



East Cambridgeshire District Council Park Home Fees Policy April 2025

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Service	Environmental Services		
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Executive Summary

The Mobile Homes Act 2013 (the '2013 Act') was introduced to provide greater protection to occupiers of residential caravans and mobile homes. The '2013 Act' introduced some important changes to park home site licensing on 1 April 2014 due to its amendments to Caravan Sites and Control of Development Act 1960 (the 'Amended Act'). The changes included the ability for Local Authorities to charge site owners a fee for applying for a site licence, for amendments or transfers of existing licences, for annual fees and for site owners depositing site rules with the Local Authority.

To be able to charge these fees the Council is required to publish them within a Fees Policy. The original Fees Policy for East Cambridgeshire District Council was adopted and published in 2014. This 2025 document is East

Cambridgeshire District Council updated Park Homes Fees Policy (2025) and it has been formulated to ensure the fee setting procedure remains relevant, transparent and compliant with legislation. The updated fees will be incorporated within the Council's 2025/26 Fees and Charges Schedule and will be subject to regular review by responsible officers. Such reviews will identify the requirement for changes within the caravan site licensing charging scheme because of deficits or surpluses, and changes will be adopted accordingly.

Publication of the Park Homes Fees Policy (2025) will be by 1 April 2025. Publication of the policy allows site owners to recover these costs should they opt to increase pitch fees on their sites at future review dates. The Local Authority will be complying with its statutory duty.

From 1 April 2025 the fees associated with applying for a new site licence, for transfers and variations of existing licences, for annual inspections and for depositing site rules are as follows:

Application for a new site licence

5 units or less	£285.00
6-24 units	£338.00
25-99 units	£394.00
100 units or more	£453.00

Annual site licence inspections

5 units or less	nil
6-24 units	£263.00
25-99 units	£305.00
100 units or more	£378.00

Transfer of site licence fee

5 units or less	£132.00
6-24 units	£132.00
25-99 units	£132.00
100 units or more	£132.00

Variation of site licence, requiring a site visit

5 units or less	£170.00
6-24 units	£180.00
25-99 units	£190.00
100 units or more	£190.00

Variation of site licence, no visit required

5 units or less	£107.00
6-24 units	£117.00

25-99 units	£127.00
100 units or more	£127.00

Deposit of site rules

All sites	£49.00
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Sites that are for **holiday use** only or are only allowed units stationed on them at certain times of the year are **exempt** from licensing fees. These are not considered to be 'Relevant Protected Sites'. These are the only statutory exemptions; however, the 'Amended Act' enables Local Authorities to fix different fees or to determine that no fee is required to be paid in certain cases.

It was felt appropriate for East Cambridgeshire District Council to make sites where there are **5 or less pitches exempt from annual fees** (but not other licensing fees) as these lower risk sites are less onerous to inspect and collecting annual fees from them would not be cost effective.

The '2013 Act' also 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 intends to make a charge in relation to this, on a case-by-case basis, calculating the hourly costs to the local authority of undertaking the enforcement and any remediation costs incurred.

The Mobile Homes (Site Rules) (England) 2014 Regulations require site owners to deposit their site rules with the Local Authority. The Local Authority is required to review and publish the site rules, and a charge will be made for this.

1. Introduction

The Caravan Sites and Control of Development Act 1960 (CSCDA 1960) came into force on 29 August 1960. Part one of the Act introduced a licensing system, to be operated by Local Authorities to regulate the establishment and operation of caravan sites. Section 29 of this Act defines what constitutes a caravan and caravan site, and these are commonly known as park homes and park home sites.

The first schedule of the Act sets out cases where a site licence is not required, including:

- Local Authority-owned sites
- Use which is incidental to a dwelling-house and 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 no 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

Licences can only be issued to the owners of sites that have obtained valid planning permission.

The 2013 Act introduced some important changes to park home site licensing on 1 April 2014 due to its amendments to CSCDA 1960. These changes included the ability for Local Authorities to charge site owners a fee for applying for a site licence, for amendments or transfers of existing licences, for annual fees and for site owners depositing site rules with the Local Authority.

Section 10A (2) of the 'Amended Act' requires a Local Authority to publish a Fees Policy before charging fees for the licensing of park home sites. The East Cambridgeshire District Council Park Homes Fee Policy 2025 has been developed to update the original 2014 version, and to ensure the fee setting procedure remains relevant, transparent and compliant with legislation. The council will begin charging these fees on 1 April 2025.

2. Fees for new licence applications, transfer of licences, variation of licences and annual fees

2.1 Overview

Subject to the exemptions detailed in the 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 1960 which can attract a fine not exceeding level 4 on the standard scale upon summary conviction.

Section 3 (2A) of the 'Amended Act' enables Local Authorities to require a fee in respect to a relevant protected site application.

Section 5A (1) of the 'Amended Act' enables Local Authorities to require an annual fee to be paid by site owners in respect of 'relevant protected sites'.

Local Authorities may also charge a fee for alterations to licence conditions where these are requested by a site owner or where an application to transfer the licence to another person/organisation is received (Section 8 (1B) and Section 10 (1A) of the 'Amended Act', respectively).

When requiring a licence holder to pay an annual fee the Council must inform them of matters to which they have had regard to in fixing the fee. The costs associated with monitoring conditions on sites and dealing with licensing matters informally can be included within annual fees. However, annual fees should not include any costs incurred in relation to enforcement activities such as serving compliance notices, emergency action and works in default as these costs can be recovered by other means.

Costs relating to Local Authorities providing sites for caravans cannot be considered when determining fees.

2.2. Exemptions from paying fees

Sites that are for **holiday use** only or are only allowed units stationed on them at certain times of the year are exempt from licensing fees. These sites do not fall within the definition of “Relevant Protected Sites”. A relevant protected site is a site requiring a licence other than one which is for holiday use only or is otherwise not capable of being used all year round. This is similar to the definition of a ‘protected site’ provided in the Caravan Sites Act 1968 (CSA), although the definition of a ‘protected site’ includes local authority sites, which are excluded from the definition of a ‘relevant protected site’. These sites are exempt from the licensing regime and are the only statutory exemptions.

Section 10A (3) of the ‘Amended Act’ also enables Local Authorities to fix different fees **or to determine that no fee is required** to be paid in certain cases or descriptions of case.

It is considered appropriate for East Cambridgeshire District Council to make sites that have **5 or less pitches exempt from annual fees** (but not other licensing fees). These sites have fewer issues (e.g. fire separation) to consider when carrying out routine monitoring and are generally of very low risk, compared with larger multiple pitch sites. In many cases these are also occupied by a single family which further reduces risk. Collecting annual fees from these sites is not considered to be reasonable or cost effective. Little or no intervention is required with respect to the smaller sites after a licence has been approved, compared to the larger sites run by business operators which are subject to an annual inspection to assess for continued compliance with licence conditions. The costs associated with monitoring sites that have 5 or less pitches would be met through existing budgets and have not been included in the updated fee policy calculations.

2.3 Calculation method for fees

The method used in calculation of the various fees involved a costing exercise which identified the average time taken for authorised officers at different levels of responsibility, to undertake the range of steps required to administer licences and inspect site conditions.

The Council has considered the time taken and hourly rates of officers undertaking the following tasks and for which costs are incurred, when determining its fee policy. Activities 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
- travel time and time taken for inspections
- sending out forms
- updating IT 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 and the review of any consultation responses from third parties
- updating public register
- carrying out any risk assessment process considered necessary

Account was taken of the variation in sizes of relevant protected sites we have within the district and the fee structure has been banded into groups that reflect the average time required to undertake our statutory role with respect to all elements of the process for the largest, the mid-range and the smaller sites.

Given the ongoing cost of living impacts, and the financial challenges faced by councils and businesses alike, it is important that inflation impacts are considered year on year, to support the potential for any corresponding annual increases in the council's own costs in delivering the caravan site licensing service. Any increase will be in line with the council's annual budget setting process. However, the local authority will also consider the need to reduce fees, if it is found that a surplus of fees has been accrued. The fees applied each year are in accordance with the Fee Policy Framework, which is time and activity specific and based on the hourly rate of the officers involved.

The fee structure was devised to be as simple and clear as possible to prevent any future ambiguity.

When requiring a licence holder to pay an annual fee, the Council will refer the holder to the published fee policy and the matters to which they have had regard to in fixing the fee.

2.4 Time when Fees are payable

Section 10A (5) of the 'Amended Act' states that the Fees Policy must include provision about the time at which the annual fee is payable. For 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 will be sent out during the month of April requiring payment within **30 days**. Where a new site is licensed part way through the year, payment of the annual fee will apply from the beginning of the next financial year.

Transfer or variation fees will be a one-off payment at the time of the transfer or variation.

3. Enforcement Notices and Works in Default

3.1 Overview

Section 9A of the 'Amended Act' allows Local Authorities from 1 April 2014 to serve **compliance notices** on site owners where site licence conditions are breached. These notices will set out what the site owner needs to do to correct the breaches and the timescales. Failure to comply with the notice would be 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, Local Authorities will be able to serve notice to enter the site and carry out the necessary works (Works in Default).

In addition to this, Section 9E of the 'Amended Act' allows a notice to be served on site owners enabling the Local Authority to enter the site and take **emergency action** where there is **an imminent risk of serious harm**.

3.2 Charges for compliance notices and works in default

The Council intends to make a charge in relation to service of enforcement notices, to be calculated on a case-by-case basis and based on the hourly costs to the local authority of undertaking the enforcement and any remediation costs incurred. When recovering expenses relating to works in default an administration charge will also be calculated, to cover the cost of officer time in arranging works in default from the date when the notice has been breached.

Unpaid charges can be placed as a charge against the site owner's land.

4. Fees for Depositing Site Rules

4.1 Overview

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 must comply with. They may reflect the site licence conditions but will also cover matters unrelated to licensing.

The Mobile Homes (Site Rules) (England) Regulations 2014 came into force on the 4 February 2014. The Local Authority must be notified of any site rule changes, are required to assess site rules for statutory compliance and site rules must be deposited with the Local Authority for publication. Some sites do not have any site rules and where this is the case, site rules do not need to be deposited. The site rules are written by the owner in conjunction with the site occupiers.

A Local Authority may levy a fee for the depositing of site rules, or the variation or deletion of site rules.

4.2 Fees for depositing Site Rules

A fee of **£49.00** has been calculated to cover local authority costs for initial deposit or for the replacement of existing site rules.

5. Revising Fees

The fees covered by the Park Homes Fees Policy 2025 will be reviewed on an annual basis to ensure the fees reflect the true costs incurred in the administration of the powers given by the legislation. The fees that have been set for 2025/26 are in accordance with the Fee Policy Framework which is time and activity specific and based on the hourly rate of the officers involved. It is not anticipated that a surplus will be accrued but the policy allows for this by introducing an annual review by authorised officers, to include consideration of surpluses or deficits.

Should a more significant change in fees be required prior to the programmed full review in 2029, then the Park Homes Fees Policy will be revised and published.