

Park Homes Fees Policy

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1. Executive Summary

The Mobile Homes Act 2013 (MHA) was introduced to provide greater protection to occupiers of residential caravans and mobile homes. The MHA introduced changes to the licensing of 'Relevant Protected Sites' (Park Home Sites) which came into effect in April 2014 by amending the Caravan Sites and Control of Development Act 1960 (CSCDA). The change to the licensing regime allowed councils to charge site owners fees for considering applications for the issue or transfer of a site licence, for altering conditions in a site licence, and for annual fees for the administration and monitoring of licences including an annual site inspection to ensure that compliance with site conditions is maintained.

The Council will licence the relevant protected sites in the County as defined in Section 5A (5) and (6) of the CSCDA, that is, sites or parts of sites that have the appropriate planning permission and are used for permanent residence. The Council will also have regard for the prescribed exemptions for sites being relevant protected sites to ensure the validity of the licensing regime.

The Council has set its licence fees with regard to the Department for Communities and Local Government 'Mobile Homes Act 2013: a guide for local authorities on setting licence fees' and the 'Local Government Association guidance on locally set licence fees, 2023'.

The fees that the Council will charge are as follows:

- New Licence Application Fee (Pitch based banded fee)
- Transfer of Site Licence (Flat fee)
- Alteration of a Site Licence - variations to licence conditions (Flat fee)
- Site Expansion Amendment Fee (Flat fee) (Discretionary fee)
- Annual Fee (Pitch based banded fee)
- Deposit of Site Rules Fee (Flat fee)

These fees and fee amounts will be displayed on North Yorkshire Council's website.

The Policy also sets out where exemptions from fees apply including where there is planning permission for a mixed holiday and residential site and the residence is limited to the site owner and family members and/or any site wardens and holiday sites. Sites occupied by a single-family group of five or less pitches are exempt from annual fees only.

The timing of payment of annual fees will be in April each year, in line with the start of the financial year when invoices will be issued to site owners to be paid within 30 days. For the first year of this Fees Policy site owners will be offered the flexibility to pay annual fees up to November 2025 to allow site owners to adjust to the new suite of fees.

The MHA also introduced a new enforcement regime for relevant protected sites which allows Councils to recover costs for serving compliance notices, taking emergency action and any other works in default within a prescribed framework. This cost recovery regime is separate from the licensing regime.

Site owners must provide their rules to the Council so it can be satisfied they have been made in accordance with the statutory procedure. As the Council must publish a register of site rules it will levy a fee for the depositing of site rules.

The fees in this policy will be reviewed annually and the Fees Policy will be reviewed every two years, should the fees and/or policy require any significant changes within the review periods, they will be revised and published stating the reasons for the changes.

2. Introduction – Scope and Purpose

The Caravan Sites and Control of Development Act 1960 (CSCDA) came into force in August 1960 and was amended by the Mobile Homes Act 2013 (MHA) in relation to mobile or park home sites. Part I of the CSCDA introduced a licensing system, to be operated by local authorities, to regulate the establishment and operation of caravan sites. The main purpose of this legislation is to protect the interests of residents living permanently on park home sites and ensure that standards of amenity, health and safety are maintained. In addition to the licensing regime, a suite of enforcement options was also introduced which allows the local authority to serve compliance notices, take emergency action and carry out works in default to remedy non-compliance with licence conditions within a prescribed framework. The latter is not within the scope of this Park Home Fees Policy.

In the CSCDA Section 29 defines a caravan and a caravan site; and Section 5A (5) defines a relevant protected site as land in respect of which a site licence is required under Part I of the CSCDA, other than land in respect of which the relevant planning permission under Part 3 of the Town and Country Planning Act 1990 or the site licence is:

- a. expressed to be granted for holiday use only, or
- b. otherwise so expressed or subject to such conditions that there are times of the year when no caravan may be stationed on the land for human habitation (subject to exceptions for year-round occupation by the occupier and persons employed by him).

This Park Home Fees Policy (the Fees Policy) applies to the licensing and licence fees for relevant protected sites as defined by the CSCDA, which are commonly known as park home sites, that is, sites that are for permanent residential use.

The CSCDA allows local authorities to charge for fees for the operation of its licensing regime for relevant protected sites and to do so is required to publish and act in accordance with a Fees Policy as required by Section 10A (2) of the CSCDA. This Fees Policy for North Yorkshire Council was produced and approved to enable the Council to set and charge fees from 5 June 2025. The fees have been set with regard to the guidance published by the Department for Communities and Local Government (DCLG) 'Mobile Homes Act 2013: a guide for local authorities on setting licence fees 2014' and the 'Local Government Association guidance on locally set licence fees, 2023'.

The following fees will be charged in accordance with this Fees Policy:

- New Licence Application Fee
- Transfer of Site Licence
- Alteration of a Site Licence - variations to licence conditions
- Site Expansion Amendment Fee
- Annual Fee
- Deposit of Site Rules Fee.

These fees and fee amounts will be displayed on North Yorkshire Council's website.

As of 5 June 2025, 46 park home sites in the County hold site licences mainly issued by the former district and borough councils, all with varying numbers of units. It is accepted that the former district and borough councils employed different models in respect of the operation of the licensing regime for relevant protected sites including the charging of fees. This policy allows the Council to set one suite of fees for relevant protected sites that will support the delivery of the licensing regime and provide a consistent approach for the Council and for site owners. The extent of work for each site varies according to size, complexity, and whether there are issues arising with the standards at the sites. This variation has been reflected in the fee setting for new applications and annual fees.

It is also accepted that further work is required to identify where sites may be used for permanent residential use and require licensing by the Council.

It must be noted that a caravan site licence can only be issued to the owners of sites that have obtained valid planning permission.

The 'First Schedule' of the CSCDA sets out cases where a caravan site licence is not required, including:

- Local authority-owned sites
- Use incidental to a dwelling house within the same curtilage
- Sites where a single caravan is stationed on land for not more than two nights and not more than 28 days in any 12-month period
- Sites where caravans are stationed on land not less than five acres for not more than 28 days and no more than three caravans are stationed at any one time
- Sites where caravans are solely for seasonal agricultural/forestry workers employed on land owned by the site owner
- Sites where caravans are 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 certificate of exemption.

The licensing regime will have regard to the definition of a relevant protected site and the exemptions from licensing detailed above to ensure the validity of the regime.

3. Licence Fees: Initial Licence (Grant), Transfer, Alteration (variations to licence conditions), Amendments for Site Expansion, and Annual Fees

3.1 Introduction to Fees and Fees Setting

Subject to the exemptions detailed in the previous section '2 Introduction' there is a requirement for site owners to ensure that their park home sites are licensed. Failure to do so would be an offence under Section 1(2) of the CSCDA which can result in a fine not exceeding level 5 on the standard scale upon summary conviction.

In accordance with the DCLG guidance, the matters that have been taken into consideration when determining the Grant, Transfer, Alteration (variation of conditions) are listed in Annex A and matters that have been taken into consideration for Annual fees are at Annex B.

3.2 Fees

Fees will be charged as follows:

New Licence Application Fee, (Grant): Pitch based banded fee

Section 3 (2A) of the CSCDA enables the Council to require a fee in respect to a relevant protected site application.

Currently it is not possible to accurately predict the number of new site licence applications the Council will receive in the future. Therefore, it is appropriate to assume that new applications would broadly reflect the diversity of the current relevant protected sites in the County and the time and resource taken to process the current licensed sites. See Annex A for matters considered for calculating fees.

If an application is refused, then the applicant will not be entitled to a refund of the administration part of the fee as the application will have been processed and assessed and the administration fee includes only those activities related to processing, assessing and determining the application. Should the applicants have any queries prior to submitting their application and fee, applicants are very much encouraged to contact the Council's Regulatory Support Team and request preapplication advice which will be free of charge at point of delivery. Tel: 0300 131 2 131 or email: Regsupport@northyorks.gov.uk

Transfer of Site Licence: Flat fee

Section 10 (1A) enables the Council to require a fee where an application to transfer the licence to another person or organisation is received.

The fee for the transfer of an existing licence when the holder of the licence ceases to be the occupier of the land was calculated by estimating the cost of processing such applications based upon previous experience of these types of applications. As the cost is not dependant on the number of pitches a single figure per site is set. See Annex A for costs considered for calculating fees.

A transfer application fee will not be required when the new occupier of the site has inherited the site following the death of the current licence holder. The applicant will be required to provide appropriate documentation to confirm this.

If an application to transfer is refused, then the applicant will not be entitled to a refund of the administration part of the fee as the application will have been processed and assessed and the administration fee includes only those activities related to processing, assessing and determining the application.

Alteration of a Site Licence (variations to licence conditions): Flat fee

Section 8 (1B) enables the Council to require a fee for alterations to licence conditions where these are requested by a site owner.

The fee for the alteration of a site licence (variations to licence conditions) was calculated by estimating the cost of processing such applications based upon previous experience of these types of applications. As the cost is not dependant on the number of pitches a single figure per site is set. See Annex A for costs considered for calculating fees.

The fee for alterations to licence conditions will only be charged where the request to vary conditions is made by a site owner. No fee will be payable if the Council requests to alter the conditions.

Site Expansion Amendment Fee: Flat fee (discretionary fee)

The fee for a site expansion licence application was calculated by estimating the cost of processing such applications based upon previous experience of these types of applications. See Annex A for costs considered for calculating fees.

The fee charged within this Fees Policy for a Site Expansion Amendment (to include additional pitches) will reflect the time and resource required to process such applications and matters that require inspection will be limited to the expansion. All other matters that require inspection will be considered as part of the annual inspection for which a separate fee (annual fee) is charged.

Annual Fee: Pitch based banded fee

Section 5A (1) of the CSCDA enables the Council to require an annual fee to be paid by site owners in respect of relevant protected sites.

The annual licensing fees are calculated to cover the cost to the Council for carrying out its annual inspections and related administration costs. The costs are based upon previous experience of time and resource required to conduct the annual inspections of the current sites in the County. A pitch banding fee option recognises that larger sites are more complex and require more time and resource in comparison to smaller sites. See Annex B for costs considered for calculating fees. The pitch banding levels are as follows:

Pitch Banding Levels

| Banding | Pitch Numbers |
|----------------|----------------------|
| Band A | 1 to 5 |
| Band B | 6 to 14 |
| Band C | 15 to 29 |
| Band D | 30 to 59 |
| Band E | 60 to 99 |
| Band F | 100 to 149 |
| Band G | 150 to 199 |
| Band H | 200 to 299 |
| Band I | 300 plus |

Licence holders will be informed by the Council of the matters to which it has had regard in fixing the fee for the year in question, in particular the extent to which it has had regard to deficits or surpluses in the accounts for the annual fee for previous years. In determining the deficits or surpluses in the account any costs relating to the monitoring of conditions on sites, including informal action, will be considered by the Council unless they are specifically excluded by the CSCDA.

The Council's fees have been calculated based on the hourly rate of the officer role carrying out specific actions to administer and process each of the activities detailed above and are set out in Annex C.

The fees detailed above do not take into account any costs incurred in relation to enforcement activities such as actions relating to serving compliance notices, taking emergency action, and works in default as these costs will be recovered by other means.

3.3 Exemptions from paying fees

Where there are statutory exemptions, Section 10A (3) of the CSCDA enables the local authority to fix different fees or to determine that no fee is required to be paid in certain cases or descriptions of case.

Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year are exempt from licensing fees by virtue of not falling within the definition of a 'relevant protected site'.

If a holiday site also has planning permission for residential use and that residential use is only by the owner of the site (including family members) and/or employees working on the site, their permanent occupation does not make the site a relevant protected site. Therefore, where permanent residential pitches are included in a mixed site, that is, a site where a site warden/s and owners/owners' family are occupying a caravan as a residence, they shall be exempt from the scope of this Fees Policy.

In accordance with DCLG guidance it is appropriate to exempt from the scope of this Policy sites occupied by a single family group of five or less pitches from annual fees (but not exempt from other licensing fees) as there are fewer issues (for example, spacing, lower risks, tending to be owner occupied) to consider when carrying out routine monitoring compared with multiple pitch sites, these sites are not run as a business, are rarely the subject of complaint by occupiers and collecting annual fees from single family group pitch sites would not be cost effective. These sites would be monitored less frequently than those attracting an annual fee due to the lower risk generally associated with these sites. The costs associated with monitoring these sites will be met through existing budgets.

3.4 Time when Fees are payable

Section 10A (5) of the CSCDA states that the Fees Policy must include provision about the time at which the Annual Fee is payable. For the purpose of this Policy the period covered by the annual fee will mirror the financial year (1 April to 31 March) and will be paid in

advance. Invoices for the annual fees will be sent out during the month of April requiring payment within 30 days. In this first Policy year, site owners will be offered the flexibility to pay annual fees up to November 2025 to allow time for adjustment to the new fees policy. However, from April 2026 the invoices will be sent in April and be payable within 30 days.

If the annual fee is not paid within the time frame of the invoice terms, then the Council may apply to the First Tier Tribunal for an order requiring the licence holder to pay the overdue annual fees in accordance with Section 5A (3) of the CSCDA. If the arrears are not settled and the order is breached, the Council may apply to the Tribunal to have the licence revoked in accordance with Section 5A (4) of the CSCDA.

Where a new site licence application is received part way through the financial year the site will be charged the New Site Licence Application fee but will not be charged annual fees until the April immediately following the licence issue date. This is because the site will be inspected at the time of the new site application and costs for this will be covered in the application fee.

Where a site expansion application is received part way through the financial year the site will be charged the Site Expansion Amendment Fee but will not be charged the increased level of Annual Fees until the April immediately following the new licence issue date.

Any application made in relation to a relevant protected site will not be considered unless it is accompanied by the correct fee. This will also apply to the fees due when depositing Site Rules with the Council.

4. Fees for Depositing Site Rules

The MHA makes amendments to the Mobile Homes Act 1983 in relation to site rules. The Mobile Homes (Site Rules) (England) Regulations 2014 came into force on 4th February 2014 and required existing site rules to be replaced with new site rules to be deposited with the local authority within 12 months from that date.

Site rules are different to site licence conditions in that they are neither created nor enforced by local authorities. They are created by the site owner and to which residents must comply. They may reflect the site licence conditions but will also cover matters unrelated to licensing.

The Council must be satisfied that when new or replacement rules are deposited, they have been made in accordance with the statutory procedure, including consultation with the homeowners and any residents' association. As the Council must also establish, keep up to date, and publish a register of site rules it will levy a fee for the depositing of site rules, or the variation or deletion of site rules.

The administrative system in place for holding and publishing site rules will take approximately one hour for officers to undertake their duties in relation to the deposited site rules. Therefore, a fee will be charged (based on the appropriate hourly rate) for the depositing of site rules by site owners.

The fee for depositing site rules with the Council will be reviewed annually and displayed on North Yorkshire Council's website.

5. Enforcement - Charges for Compliance Notices and Works in Default

The MHA by amending the CSCDA enabled Councils to serve compliance notices and to take emergency action where there is an imminent risk of harm and to carry out works in default to remedy breaches of site licence conditions with the ability to recover reasonable expenses under prescribed circumstances.

5.1 Compliance Notice

Section 9A of the CSCDA allows local authorities to serve a compliance notice on a site owner where the site licence conditions are breached. These notices set out what the site owner needs to do to correct the breaches and the timescales within which the breaches must be remedied. The notice will attract a charge. Failure to comply with the notice is a criminal offence, punishable by a fine at level 5 on the standard scale, and the site licence could be revoked upon a third or subsequent prosecution. Following a successful prosecution for breaching a compliance notice the Council can serve notice to enter the site and carry out the necessary works (Works in Default) in accordance with Section 9D of CSCDA.

5.2 Emergency Action

Section 9E of the CSCDA allows a notice to be served on site owners enabling the Council to enter the site and take emergency action where there is an imminent risk of serious harm. Notices will include the actions that the Council intends to take and the persons who will take the action.

5.3 Recovery of Expenses

The Council will recover its costs as provided for in Section 9 of CSCDA. The cost of deciding whether to take action, preparing and serving the various enforcement notices and the actual work itself will be recovered by the Council through charges for notices and recharging for works in default. All costs for undertaking activities related to the service of notices will be based on the hourly rate of the officer(s) undertaking the work. Notices will be accompanied by a schedule of costs and a demand for recovery. The site owner may not pass on costs of enforcement action to the residents through the pitch fees.

It should be noted that any enforcement action cannot be and is not included in the licensing fees regime and therefore the scope of this Fees Policy.

6. Revising Fees and Fees Policy

The fees covered by this Fees Policy will be reviewed annually as part of the Council's Fees and Charges Schedule and displayed on North Yorkshire Council's website.

This Park Homes Fees Policy will be reviewed every two years.

Should any significant changes in fees or the Policy be required within the review periods then either the fees and/or the Policy will be reviewed and revised to reflect the change, show how any surpluses or deficits have been taken into account and be published on the Council's website highlighting the reasons for the change

7. Fees for Fit and Proper Persons Register

The MHA also makes provision for Regulations to be made requiring site owners to be "Fit and Proper Persons" and for local authorities to determine and keep an up-to-date register of Fit and Proper Persons to manage relevant protected sites. The Council can charge a fee for Fit and Proper Person register applications. The fee for such applications will be reviewed annually and displayed on the Council's website. Please see the separate Park Home Fit and Proper Person Fees Policy for North Yorkshire Council.

Annex A

The DCLG guidance sets out the activities that the council can include when calculating fees for consideration of applications for the **grant or transfer/amendment** of a site licence, these include:

- Initial enquiries
- Letter writing/telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process
- Sending out forms
- Updating hard files/computer systems
- Processing the licensing fee
- Land registry searches
- Time for reviewing necessary documents and certificates
- Downloading photographs
- Preparing reports on contraventions
- Preparing draft and final licences
- Review by manager or lawyers; review any consultation responses from third parties
- Updating public register
- Carrying out any risk assessment process considered necessary
- Reviews of decisions or in defending appeals
- An inspection of the site, at planning stage or on immediate planning approval, to discuss requirements with site owner (new licence)
- A second visit, following the issue of a new licence, to check conditions and occupation of site (new licence).

In addition, time will also be costed in relation to the following:

- Travelling time (single value)
- Time spent consulting the site owner or licence holder and their representatives and third parties such as the Development Service, North Yorkshire Fire and Rescue Service and the Health and Safety Executive
- Time spent investigating complaints and monitoring compliance.

Where appropriate the Council will also add costs for the time taken to make necessary enquires in connection with applications, such as those relating to:

- Management and financial standing
- Outstanding licensing issues and debts
- Undertakings.

Annex B

The DCLG guidance sets out the activities that the council can include when calculating its **annual fee**, these include:

- Letter writing/telephone calls etc. to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process
- Handling enquiries and complaints
- Updating hard files/computer systems
- Processing the licensing fee
- Time for reviewing necessary documents and certificates
- Downloading photographs
- Preparing reports on contraventions
- Review by manager or lawyers
- Review any consultation responses from third parties
- Carrying out any risk assessment process considered necessary
- A pre- programmed full site inspection
- A follow-up inspection to check compliance following programmed inspection.

In addition, time will also be costed in relation to the following:

- Travelling time
- Time spent consulting the site owner or licence holder and their representatives and third parties such as the Development Service, North Yorkshire Fire and Rescue Service and the Health and Safety Executive
- Time spent investigating complaints and monitoring compliance.

Annex C: Calculation of Fees

Key RSO: Regulatory Support Officer
 TO: Technical Officer
 EHO: Environmental Health Officer
 SEHO: Senior Environmental Health Officer
 DO: Divisional Officer (Area Manager)

| PROCESS | OFFICER HOURLY RATE AND TIME IN MINUTES | | | |
|--|---|-----------------------------------|-------------|---------------------------------------|
| New Application Administration | RSO | EHO/TO | DO/SE HO | TOTAL |
| Pre-application advice | 10 | 20 | | 30 |
| Application received: Case opened/updated on computer systems. | 15 | | | 15 |
| Check application valid, for example all compulsory questions completed, and correct fee included. Return application form for completion of missing details, chase missing information including letters and telephone calls. | 20 | | | 20 |
| Valid application acknowledged, fee processed, receipt issued. | 15 | | | 15 |
| Review application and documentation, make relevant enquiries including management and financial arrangement | | 90 | | 90 |
| Time spent consulting the site owner or licence holder and their representatives and third parties such as Development Service, North Yorkshire Fire and Rescue Service and Health & Safety Executive | | 30 | | 30 |
| Decision to grant Licence, prepare and issue licence documentation | | 30 | | 30 |
| Update computer systems, add new licence details to public register, update North Yorkshire Council website and issue officer decision notice | | 20 | | 20 |
| Total Time | 60 | 190 | 0 | 250 |
| Total Administration Costs (time in mins/60 x hourly rate) | 60 mins x hourly rate | 190 mins x hourly rate | | Total cost of officer time |

| INSPECTION PROCESS: 1-5 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|-----|----------------------------------|---------|---------------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 10 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 10 | | |
| Total Time | | 50 | | 50 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 50 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| INSPECTION PROCESS: 6-14 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|------------|-------------------------------|----------------|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 40 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 30 | | |
| Total Time | | 100 | | 100 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 100 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| INSPECTION PROCESS: 15-29 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|------------|-------------------------------|----------------|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 60 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 60 | | |
| Total Time | | 150 | | 150 |
| Total Inspection Costs (time in mins /60 x hourly rate) | | 150 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| INSPECTION PROCESS: 30-59 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|------------|-------------------------------|----------------|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 80 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 80 | | |
| Total Time | | 190 | | 190 |
| Total Inspection Costs (time in mins /60 x hourly rate) | | 190 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| INSPECTION PROCESS: 60-99 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|------------|-------------------------------|----------------|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 100 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 100 | | |
| Total Time | | 230 | | 230 |
| Total Inspection Costs (time in mins /60 x hourly rate) | | 230 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| INSPECTION PROCESS: 100-149 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
|--|------------|---------------|----------------|--------------|
| Carry out full site inspection and any follow up inspections if required | | 120 | | |
| Travel time to conduct inspection | | 30 | | |

| | | | | |
|---|--|-------------------------------|--|-----------------------------------|
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 120 | | |
| Total Time | | 270 | | 270 |
| Total Inspection Costs (time in mins /60 x hourly rate) | | 270 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| | | | | |
|---|------------|-------------------------------|----------------|-----------------------------------|
| INSPECTION PROCESS: 150-199 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 140 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 140 | | |
| Total Time | | 310 | | 310 |
| Total Inspection Costs (time in mins /60 x hourly rate) | | 310 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| | | | | |
|---|------------|-------------------------------|----------------|-----------------------------------|
| INSPECTION PROCESS: 200-299 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 180 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 180 | | |
| Total Time | | 390 | | 390 |
| Total Inspection Costs (time in mins /60 x hourly rate) | | 390 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| | | | | |
|---|------------|-------------------------------|----------------|-----------------------------------|
| INSPECTION PROCESS: 300+ pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 220 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 220 | | |
| Total Time | | 470 | | 470 |
| Total Inspection Costs (time in mins /60 x hourly rate) | | 470 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL = Administration Cost + Inspection Cost | | | | |

| PROCESS | OFFICER HOURLY RATE AND TIME IN MINUTES | | | |
|--|---|-----------------------------------|-------------|---------------------------------------|
| Transfer of Site Licence | RSO | EHO/TO | DO/SE HO | TOTAL |
| Application received: Case opened/updated on computer systems. | 15 | | | 15 |
| Check application valid, for example all compulsory questions completed, and correct fee included. Return application form for completion of missing details, chase missing information including letters and telephone calls. | 20 | | | 20 |
| Valid application acknowledged, fee processed, receipt issued. | 15 | | | 15 |
| Review application and documentation, make relevant enquiries including management and financial arrangement | | 60 | | 60 |
| Time spent consulting the site owner or licence holder and their representatives and third parties such as Development Service, North Yorkshire Fire and Rescue Service and Health & Safety Executive | | 30 | | 30 |
| Decision to grant the Transfer of the Licence, prepare and issue licence documentation | | 30 | | 30 |
| Update computer systems, add new licence details to public register, update North Yorkshire Council website and issue officer decision notice | | 20 | | 20 |
| Total Time | 50 | 140 | 0 | 190 |
| Total Administration Costs (time in mins/60 x hourly rate) | 50 mins x hourly rate | 140 mins x hourly rate | | Total cost of officer time |

| Inspection Process - Non banded level general inspection | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|-----|----------------------------------|---------|---------------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 10 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 10 | | |
| Total Time | | 50 | | 50 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 50 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| PROCESS | OFFICER HOURLY RATE AND TIME IN MINUTES | | | |
|---|---|-------------------------------|---------|-----------------------------------|
| Alteration of a Site Licence - Variation of Conditions | RSO | EHO/TO | DO/SEHO | TOTAL |
| Request to Vary Conditions received: Case opened/updated on computer systems. | 15 | | | 15 |
| Request acknowledged, fee processed, receipt issued. | 15 | | | 15 |
| Review the request and any documentation, make relevant enquiries regarding the request to vary conditions | | 60 | | 60 |
| Time spent consulting the site owner or licence holder and their representatives and third parties such as Development Service, North Yorkshire Fire and Rescue Service and Health & Safety Executive | | 30 | | 30 |
| Decision to vary the Licence Conditions, prepare and issue amended licence documentation | | 30 | | 30 |
| Update computer systems, add new licence details to public register, update North Yorkshire Council website and issue officer decision notice | | 20 | | 20 |
| Total Time | 30 | 140 | 0 | 170 |
| Total Administration Costs (time in mins/60 x hourly rate) | 30 mins x hourly rate | 140 mins x hourly rate | | Total cost of officer time |

| Inspection Process - Non banded level general inspection | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|-----|------------------------------|---------|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 10 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 10 | | |
| Total Time | | 50 | | 50 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 50 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| PROCESS | OFFICER HOURLY RATE AND TIME IN MINUTES | | | |
|--|--|-------------------------------|----------------|-----------------------------------|
| Site Expansion | RSO | EHO/TO | DO/SEHO | TOTAL |
| Application received: Case opened/updated on computer systems. | 15 | | | 15 |
| Check application valid, for example all compulsory questions completed, and correct fee included. Return application form for completion of missing details, chase missing information including letters and telephone calls. | 20 | | | 20 |
| Valid application acknowledged, fee processed, receipt issued. | 15 | | | 15 |
| Review application and documentation, make relevant enquiries including management and financial arrangement | | 90 | | 90 |
| Time spent consulting the site owner or licence holder and their representatives and third parties such as Development Service, North Yorkshire Fire and Rescue Service and Health & Safety Executive | | 30 | | 30 |
| Decision to grant Licence, prepare and issue licence documentation | | 30 | | 30 |
| Update computer systems, add new licence details to public register, update North Yorkshire Council website and issue officer decision notice | | 20 | | 20 |
| Total Time | 50 | 170 | 0 | 220 |
| Total Administration Costs (time in mins/60 x hourly rate) | 50 mins x hourly rate | 170 mins x hourly rate | | Total cost of officer time |

| Inspection Process - Non banded level general inspection. | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|------------|-------------------------------|----------------|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 40 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 30 | | |
| Total Time | | 100 | | 100 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 170 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| PROCESS | OFFICER HOURLY RATE AND TIME IN MINUTES | | | |
|---|---|-------------------------------|---------|-----------------------------------|
| Annual Fees | RSO | EHO/TO | DO/SEHO | TOTAL |
| Annual fee administration - Raise letter to accompany invoice | 15 | | | |
| Letter writing/ telephone calls etc. to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process | | 15 | | |
| Time spent reviewing necessary documents and certificates | | 30 | | |
| Handling enquiries and investigating complaints | | 20 | | |
| Time spent consulting the site owner or licence holder and their representatives and third parties such as Development Service, North Yorkshire Fire and Rescue Service and Health & Safety Executive | | 30 | | |
| Preparing reports on contraventions | | | | |
| Review by managers or lawyers | | | | |
| Update computer systems | | 30 | | |
| Total Time | 15 | 125 | 0 | 140 |
| Total Administration Costs (time in mins/60 x hourly rate) | 15 mins x hourly rate | 125 mins x hourly rate | | Total cost of officer time |

| INSPECTION PROCESS: 1-5 pitches* | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|-----|------------------------------|---------|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 10 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 10 | | |
| Total Time | | 50 | | 50 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 50 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |
| *Single Family Group of 5 or less pitches are exempt from Annual Fees | | | | |

| INSPECTION PROCESS: 6-14 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
|---|-----|-------------------------------|---------|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 40 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 30 | | |
| Total Time | | 100 | | 100 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 100 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| INSPECTION PROCESS 15-29 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
|----------------------------------|-----|--------|---------|-------|
|----------------------------------|-----|--------|---------|-------|

| | | | | |
|---|--|-------------------------------|--|-----------------------------------|
| Carry out full site inspection and any follow up inspections if required | | 60 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 60 | | |
| Total Time | | 150 | | 150 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 150 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| | | | | |
|---|------------|-------------------------------|----------------|-----------------------------------|
| INSPECTION PROCESS: 30-59 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 80 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 80 | | |
| Total Time | | 190 | | 190 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 190 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| | | | | |
|---|------------|-------------------------------|----------------|-----------------------------------|
| INSPECTION PROCESS: 60-99 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 100 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 100 | | |
| Total Time | | 230 | | 230 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 230 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| | | | | |
|---|------------|-------------------------------|----------------|-----------------------------------|
| INSPECTION PROCESS: 100-149 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 120 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 120 | | |
| Total Time | | 270 | | 270 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 270 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| | | | | |
|--|------------|---------------|----------------|--------------|
| INSPECTION PROCESS: 150-199 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 140 | | |
| Travel time to conduct inspection | | 30 | | |

| | | | | |
|---|--|-------------------------------|--|-----------------------------------|
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 140 | | |
| Total Time | | 310 | | 310 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 310 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| | | | | |
|---|------------|-------------------------------|----------------|-----------------------------------|
| INSPECTION PROCESS: 200-299 pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 180 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 180 | | |
| Total Time | | 390 | | 390 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 390 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| | | | | |
|---|------------|-------------------------------|----------------|-----------------------------------|
| INSPECTION PROCESS: 300+ pitches | RSO | EHO/TO | DO/SEHO | TOTAL |
| Carry out full site inspection and any follow up inspections if required | | 220 | | |
| Travel time to conduct inspection | | 30 | | |
| Update computer systems following inspection i.e. attach photos, inspection notes and input Risk Rating | | 220 | | |
| Total Time | | 470 | | 470 |
| Total Inspection Cost (time in mins /60 x hourly rate) | | 470 mins x hourly rate | | Total cost of officer time |
| FINAL TOTAL (Administration Cost + Inspection Cost) | | | | |

| PROCESS | OFFICER HOURLY RATE AND TIME IN MINUTES | | | |
|--|---|------------------------------|---------|-----------------------------------|
| Deposit of Site Rules | RSO | EHO/TO | DO/SEHO | TOTAL |
| Site Rules deposited with North Yorkshire Council, Fee processed and allocate to the appropriate Officer for further checks. | 15 | | | 15 |
| Checks with the site owner /operator to ensure the new site rules or replacement rules have been deposited in accordance with statutory procedures | | 30 | | 30 |
| Update computer systems and upload the Site Rules to North Yorkshire Council website for public viewing. | 15 | | | 15 |
| Total Time | 30 | 30 | 0 | 60 |
| TOTAL COST (Time in mins /60 x hourly rate) | 30 mins x hourly rate | 30 mins x hourly rate | | Total cost of officer time |

Glossary

CSCDA: Caravan Sites and Control of Development Act 1960

MHA: Mobile Homes Act 2013

DCLG: Department for Communities and Local Government

DCLG Guidance: [Mobile Homes Act 2013: a best practice guide for local authorities on enforcement of the new site licensing regime](#). Published March 2015

DCLG Guidance: [Mobile Homes Act 2013: a guide for local authorities on setting licence fees](#). Published March 2014.

DCLG Guidance: [Mobile Homes: a guide for local authorities on the fit and proper person test](#). Published June 2021

Powers to charge fees: The powers for local authorities to charge fees for their licensing functions in respect of Relevant Protected Sites. Section 10A of Caravan Sites and Control of Development Act 1960. [Caravan Sites and Control of Development Act 1960](#) and powers to charge annual fees under Section 5A (1).

Occupier: An occupier is defined in [section 1\(3\) of the Caravan Sites and Control of Development Act 1960](#). Under section 1 of the 1960 Act an occupier operating land as a caravan site is also subject to a requirement to obtain a site licence.

Relevant Protected Site: As defined in [section 5A\(5\) of the Caravan Sites and Control of Development Act 1960](#), is land in respect of which a site licence is required under Part 1 of that Act, other than land in respect of which the relevant planning permission under Part 3 of the Town and Country Planning Act 1990 or the site licence is:

- (a) expressed to be granted for holiday use only, or
- (b) otherwise so expressed or subject to such conditions that there are times of the year when no caravan may be stationed on the land for human habitation (subject to exceptions for year-round occupation by the occupier and persons employed by him).

Site Rules: The requirements of a local authority to hold and publish a register of site rules in respect of any relevant protected sites in its area, Section 16 of The Mobile Homes (Site Rules) (England) Regulations 2014 and Section 9 (11) of Mobile Homes Act 2013 and for the local authority to charge fees.

Definition of a caravan: As defined within Section 29 of the Caravan Sites and Control of Development Act 1960 and Section 13 of the Caravan Sites Act 1968

First Schedule: of Caravan Sites and Control of Development Act 1960 defines cases where a Caravan Site Licence is not required [Caravan Sites and Control of Development Act 1960](#)