

<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
<b>Tasks - NEW APPLICATIONS 2-50 UNITS</b>	<b>Time (hrs/mins)</b>	<b>Time (decimal)</b>	<b>Job role</b>	<b>Salary inc oncosts</b>	<b>Sub total</b>
<b>Grant of new residential caravan site licence (2-50 UNITS) this fee includes site rule deposit</b>					
Pre-application advice (can be charged in this instance see guidance)	30 mins	0.50	LO	51.96	25.98
Receive and process licence application/create log on Assure of application	40 mins	0.67	LO	51.96	34.81
Receive and process payment	10 mins	0.17	LO	51.96	8.83
Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Assure	40 mins	0.67	LO	51.96	34.81
Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Assure	30 mins	0.50	LO	51.96	25.98
Check on/upload right to occupy to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload insurance cover to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload electrical, gas, fire certs to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload planning permissions to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload site rules to Assure and website where provided	15 mins	0.25	LO	51.96	12.99
Arrange inspection of premises	10 mins	0.17	LO	51.96	8.83
Inspection time by LA officer	1 hour	1.00	LO	51.96	51.96
Travel time to inspection by LA Officer (average 45 minutes)	45 mins	0.75	LO	51.96	38.97
Upload of photographs	10 mins	0.17	LO	51.96	8.83
Officer inspection report write up	30 mins	0.50	LO	51.96	25.98
Prepare plan on GIS overlay and issue with boundary	15 mins	0.25	LO	51.96	12.99
Draft of letter, contraventions, licence and conditions	1 hour	1.00	LO	51.96	51.96
Issue licence and conditions (on Assure and post/email out)	20 mins	0.33	LO	51.96	17.15
<b>TOTAL</b>					<b>£376.71</b>
<b>Tasks - NEW APPLICATIONS 51-100</b>					
<b>Grant of new residential caravan site licence (51-100 UNITS) this fee includes site rule deposit</b>					
Pre-application advice (can be charged in this instance see guidance)	30 mins	0.50	LO	51.96	25.98

<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
Receive and process licence application/create log on Assure of application	40 mins	0.67	LO	51.96	34.81
Receive and process payment	10 mins	0.17	LO	51.96	8.83
Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Assure	40 mins	0.67	LO	51.96	34.81
Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Assure	30 mins	0.50	LO	51.96	25.98
Check on/upload right to occupy to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload insurance cover to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload electrical, gas, fire certs to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload planning permissions to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload site rules to Assure and website where provided	15 mins	0.25	LO	51.96	12.99
Arrange inspection of premises	10 mins	0.17	LO	51.96	8.83
Inspection time by LA officer	2 hours	2.00	LO	51.96	103.92
Travel time to inspection by LA Officer (average 45 minutes)	45 mins	0.75	LO	51.96	38.97
Upload of photographs	10 mins	0.17	LO	51.96	8.83
Officer inspection report write up	1 hours	1.00	LO	51.96	51.96
Prepare plan on GIS overlay and issue with boundary	15 mins	0.25	LO	51.96	12.99
Draft of letter, contraventions, licence and conditions	2 hours	2.00	LO	51.96	103.92
Issue licence and conditions (on Assure and post/email out)	20 mins	0.33	LO	51.96	17.15
<b>TOTAL</b>					<b>£506.61</b>
<b>Tasks NEW APPLICATIONS 101-150</b>					
	<b>Time (hrs/mins)</b>	<b>Time (decimal)</b>	<b>Job role</b>	<b>Salary inc oncosts</b>	<b>Sub total</b>
<b>Grant of new residential caravan site licence (101-150 UNITS) this fee includes site rule deposit</b>					
Pre-application advice (can be charged in this instance see guidance)	30 mins	0.50	LO	51.96	25.98
Receive and process licence application/create log on Assure of application	40 mins	0.67	LO	51.96	34.81
Receive and process payment	10 mins	0.17	LO	51.96	8.83
Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Assure	40 mins	0.67	LO	51.96	34.81

<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Assure	30 mins	0.50	LO	51.96	25.98
Check on/upload right to occupy to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload insurance cover to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload electrical, gas, fire certs to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload planning permissions to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload site rules to Assure and website where provided	15 mins	0.25	LO	51.96	12.99
Arrange inspection of premises	10 mins	0.17	LO	51.96	8.83
Inspection time by LA officer	3 hours	3.00	LO	51.96	155.88
Travel time to inspection by LA Officer (average 45 minutes)	45 mins	0.75	LO	51.96	38.97
Upload of photographs	10 mins	0.17	LO	51.96	8.83
Officer inspection report write up	1 hour 30 mins	1.50	LO	51.96	77.94
Prepare plan on GIS overlay and issue with boundary	15 mins	0.25	LO	51.96	12.99
Draft of letter, contraventions, licence and conditions	3 hours	3.00	LO	51.96	155.88
Issue licence and conditions (on Assure and post/email out)	20 mins	0.33	LO	51.96	17.15
<b>TOTAL</b>					<b>£636.51</b>
<b>Tasks. NEW APPLICATIONS FOR SITES 151+</b>					
	<b>Time (hrs/mins)</b>	<b>Time (decimal)</b>	<b>Job role</b>	<b>Salary inc oncosts</b>	<b>Sub total</b>
<b>Grant of new residential caravan site licence (151+ UNITS) this fee includes site rule deposit</b>					
Pre-application advice (can be charged in this instance see guidance)	30 mins	0.50	LO	51.96	25.98
Receive and process licence application/create log on Assure of application	40 mins	0.67	LO	51.96	34.81
Receive and process payment	10 mins	0.17	LO	51.96	8.83
Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Assure	40 mins	0.67	LO	51.96	34.81
Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Assure	30 mins	0.50	LO	51.96	25.98

<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
Check on/upload right to occupy to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload insurance cover to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload electrical, gas, fire certs to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload planning permissions to Assure	5 mins	0.08	LO	51.96	4.16
Check on/upload site rules to Assure and website where provided	15 mins	0.25	LO	51.96	12.99
Arrange inspection of premises	10 mins	0.17	LO	51.96	8.83
Inspection time by LA officer	4 hours	4.00	LO	51.96	207.84
Travel time to inspection by LA Officer (average 45 minutes)	45 mins	0.75	LO	51.96	38.97
Upload of photographs	10 mins	0.17	LO	51.96	8.83
Officer inspection report write up	2 hours	2.00	LO	51.96	103.92
Prepare plan on GIS overlay and issue with boundary	15 mins	0.25	LO	51.96	12.99
Draft of letter, contraventions, licence and conditions	4 hours	4.00	LO	51.96	207.84
Issue licence and conditions (on Assure and post/email out)	20 mins	0.33	LO	51.96	17.15
<b>TOTAL</b>					<b>£766.41</b>
<b>Annual fee for licensed sites</b>					
<b>Annual fee for sites with 2-50 UNITS</b>					
Arrange and process payment	10 mins	0.17	LO	51.96	8.83
Arrange inspection of premises	10 mins	0.17	LO	51.96	8.83
Request documents from site owner, e.g. fire, electrical and gas certification	10 mins	0.17	LO	51.96	8.83
Time to review documents and certificates	20mins	0.33	LO	51.96	17.15
Upload of documents to Assure	10 mins	0.17	LO	51.96	8.83
Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle)	1 hour	1.00	LO	51.96	51.96
Travel time by LA officer	45 mins	0.75	LO	51.96	38.97
Upload of photographs	10 mins	0.17	LO	51.96	8.83
Preparation of report	30 mins	0.50	LO	51.96	25.98
Preparation of letter	30 mins	0.50	LO	51.96	25.98
Upload of report and letter to Assure	10 mins	0.17	LO	51.96	8.83
Queries, complaints etc., received from site owners, public and residents about site	30 mins	0.50	LO	51.96	25.98
Investigation of unlicensed premises (EXCLUDED)	0.00	0.00	0.00	0.00	0.00

<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
Work surrounding Section 9C/9F issue of Compliance Notices and Works in Default and Emergency Works- EXCLUDED as this can be charged per item issued on a cost recovery basis	0.00	0.00	0.00	0.00	0.00
Prosecutions EXCLUDED - will recover via costs application to magistrates	0.00	0.00	0.00	0.00	0.00
Appeals in respect of decisions of licensing authority - EXCLUDED	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>					<b>£239.02</b>
<b>Annual fee for licensed sites</b>					
<b>Annual fee for sites with 51-100 UNITS</b>					
Arrange and process payment	10 mins	0.17	LO	51.96	8.83
Arrange inspection of premises	10 mins	0.17	LO	51.96	8.83
Request documents from site owner, e.g. fire, electrical and gas certification	10 mins	0.17	LO	51.96	8.83
Time to review documents and certificates	20mins	0.33	LO	51.96	17.15
Upload of documents to Assure	10 mins	0.17	LO	51.96	8.83
Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle)	2 hours	2.00	LO	51.96	103.92
Travel time by LA officer	45 mins	0.75	LO	51.96	38.97
Upload of photographs	10 mins	0.17	LO	51.96	8.83
Preparation of report	1 hour	1.00	LO	51.96	51.96
Preparation of letter	30 mins	0.50	LO	51.96	25.98
Upload of report and letter to Assure	10 mins	0.17	LO	51.96	8.83
Queries, complaints etc., received from site owners, public and residents about site	1 hour	1.00	LO	51.96	51.96
Investigation of unlicensed premises (EXCLUDED)	0.00	0.00	0.00	0.00	0.00
Work surrounding Section 9C/9F issue of Compliance Notices and Works in Default and Emergency Works- EXCLUDED as this can be charged per item issued on a cost recovery basis	0.00	0.00	0.00	0.00	0.00
Prosecutions EXCLUDED - will recover via costs application to magistrates	0.00	0.00	0.00	0.00	0.00
Appeals in respect of decisions of licensing authority - EXCLUDED	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>					<b>£342.94</b>
<b>Annual fee for licensed sites</b>					
<b>Annual fee for sites with 101-150 UNITS</b>					
Arrange and process payment	10 mins	0.17	LO	51.96	8.83

<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
Arrange inspection of premises	10 mins	0.17	LO	51.96	8.83
Request documents from site owner, e.g. fire, electrical and gas certification	10 mins	0.17	LO	51.96	8.83
Time to review documents and certificates	20mins	0.33	LO	51.96	17.15
Upload of documents to Assure	10 mins	0.17	LO	51.96	8.83
Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle)	3 hours	3.00	LO	51.96	155.88
Travel time by LA officer	45 mins	0.75	LO	51.96	38.97
Upload of photographs	10 mins	0.17	LO	51.96	8.83
Preparation of report	1hr 30	1.50	LO	51.96	77.94
Preparation of letter	30 mins	0.50	LO	51.96	25.98
Upload of report and letter to Assure	10 mins	0.17	LO	51.96	8.83
Queries, complaints etc., received from site owners, public and residents about site	1hr 30 mins	1.50	LO	51.96	77.94
Investigation of unlicensed premises (EXCLUDED)	0.00	0.00	0.00	0.00	0.00
Work surrounding Section 9C/9F issue of Compliance Notices and Works in Default and Emergency Works- EXCLUDED as this can be charged per item issued on a cost recovery basis	0.00	0.00	0.00	0.00	0.00
Prosecutions EXCLUDED - will recover via costs application to magistrates	0.00	0.00	0.00	0.00	0.00
Appeals in respect of decisions of licensing authority - EXCLUDED	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>					<b>£446.86</b>
<b>Annual fee for licensed sites</b>					
<b>Annual fee for sites with 151+ UNITS</b>					
Arrange and process payment	10 mins	0.17	LO	51.96	8.83
Arrange inspection of premises	10 mins	0.17	LO	51.96	8.83
Request documents from site owner, e.g. fire, electrical and gas certification	10 mins	0.17	LO	51.96	8.83
Time to review documents and certificates	20mins	0.33	LO	51.96	17.15
Upload of documents to Assure	10 mins	0.17	LO	51.96	8.83
Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle)	4 hours	4.00	LO	51.96	207.84
Travel time by LA officer	45 mins	0.75	LO	51.96	38.97
Upload of photographs	10 mins	0.17	LO	51.96	8.83

<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
Preparation of report	2 hours	2.00	LO	51.96	103.92
Preparation of letter	30 mins	0.50	LO	51.96	25.98
Upload of report and letter to Assure	10 mins	0.17	LO	51.96	8.83
Queries, complaints etc., received from site owners, public and residents about site	2 hours	2.00	LO	51.96	103.92
Investigation of unlicensed premises (EXCLUDED)	0.00	0.00	0.00	0.00	0.00
Work surrounding Section 9C/9F issue of Compliance Notices and Works in Default and Emergency Works- EXCLUDED as this can be charged per item issued on a cost recovery basis	0.00	0.00	0.00	0.00	0.00
Prosecutions EXCLUDED - will recover via costs application to magistrates	0.00	0.00	0.00	0.00	0.00
Appeals in respect of decisions of licensing authority - EXCLUDED	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>					<b>£550.78</b>
<b>Transfer of a site licence</b>					
Receive and process licence application/create log on Assure of application - no inspection required, create new Assure worksheet, amend site rules on website where relevant etc.	40 mins	0.67	LO	51.96	34.81
Receive and process payment	10 mins	0.17	LO	51.96	8.83
Liaison with applicant, adding on records, reviewing documentation and certificates etc (as per new application)	2 hours	2.00	LO	51.96	103.92
Issue site licence and relevant conditions	20 mins	0.33	LO	51.96	17.15
<b>TOTAL</b>					<b>£164.71</b>
<b>Site Rules - Fee for new, varied or deleted rules</b>					
Arrange and process payment	10 mins	0.17	LO	51.96	8.83
Officer time - no inspection required, upload to Assure and upload to website, remove historic rules	30 mins	0.50	LO	51.96	25.98
<b>TOTAL</b>					<b>£34.81</b>
<b>Variation of licence sought by applicant (with inspection)</b>					
Arrange and process payment	10 mins	0.17	LO	51.96	8.83
Checks on planning permission	30 mins	0.50	LO	51.96	25.98
Consultation with relevant persons e.g. Fire and Rescue, Planning, consideration of responses and upload to Assure	1 hour	1.00	LO	51.96	51.96
Travel time to inspection by LA Officer	45 mins	0.75	LO	51.96	38.97

<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
Inspection time by LA officer	1 hour	1.00	LO	51.96	51.96
Officer report write up	30 mins	0.50	LO	51.96	25.98
Draft of licence and conditions	1 hour	1.00	LO	51.96	51.96
Issue site licence and relevant conditions (on Assure and post/email out)	30 mins	0.50	LO	51.96	25.98
<b>TOTAL</b>					<b>£255.64</b>
<b>Variation of licence sought by applicant (without inspection)</b>					
Arrange and process payment	10 mins	0.17	LO	51.96	8.83
Draft of licence and conditions	1 hour	1.00	LO	51.96	51.96
Issue site licence and relevant conditions (on Assure and post/email out)	30 mins	0.50	LO	51.96	25.98
<b>TOTAL</b>					<b>£60.79</b>
<b>Fit and Proper Person Assessment</b>					
Pre-application advice	20 mins	0.33	LO	51.96	17.15
Receipt of application, check application is complete, signed and fee paid, and create log on Assure	40 mins	0.67	LO	51.96	34.81
Process the fee and send a receipt to owner	10 mins	0.17	LO	51.96	8.83
Review application and make relevant enquiries into documents e.g. those relating to management and financial standing, outstanding licensing issues and debts, right to work in the UK check, DBS verification, and undertakings and upload to Assure	60 mins	1.00	LO	51.96	51.96
Add application to Assure	10 mins	0.17	LO	51.96	8.83
Add management structure information to Assure	10 mins	0.17	LO	51.96	8.83
Add financial standing information to Assure	10 mins	0.17	LO	51.96	8.83
Cover letter and determine conditions to attach if required	30 mins	0.50	LO	51.96	25.98
Determine application and grant	20 mins	0.33	LO	51.96	17.15
Add relevant person's information to the register	10 mins	0.17	LO	51.96	8.83
Update Assure	10 mins	0.17	LO	51.96	8.83
<b>TOTAL</b>					<b>£200.05</b>
<b>TYPE OF FEE PROPOSED</b>					
GRANT OF A LICENCE UNITS 2-50	<b>FEE</b>				
	£376.71				



<b>FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT 2013</b>					
GRANT OF A LICENCE 51-100	£506.61				
GRANT OF A LICENCE 101-150	£636.51				
GRANT OF A LICENCE 151+	£766.41				
ANNUAL FEE UNITS 2- 50	£239.02				
ANNUAL FEE UNITS 51-100	£342.94				
ANNUAL FEE UNITS 101-150	£446.86				
ANNUAL FEE 151+	£550.78				
TRANSFER FEE	£164.71				
DEPOSIT OF SITE RULES FEE	£34.81				
VARIATION WITH INSPECTION	£255.64				
VARIATION WITHOUT INSPECTION	£60.79				
ENFORCEMENT CHARGES	£51.96	PER HOUR			
FIT AND PROPER PERSON APPLICATION	£200.05				