

<b>Report title</b>	<b>Caravan Site Licensing Fees and Charges for Financial Year 2024/25</b>
<b>Report author</b>	Graeme Cooke, Senior Environmental Health Officer
<b>Department</b>	Environmental Health
<b>Exempt</b>	No

**Purpose of report:**

**To Resolve**

**Synopsis of report:**

**To set out the context and rationale for changes to fees and charges for the caravan site licensing function for the next financial year, managed by this Committee, and to address discrepancies noted at the Regulatory Committee on 7 November 2023 between the budget book and the published fee policies. It is recommended that the proposed fees and charges are adopted as set out in this report.**

**Recommendation that:**

**the licence fees as set out in the report be approved, to be included in the relevant fee policies to apply from 1 April 2024.**

**1. Context and background of report**

- 1.1 Standing Order 42 993 dated 21 January 2022 (Appendix 'A') provided for the current Caravan Site Licence Fees and Fit and Proper Person Test Application Fees, as published in the appendixes to the Standing Order, to come into force for fees charged from April 2022.
- 1.2 A discrepancy arose between the fees within the published fee policies and the amounts published within the budget book for 22/23 and 23/24. It is noted that the correct fees under the policies have been collected as opposed to those within the budget book.
- 1.3 Runnymede Borough Council currently has 39 Licensed residential caravan sites within the Borough which provide approximately 1,100 homes. 17 of these sites are run on a commercial basis and are required to pay an annual site licence fee along with other associated fees covering aspects such as licence transfer, variation of licence conditions and depositing site rules. The remaining sites are individually owned and occupied by the site owner and their wider family and are therefore exempt from the annual licence fee requirements.
- 1.4 In addition to the Annual Licence Fee, those sites operated on a commercial basis are required to apply for inclusion on the Fit and Proper Person register under the

Mobile Homes (Requirement for Manager to be Fit and Proper Person) (England) Regulations 2020. There is also a range of additional fees that may be applied, as detailed in the Caravan Licence Fee Policy.

## 2. Report and, where applicable, options considered and recommended

- 2.1 The Caravan Site Licence Fee Policy was originally published in 2013 and revised and updated in 2017 and submitted for approval to the Environment and Sustainability Committee with a further update agreed under SO42 993 on 21 January 2022.
- 2.2 The current fees under this policy for 2022/23 and 23/24 are listed in **Table 1** below along with the proposed fees for 24/25 and showing any increases or decreases. The aim of the fee is to try and ensure that the caravan licensing regime remains cost neutral to the Local Authority.
- 2.3 Table 1 – Table showing Caravan Site Licence Fees for 23/24 and 24/25 with the percentage change in fee:

		23/24	24/25	Change
Application for new site licence for single unit site	Discretionary	586.00	621.00	5.97%
plus charge for each additional unit	Discretionary	9.15	9.77	6.78%
Site inspection	Discretionary	50.00	50.00	0%
Application for inclusion on fit and proper person register	Discretionary	372.00	405.00	8.87%
Additional FPPT application for same relevant person and site owner	Discretionary	110.00	118.00	7.27%
Application to transfer a site licence	Discretionary	295.00	370.00	25.42%
Application for amendment to a site licence (up to 2 conditions)	Discretionary	135.00	171.00	26.67
Additional conditions (with amendment application)	Discretionary	28.00	29.50	5.36%
Application for a replacement copy of a site licence	Discretionary	25.00	37.00	48%
Annual licence fee for a single unit site	Discretionary	55.00	55.00	0%
additional fee for each additional unit up to 101 units	Discretionary	6.00	6.00	0%
additional fee for each additional unit up to 201 units	Discretionary	5.00	5.00	0%
additional fee for each additional unit over 201	Discretionary	4.00	4.00	0%
Fee for the deposit of site rules	Discretionary	75.00	171	128%

- 2.4 The proposed licence fees for 24/25 include adjustments to application fees, licence transfer fee, variation of licence condition fees and other ancillary fees but notably does not propose an increase to the annual licence fee.
- 2.5 The Fit and Proper Person Fee Policy was introduced in June 2021 in time for implementation of the Mobile Homes (Requirement for Manager to be Fit and Proper Person) (England) Regulations 2020 and it is noted that the policy stated it would be reviewed in July 2023. Therefore, the proposed Fit and Proper Person Fees from April 2024 are included in Table 1.

### **3. Policy framework implications**

3.1 There are no policy framework implications.

### **4 Resource implications/Value for Money**

4.1 In setting fees and charges there is a fine balance to be struck between trying to recover the cost of running services and not alienating our customers by making the charges unaffordable. In undertaking their reviews managers must balance these risks whilst at the same time trying to generate additional income to contribute towards the Council's ongoing budget deficit. In the past two years the licence fees have generated a small surplus £368 in 21/22 and £565 in 22/23. However, there is an overall deficit of £6,444 since 2016/17.

4.2 Once agreed, the fees and charges will be included as part of the 2024-25 budget and the effects of any increases/reductions in the charges will be incorporated into the figures for the service area.

### **5. Legal implications**

5.1 The fees referred to in the report have the status of 'discretionary' and as such are not set by statute and the Council may amend the fee charged or choose to make no charge for the service.

### **6. Equality implications**

6.1 The original Equality Impact Screening Assessment is attached within Appendix 'A'.

### **7. Environmental/Sustainability/Biodiversity implications**

7.1 The annual setting of existing fees and charges has no environmental, sustainability or biodiversity implications. Any change to a structure or the inclusion of new charges that have any such implications will be set out in a separate report to Committee.

### **8. Risk Implications**

8.1 None identified.

### **9. Timetable for Implementation**

9.1 The new fees and charges under the policies will be implemented from 1 April 2024.

### **10. Conclusions**

10.1 The Committee is asked to resolve that the updated Caravan Site Licence Fees and Fit and Proper Person Test Fees be approved to apply from 1 April 2024.

### **11. Background papers**

- Environmental and Sustainability Committee Agenda and Minutes 21 November 2013, 23 January 2014 and 28 September 2017;
- Standing Order 42 Number 798 29 January 2014;

- Regulatory Committee 7 November 2023.

## **12. Appendices**

Appendix A - Standing Order 42, Number 993 21 January 2022

