

Agenda

Public Protection Committee

Date:

Friday 27 March 2015 at 9:30am

Venue:

Town Hall, St Annes, FY8 1LW

Committee members:

Councillor Angela Jacques (Chairman)
Councillor Dawn Prestwich (Vice-Chairman)

Councillor Christine Akeroyd, Frank Andrews, Keith Beckett ISO, Alan Clayton, John Davies, Tony Ford JP, Gail Goodman JP, Ken Hopwood, Barbara Nash.

Item		Page
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes of the previous meeting held on 25 February 2015 as a correct record, as attached.	3 - 5
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
4	Hackney Carriage / Private Hire Drivers Licence	6 - 8
5	Mobile Home Fee Policy for Licensing of Residential Mobile Home Sites	9 - 18

Contact: Sharon Wadsworth – Telephone (01253) 658546 – Email: sharon.wadsworth@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at www.fylde.gov.uk/council-and-democracy/constitution

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Minutes

Public Protection Committee



Date:	Wednesday, 25 February 2015
Venue:	Town Hall, St Annes
Committee members:	Councillor Angela Jacques (Chairman) Councillor Dawn Prestwich (Vice Chairman) Councillors Susan Ashton, Christine Akeroyd, Keith Beckett ISO, Alan Clayton, Peter Collins, Susanne Cunningham, Tony Ford JP, Ken Hopwood and John Singleton.
Other councillors:	None
Officers:	Ian Curtis, Chris Hambly, Katharine McDonnell
Other attendees:	J Coombes

1. Declarations of interest

Members were reminded that any disclosable pecuniary interests should be declared as required by the Localism Act 2011 and any personal or prejudicial interests should be declared as required by the Council's Code of Conduct for Members.

Councillors Akeroyd, Prestwich and Jacques declared an interest in agenda item 4 in so far as that they were members of the Council when Mr Coombes was Leader of the Council.

2. Confirmation of minutes

RESOLVED: To approve the minutes of the Public Protection Committee meeting held on 12 December 2014 as a correct record for signature by the Chairman.

3. Substitute members

The following substitutions were reported under Council procedure rule 23(c):

Councillor John Singleton for Councillor Frank Andrews

Councillor Susanne Cunningham for Councillor Gail Goodman

Councillor Susan Ashton for Councillor Barbara Nash

Councillor Peter Collins for Councillor John Davies.

4. Private Hire Vehicle Signage

Mr Hambly reminded the committee of their previous decision to defer the item to allow for further negotiations regarding the livery. He reported that a meeting had taken place between the applicant Mr Coombes, Councillor Jacques, Councillor Clayton and himself to discuss an acceptable solution.

Mr Hambly advised that agreement had been reached regarding the livery for the smart car, with one minor amendment and was presented to the Committee for approval. He further advised that amendment to the design before Committee related to the replicated front identity plate which should be removed and be replaced with a standard Fylde Borough Council door sign.

In relation to the airport runners, Mr Hambly reported that no agreement had been reached with the applicant and it was recommended that the Committee refused the request to use additional signage over and above the existing signage policy. He explained that it was important to maintain consistency to avoid confusion for the public.

Mr Coombes presented a short submission arguing that additional signage would assist the public to differentiate between private hire vehicles and hackney carriages.

Following a lengthy debate it was RESOLVED to

1. Approve the livery to Smart Cars as shown in Appendix 2 of the meeting papers, subject to the removal of the front identity plate replicated on the doors, and to be replaced with the standard Fylde Borough Council door signs;
2. Refuse the request for additional signage over and above the existing policy for the airport runner fleet; and
3. Review the current policy relating to signage on hackney carriage and private hire vehicles and report the outcome of the review to a future meeting of the Public Protection Committee.

5. Hackney Carriage Livery

Mr Hambly presented a request from Premier Fylde for full vehicle wraps for their fleet of hackney carriages. The applicant requested the full vehicle wraps to bring unity to the fleet and make them instantly recognisable to the public.

Mr Hambly advised that the current policy did not address full vehicle wraps, but did authorise areas on vehicles for advertising to a maximum height, and had been later amended to allow for third party advertising.

Mr Hambly concluded by advising that officers were recommending approval on the basis that increased livery would help further differentiate between private hire vehicles and hackney carriages.

Following a full debate, it was RESOLVED to approve the use of full vinyl wraps on hackney carriages.

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REPORT

REPORT OF	MEETING	DATE	ITEM
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	27 MARCH 2015	4

HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

A licensed Hackney Carriage/Private Hire Driver has notified the Licensing Team of a recent conviction. The Committee will be requested to consider whether they consider the driver to be a fit and proper person to hold a licence.

RECOMMENDATIONS

That the Committee considers the request and determines to either:

- a) Note the report and take no further action
- b) Issue a warning letter
- c) Suspend the licence
- d) Revoke the licence

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing

-

Councillor Cheryl Little

CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment (Place)		To Encourage Cohesive Communities (People)	
To Promote a Thriving Economy (Prosperity)		To Meet Expectations of our Customers (Performance)	√

SUMMARY OF PREVIOUS DECISIONS

The matter has not previously been referred to Committee.

REPORT

1. PS is an existing licensed driver benefiting from a Hackney Carriage/Private Hire Drivers Licence who has notified the Council of a recent conviction, the details of which will be presented to the Committee at the meeting.
2. Appendix L , of the Hackney Carriage and Private Hire Licensing Policy, suggests guidelines for dealing with offences committed during the term of a licence and comments as follow:

GENERAL POLICY

Each case will be determined on its own merits, however, listed below are some general principles relating to the determination of applications for drivers and operators of hackney carriages and private hire vehicles which are generally to be followed.

3.5 Convictions for dishonesty

The penalty imposed for such contraventions must be proportionate to the gravity of the offence. Again the purpose is not to punish an individual twice but to ensure that the licensee is made absolutely clear as to the level of trust expected of licensed drivers and operators. In serious cases a lengthy suspension or revocation may be justified particularly if the offence was connected with his work. If the offence was less serious or isolated a lesser penalty including a shorter suspension or even a warning may be sufficient to make a driver realise the importance of honesty in his chosen profession.

3. Section 61 of the Local Government (Miscellaneous Provisions) Act 1976 states, “a district council may suspend or revoke or refuse to renew the licence of a driver of a Hackney Carriage or a Private Hire vehicle on any of the following grounds:-
 - a) that he has since the grant of the licence:-
 - i) been convicted of an offence involving dishonesty, indecency or violence
 - ii) been convicted of an offence under or has failed to comply with the provisions of the Act of 1847 or of this part of the Act; or
 - b) any other reasonable cause.”
4. PS has been invited to the Meeting and the Committee is therefore requested to consider the report and determine whether to:
 - a) note the report,
 - b) issue a warning letter,
 - c) suspend the licence,
 - d) revoke the licence.

IMPLICATIONS	
Finance	There are no implications arising directly from the report.
Legal	The Committee should have regard to the requirements of fairness and proportionality and to the European Convention on Human Rights in reaching its decision. Where the council has adopted a policy which applies to a particular matter, it must take the policy into account when making its decision. Although it is not bound to follow the policy, any decision that is contrary to it should be supported and explained by clear and adequate reasons for departing from the policy.
Community Safety	There are no implications arising directly from the report.
Human Rights and Equalities	There are no implications arising directly from the report.
Sustainability and Environmental Impact	There are no implications arising directly from the report.
Health & Safety and Risk Management	There are no implications arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	6 th March 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Hackney Carriage and Private Hire Licensing Policy		http://www.fylde.gov.uk/business/licensing/taxilicensing/

Attached documents

None

REPORT



REPORT OF	MEETING	DATE	ITEM
RESOURCES DIRECTORATE	PUBLIC PROTECTION COMMITTEE	27 MARCH 2015	5

MOBILE HOME FEE POLICY FOR LICENSING OF RESIDENTIAL MOBILE HOME SITES

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Changes to the Caravan Sites and Control of Development Act 1960 allow Local Authorities to charge on a cost recovery basis for certain functions under the Act. These functions include annual site licencing, new site licence applications, amendment conditions, transferring an existing site licence and depositing site rules.

RECOMMENDATION

To seek approval to adopt Mobile Home Fee Policy for Residential Protected Sites, under the Caravan Sites and Control of Development Act 1960

CABINET PORTFOLIO

This item falls within the following cabinet portfolio(s):

Social Wellbeing - Councillor Cheryl Little

CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment (Place)		To Encourage Cohesive Communities (People)	
To Promote a Thriving Economy (Prosperity)		To Meet Expectations of our Customers (Performance)	√

SUMMARY OF PREVIOUS DECISIONS

17th June 2013 Mobile Homes Act 2013: Resolved-

- Note the report
- To ask officers to bring a further report to committee outlining the implications and policy and procedure requirements arising from the act.

REPORT

Background

1. The Mobile Home Act 2013 made amendments to the Caravan Sites and Control of Development Act 1960 ("the Act") to provide greater protection to occupiers of residential caravans and park homes.
2. The Act now empowers Local Authorities to charge licence fees in relation to "relevant protected sites" (RPS). The term RPS includes residential park home and traveller sites and can only be applied to those sites which have full residential planning consent. There are currently 21 RPS sites in Fylde Council ranging from sites with 2 park homes, to a site with 169 park homes.
3. If a local authority charges fees, the level of fees must be fair and transparent and must be published in a fees policy document. Fees should not be intended to do more than cover the authority's eligible costs associated with the licensing activities concerned.
4. The Government has published guidance on how fees are to be set. The guidance sets out in detail the matters that should and should not be taken into account in calculating the cost of the licensing activities, and provides alternative methodologies to translate these costs into fee structures.
5. Officers feel it is reasonable to recover costs of the regulatory activities taken under the Act. The policy details levels of fees Fylde Council will be charging for the following functions- annual licence fee, application for a new site licence, amending an existing licence condition, transferring of an existing licence and depositing site rules.
6. The fee levels have been calculated based upon officer time and costs involved in undertaking the Council's statutory function under the Act. These costs typically cover officer time, overheads and inspections. Appendix 1 of the policy details what the Council can consider in determining such fees.

Annual Licence Fee

7. Government guidance sets out alternative methodologies for calculating an annual licence fee. Option 1 has been adopted as it is considered to be the most transparent, proportionate and fair to site owners. The annual fee covers the cost of an annual inspection of sites.
8. Option 1 is based upon the total cost to the Council of carrying out its annual licensing function for all 'relevant protected sites' which is **£250**.
9. In addition, a unit pitch fee has been calculated of **£5 per pitch**, to allow for inspection costs and time when auditing each individual pitch on sites. This pitch cost is then multiplied by the actual number of residential units on site.

Examples-

Site A has 5 pitches at £5 per pitch= £25, plus a basic fee of £250. Total Annual fee for Site A= £275.

Site B has 169 pitches at £5 per pitch= £845, plus a basic fee of £250. Total Annual fee for Site B= £1095.

In adopting the Policy it is estimated that annual licence fees will provide an income to the Council to the region of £8,575.00

Application for a new site Licence

10.The cost of an initial site licence application (first time application for a new site) is **£320**.

Amendment to an existing Licence condition

11.Where a site licence owner seeks to amend, add, remove or vary an existing condition, a site licence a fee of **£375** is required.

Transferring an existing Licence

12.Where an existing owner or new owner wishes to transfer an existing licence, a fee of **£190** is required.

Depositing Site Rules

13.Site rules differ from site licence conditions in that they promote community cohesion on site. The rules are determined by the site owner in agreement with residents.

14.The Act allows Local Authorities to charge a fee for the depositing, amending, adding and deleting site rules. A fee of £80 is payable for depositing, amending, add or deleting of site rules.

15.The Council is required to keep an up to date register of site rules deposited and publish the register on-line.


IMPLICATIONS	
Finance	Financial implications arising as detailed within report.
Legal	As detailed within report.
Community Safety	There are no implications arising directly from the report.
Human Rights and Equalities	There are no implications arising directly from the report.
Sustainability and Environmental Impact	There are no implications arising directly from the report.
Health & Safety and Risk Management	There are no implications arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Michael Duck	01253 658620	12th March 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
The Mobile Home Act 2013		www.legislation.gov.uk
The Caravan Sites and Control of Development Act 1960		www.legislation.gov.uk


Attached documents:

Appendix 1 Mobile Home Fee Policy

	Mobile Home Fee Policy					
	SUBJECT:		Mobile Home Fee Policy for Residential Relevant Protected Sites			
	Date of issue:	February 2015	Reference:	MHFP/1		
	Revision No:	1	Page:	1	of	7

1.0 EXECUTIVE SUMMARY

- 1.1 The Mobile Homes Act 2013 (MHA 13) was introduced to provide greater protection to occupiers of residential caravans, and park homes.
- 1.2 Royal Assent was received on 26th March 2013 with some parts introduced on 26th May 2013. The MHA 2013 will introduce some important changes to park home licensing on 1st April 2014, due to its amendment of the Caravan Sites and Control of Development Act 1960.
- 1.3 Such changes include the ability of Local Authorities to charge site owners a fee for:
- Applying for a site licence;
 - Amendments and transfers of existing licences;
 - Depositing site rules and
 - Annual fees.
- 1.4 In order to be able to charge for these fees the Council needs to publish them within a fees policy.
- The fees associated with site licensing include:
- Applying for a new site licence,
 - Transfer of an existing licence;
 - Alteration of a condition of an existing licence; and
 - Setting of an annual fee.
- 1.5 Sites that are for holiday use only or sites where caravans are only to be permitted to be stationed on the land at certain times of the year are exempt from licensing fees. These are the only statutory exemptions.
- 1.6 It is felt that it is appropriate to make single pitch sites exempt from annual fees (but not fees for applying, amending and transferring a site licence) as these are considered to be lower risk sites and are less onerous to inspect and collecting annual fees from them would not be cost effective.
- 1.7 The MHA 2013 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 from 1st April 2014. The Council will be able to charge fees in relation to this.
- 1.8 Local Authorities will be able to require a fee when the site rules are deposited with the Local Authority. Furthermore, the Local Authority will be required to publish an up to date site register of the rules.

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- 1.9 A exercise has been undertaken by the Council, in estimating the costs of administrating the licensing functions under the Act. Which are set out within in Department for Communities and Local Government “ A Guide for Local Authorities on Setting Site Licence Fees”.¹ In setting the fee for an annual licence charge Option 1 as detailed within the Guidance has been chosen, as it is felt that this option is proportionate and fair.

2.0 INTRODUCTION


- 2.1 The Caravan Sites and Control of Development Act 1960 (CSCDA 60)² introduced a licensing system to regulate the establishment and operation of caravan sites.
- 2.2 The Mobile Home Act 2013 (MHA 13)³ was introduced in order to provide greater protection to occupiers of residential park homes and caravans as the current legislation had been in existence for more than 50 years.
- 2.3 The MHA 13 introduces some important changes to the buying, selling or gifting of park homes and a pitch free review process.
- 2.4 Councils can now also charge a fee for their different licensing functions. There is an expectation that Councils will inspect sites annually and use additional powers to ensure compliance with site licence conditions. The legislation allows the Council to serve enforcement notices and to publish any site rules relating to a site.
- 2.5 The Changes introduced by the MHA 13 only apply to ‘relative protected’ sites, as defined by section 5A(5) and (6) of CSCDA 60. Further guidance has also been issued by the Department for Communities and Local Government (DCLG) entitled ‘Park Homes: Site Licensing, Definition of Relevant Protected Sites’ (January 2014)⁴-
- “Any licensable caravan site is a ‘relevant protected site’ unless it is specifically exempted from being so. A site is exempted if:
- It has planning permission or a site licence for exclusive holiday use;
 - There is a restriction on use as permanent residential” DCLG 2014.
- 2.6 Section 10A (2) of CSCDA 60 (as amended by MHA 13) requires a local authority to prepare and publish a fee policy, where they propose to charge for functions associated with the regulations of ‘relevant protected sites’.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/285926/140227_A_guide_for_Local_Authorities_on_setting_site_licensing_fees.pdf

²<http://www.legislation.gov.uk/ukpga/Eliz2/8-9/62/contents>

³<http://www.legislation.gov.uk/ukpga/2013/14/contents>

⁴<http://www.riams.org/wp-content/uploads/2014/01/140110-Relevant-protected-sites1.pdf>

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- 2.7 Sites which do not fall into within the definition of a 'relevant protected sites' are still subject to the licensing requirements contained within CSCDA S6, but the provisions relating to payment of fees do not apply.
- 2.8 This policy details the level of fees Fylde Council will charge in relation to the different functions covered by the legislation.
- 2.9 The fee levels have been calculated based on the time and cost involved in undertaking the activities involved. The costs typically cover officer time, overheads Appendix 1 details what the Council can consider in calculating the fee levels.
- 2.10 The fee rates in this policy cover the period 1st April 2015 to 31st March 2016 and each section details when a fee is payable.
- 2.11 Currently, Fylde Council administers site licences for 21 Park Home sites with the total number of units across all sites exceeding 665. The extent of work with each individual site will vary according to the size, complexity and whether there are any issues arising with residents.

3.0 APPLICATION FOR A NEW LICENCE

- 3.1 All sites (subject to exemptions contained within the Act) require a licence to operate a residential park home site. Failure to make an application for a site licence is an offence under Section 1(2) of CSCDSA 1960.
- 3.2 Section 3(2A) of the CSCDA 1960 amended Act, allows the local authority to require a fee to accompany applications for licences, and this should accompany any new application.
- 3.3 The Council may only issue a licence for a site with a valid and correct planning permission for the use of the land as a residential park home site. Any application made before the planning status must be processed within 6 weeks of the planning decision. Sites which already have the correct planning permission in place, must be processed within 2 months of the receipt of the site licence application.
- 3.4 The fee below reflects the fixed costs which would apply to any new licence application.
- 3.5 **New licence application fee £320**

4.0 TRANSFER OF AN EXISTING LICENCE

- 4.1 Where an existing licence holder or new site owner wishes to transfer a licence, an application must be made to the Council, for which a fee is payable (Section 10(1A) of the Caravan Sites and Control of Development Act 1960 (as amended), allows the Council to charge a fee for this function.

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4.2 Fee to accompany an application to transfer a licence £190

5.0 ALTERATION OF CONDITIONS ON AN EXISTING LICENCE

5.1 Where a site owner requests a variation of a site licence conditions. Section 8(1B) of the Caravan Sites and Control of Development Act 1960 (as amended), allows the Council to charge a fee for this function.

5.2 Applications can be made by the licence holders to amend, add or remove conditions, the fee is payable at the application stage.

5.3 Fee to accompany an application to alter conditions £375

6.0 ANNUAL FEES

6.1 All 'relevant protected sites' must pay an annual fee to the Council (subject to any exemptions). The first fee is due on 30th April 2015 and annually thereafter.

6.2 The annual fee covers the costs associated with an annual site inspection to ensure compliance with site licence conditions and a follow up visit to ensure compliance with any formal schedule of works. If there is still a breach in site licence conditions at the point of the follow up visit, further charges may be payable to cover the costs of any enforcement action which may be taken. Further details can be found in Section 7- Enforcement Action.

6.3 DCLG Guidance offers a variety of suggested options for local authorities in calculating the annual fee and Option 1 has been adopted as it is considered to be the most transparent and fairness to both residents and owners.


6.4 The fee is calculated on a price per unit based on the total estimated cost to the Council of carrying out its annual licensing function for all 'relevant protected sites' in the Borough. The unit cost is multiplied by the actual number of each unit on each site to provide the annual fee payable.

Annual Fee £250 x £5 per pitch fee -

6.5 Charges for the first year (2015/16) will be based on estimates. The Council is not permitted to make surplus from this function section – 5A(2) of the Act requires all surplus and deficits to be included in the fees policy. These will be calculated and included in future revisions of the fee policy i.e. any deficits or surpluses from this activity will be carried forward at the end of the financial year to the next financial year and will affect the charges for the next financial year.

6.6 **Exemptions from Annual Fees**

6.7 Sites where there is only one park home are excluded from the annual licensing fee.

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6.8 This category of the site is site is exempt from the annual licensing fee as the Council do not intend to carry out annual inspections of these sites. However, any complaints received will be dealt with as appropriate.

6.9 Charging Arrangements

6.10 Section 10A(5) of CSCDA 60 (as amended) states that fees policy must include provision about the time at which the fee is payable. For the purpose of this policy the period covered by the annual fee will be 1st April to 31st March in each financial year.

6.11 Invoices will be sent to licence holders of 'relevant protected sites' at the start of the financial year and payment will be due within 30 days.

6.12 Where a new licence is issued part way through the year the annual fee will also be due in the same year and an invoice will be sent after the licence has been granted, for the pro-rata amount.

6.13 In the event of an annual fee is not being paid within the terms of the invoice the Council may apply to the First Tier Tribunal (Property Chamber) for an order requiring the licence holder pay the amount due.

7.0 ENFORCEMENT ACTION


7.1 Where there has been a breach of the site licence condition, which comes to the attention of the Council, who may serve a Compliance Notice.

7.2 Section 9(c) of the CSCDA 60 (as amended) details the elements which the local authority may include when imposing a charge for enforcement action. These include the time involved in deciding to serve and prepare the Compliance Notice. A detailed breakdown of the relevant expenses would be provided with the Compliance Notice.

7.3 Charges would be based on an hourly rate, in addition to any other costs incurred.

7.4 Where the works identified within the Compliance Notice are not carried out by the site licence holder. The licence holder commits an offence and the local authority may consider taking legal proceedings. Failure to comply with the notice would be a criminal offence, punishable by a fine on the standard scale (currently £5000), Any costs associated with this process would be at the discretion of the court.

7.5 A site licence could be revoked upon a third or subsequent prosecution.

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- 7.6 Where the prosecution is successfully taken, the Council would have the power serve a notice to enter the site and carry out the works in default of the licence holder. An administration cost of 20% would be added to the cost of the works.
- 7.7 A local authority may enter the site and take emergency action where there is imminent risk of serious harm to residents or the wider community.
- 7.8 Unpaid charges can be placed as charge against the site owners land.


8.0 SITE RULES- FEES FOR DEPOSITING, AMENDING, OR DELETING SITE RULES

- 8.1 Site rules are different to the site licence conditions and are put in place by the owner of the site to ensure acceptable standards are maintained. For the benefit of residents to promote and maintain community cohesion on the site.
- 8.2 The MHA 13 changes the way in which the site rules must be agreed between the site owner and residents.
- 8.3 Before publishing the site rules the Council will ensure the rules deposited have been made in accordance with the Statutory Procedure.
- 8.4 The Mobile Home Act 1983 (as amended by the MHA 13) allows the Council to charge a fee for depositing, amending, or deleting site rules.
- 8.5 **Fee to deposit, amend or delete site rules £80**
- 8.6 The Council must keep an up to date public register of site rules on protected sites and publish the register on-line.

9.0 REVISING THE FEE POLICY

- 9.1 The fees detailed in this policy have been determined based upon experience of dealing with site licensing historically with consideration of the changes the new Act has introduced. Some of the processes are new (for example the depositing of site rules) and therefore the estimates have been made as to the cost of providing these services.
- 9.2 This policy will be revised no later than March 2016.

10.0 APPENDIX 1- GUIDANCE FROM DCLG- SETTING OUT OF ACTIVITIES TO BE INCLUDING IN SETTING OF ANNUAL FEES

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- 10.1 The DCLG- Mobile Home Act 2013- A Guide for Local Authorities on Setting Licence Fees⁵- sets out activities that the Council can include when calculating its annual fee, these include-

Setting Annual Fees

- Initial enquires;
- Pre-application advice;
- Letter writing/telephone calls etc. to make an appointment 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;
- Land registry searches;
- Handling enquires and complaints;
- Updating hard files/computer systems;
- Processing the licence fee;
- Time for reviewing necessary documents and certificates;
- Downloading photographs;
- Preparing draft and final licences;
- Updating public register;
- Preparing reports on contraventions;
- Review by manager or lawyers;
- Review of any consultation responses from third parties;
- Carrying out any risk assessment process considered necessary;
- Consultation with Planning and Fire and Rescue Services;
- A pre-programmed full site inspection; and
- A follow-up inspection to check compliance following a programmed inspection.

⁵ <https://www.gov.uk/government/publications/mobile-homes-act-2013-a-guide-for-local-authorities-on-setting-licence-fees>