and Comments

Monitoring Officer/Legal

- 9 Sections 3(2A) and 5A of the Caravan Sites and Control of Development Act 1960 provide local authorities with the power to charge a fee for administering licences for “relevant protected sites.” These include mobile home sites.
- 10 In addition, section 1(3) sets out that where ‘a local authority sets a fee it must inform the licence holder of the matters to which they have had regard in fixing the fee for the year in question...’. Guidance from the Secretary of State recommends that this should be undertaken by adopting a Mobile Homes Fees and Charges Policy.
- 11 It therefore lawful for the Council set, charge and collect fees for licensing relevant protected sites under the 1960 Act. However, before charging the fee, the local authority must prepare and publish a fees policy.

Section 151 Officer/Finance

- 12 With respect to residential caravan sites, local authorities are able to set a range of fees and charges on a “cost recovery” only basis, as set out in guidance issued by the Secretary of State to local authorities. The proposed new fees (see tables in paragraph 4) are based on a cost accounting process that reflects site size, officer input and other associated costs.
- 13 In addition to the licensing function, the guidance also proposes additional fees and charges which can be set by local authorities, such as the depositing of site rules and the issuing, transferring, or amending of site licences, which are the more administrative functions of the regime. The proposed new fees are based upon officer time and associated costs.

Policy

- 14 The Council's Corporate Plan 2021-2025 sets out our vision for a more open, fairer, greener Cheshire East. This policy will therefore ensure that there is transparency in our approach to the Mobile Homes requirements and our fee setting processes.

An open and enabling organisation	A council which empowers and cares about people	A thriving and sustainable place
Ensure there is transparency in all aspects of council decision making.	Protect and support our communities and safeguard children,	Look at opportunities to bring more income into the Borough.

	adults at risk and families from abuse, neglect and exploitation.	
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Equality, Diversity and Inclusion

15 There are no direct equality implications arising from this report.

Human Resources

16 There are no direct resource implications arising from this report.

Risk Management

17 The 1960 Act specifically allows local authorities to set a local scheme of fees and charges on a cost recovery only basis.

18 Where a local authority does choose to implement a charging regime this must be supported by a charging policy. This report addresses that need by providing a policy and seeking relevant approval for its implementation.

19 As with all locally set fees and charges, there is a risk of challenge by those to whom the fee relates. However, it is hoped that the transparent approach to fee setting and the consideration of national guidance on this matter will minimise this risk.

Rural Communities

20 There are no direct implications for rural communities.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

21 There are no direct implications to children and young people, and cared for children.

Public Health

22 There are no direct implications for public health.

Climate Change

23 There are no implications for climate change.

Access to Information	
Contact Officer:	<p>Sarah Sutton - Commercial Services Team Leader</p> <p>sarah.sutton@cheshireeast.gov.uk</p>
Appendices:	Mobile Homes Fees and Charges Policy 2025-2026
Background Papers:	<p>The Caravan Sites and Control of Development Act 1960 is available here:</p> <p>https://www.legislation.gov.uk/ukpga/Eliz2/8-9/62</p> <p>The Mobile Homes Act 2013 is available here:</p> <p>http://www.legislation.gov.uk/ukpga/2013/14/contents/enacted</p> <p>The Mobile Homes (Site Rules) (England) Regulation 2014 is available here:</p> <p>http://www.legislation.gov.uk/cy/uksi/2014/5/made</p> <p>Mobile Homes Act 2013: a guide for local authorities on setting licence fees:</p> <p>https://www.gov.uk/government/publications/mobile-homes-act-2013-a-guide-for-local-authorities-on-setting-licence-fees/mobile-homes-act-2013-a-guide-for-local-authorities-on-setting-licence-fees#section-a-costs-that-can-be-included-in-licensing-fees</p> <p>Mobile homes: a guide for local authorities on the fit and proper person test:</p> <p>https://www.gov.uk/government/publications/mobile-homes-fit-and-proper-person-test-guidance-for-local-authorities/mobile-homes-a-guide-for-local-authorities-on-the-fit-and-proper-person-test</p> <p>Mobile homes: a guide for local authorities on setting fees for the fit and proper person test:</p> <p>https://www.gov.uk/government/publications/mobile-homes-fit-and-proper-person-test-guidance-for-local-authorities/mobile-homes-a-guide-for-local-authorities-on-setting-fees-for-the-fit-and-proper-person-test</p>