

E-mail: democraticservicestdc@teignbridge.gov.uk

29 September 2025

EXECUTIVE

A meeting of the **Executive** will be held on **Tuesday, 7th October, 2025** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors Buscombe, Hook, Keeling (Leader), Nutley, Palethorpe (Deputy Leader), G Taylor, Williams, Parrott and Nuttall

Please Note: Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. By entering the Council Chamber you are consenting to being filmed.

A G E N D A

Part I

1. **Apologies for absence**
2. **Minutes** (Pages 3 - 6)
To approve and sign the minutes of the meeting held on Tuesday 9th September 2025.
3. **Announcements (if any)**
4. **Declarations of Interest (if any)**
5. **Executive Forward Plan**

To note forthcoming decisions anticipated [on the Executive Forward Plan](#)

6. Public Questions (if any)

Members of the Public may ask questions of the Leader or an Executive Member. A maximum period of 15 minutes will be allowed with a maximum of period of three minutes per questioner.

7. Residential Mobile Homes Charging Scheme (Pages 7 - 58)

To consider the introduction of fees for all licensing activity and compliance for residential mobile home sites. To adopt the relevant policies that set out the fee calculation and how compliance on sites will be enforced.

8. Devolution and Local Government Reorganisation

Verbal update from the Executive Member for Devolution and Local Government Reorganisation and/or the Managing Director.

9. For Information - Individual Executive Member Decisions

[Executive Member Decisions](#)

Part II: Items suggested for discussion with the press and public excluded

NIL

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

EXECUTIVE

9 SEPTEMBER 2025

Present:

Councillors Buscombe, Hook, Keeling (Leader), Nutley, Palethorpe (Deputy Leader), G Taylor, Parrott and Nuttall

Members in Attendance:

Councillors Bullivant, Clarence, P Parker and Thorne.

Apologies:

Councillor Williams

Officers in Attendance:

Phil Shears, Managing Director

Martin Flitcroft, Director of Corporate and Section 151 Officer

Gordon Bryant, Head of Financial Services and Audit

Rosanna Wilson, Corporate Procurement Officer

Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

Chris Morgan, Trainee Democratic Services Officer

158. MINUTES

It was **PROPOSED** by Councillor Keeling and **SECONDED** by Councillor Palethorpe and

RESOLVED

that the minutes of the previous meeting on Tuesday 29th July 2025 be agreed as a correct record and signed by the Chair.

159. ANNOUNCEMENTS (IF ANY)

The Leader thanked Martin Flitcroft (Director of Corporate and Section 151 Officer) for his years of service on his retirement from the Council. The Leader commented that Teignbridge is the only Council in Devon that is debt free.

Councillor Parrott also offered his thanks to Martin Flitcroft as the Executive Member for Finance and Corporate.

Councillors Bullivant and Clarence spoke to this item and endorsed the comments made.

160. DECLARATIONS OF INTEREST (IF ANY)

None.

161. EXECUTIVE FORWARD PLAN

The Executive Forward Plan was noted.

162. PUBLIC QUESTIONS (IF ANY)

None received.

163. 2024/25 DRAFT FINAL ACCOUNTS AND TREASURY MANAGEMENT, 2025/26 BUDGET MONITORING AND TREASURY MANAGEMENT LENDING LIST

The Executive considered the report which reported the 2024/25 Draft Final Revenue results including draft closing general reserves, The 2024/25 Draft Final Capital and updated ongoing programme, the Draft Financial results of the treasury management function for the year ended 31 March 2025, an update on the principal areas where there are likely to be departures from the 2025/26 Revenue Budget and updates on progress with the capital programme and funding and any amendments to the lending list for treasury management purposes.

Councillor Parrott introduced the item and appraised Members of the content within the report. Councillor Parrott reported that the 2024/25 Draft Accounts were considered by the Audit Committee on 2nd September 2025 and were published on 4th July 2025 and available online on the Council's website.

Councillor Parrott gave an overview of the key areas within the report including the Statement of Accounts, variations to the original budget, bad debt, the Draft 2024/25 Capital Programme, the Treasury Management Authorised Lending List and Treasury Management Results 2024/25.

Councillor Parrott also gave an overview of the Revenue Budget Monitoring 2025/26 and highlighted the variations by service as detailed in the report.

The Leader and Councillor Nutley commented on the increased leisure incomes from increasing memberships.

Executive Members thanked the Director of Corporate and Section 151 Officer and the Finance Team.

The matter having been debated and the options and alternatives and other relevant factors highlighted (e.g. financial, legal and risk implications), it was **PROPOSED** by Councillor Parrott and **SECONDED** by Councillor Keeling and

RESOLVED

That the Executive:

- 1) Note the draft revenue results for 2024/25.
- 2) Approve the draft year end capital and updated programme as shown at appendix 1.

- 3) Approve the revenue budget variations for 2025/26 as shown at appendix 2.
- 4) Note the updated lending list as shown at appendix 3.
- 5) Recommends to Council that the Draft Treasury Management Results for 2024/25 at appendix 4 are noted.

164. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION UPDATE

The Executive considered the report which provided an update in relation to the proposals for both Local Government Reorganisation and Devolution.

The item was not given notification in the Executive Forward Plan for over the required 28 days. In accordance with Section 4.19.2 (d) of the Council's Constitution, the Chair of the Overview and Scrutiny Committee is satisfied that the update is of special urgency and that it cannot reasonably be deferred.

Councillor Bullivant spoke to this item in relation to ensuring that the Overview and Scrutiny Committee have an opportunity to debate the proposals. The Leader supported his comments.

The Leader referenced a letter from the County Council Network in relation to the Cabinet and Ministerial reshuffle conducted by the Prime Minister over the weekend preceding the meeting. The ministerial team at the Ministry of Housing, Communities and Local Government (MHCLG) has changed to Steve Reed as Secretary of State and Alison McGovern as Minister of State.

The Leader highlighted that he would be asking for clarification from MHCLG on the future direction of devolution and local government reorganisation.

Councillor Nuttall spoke to this item, confirming that the 1-4-5 option remained the preferred option based against the criteria set out by MHCLG.

The Managing Director spoke to the work ongoing to produce proposals and that the Executive would be updated at its October meeting. An extraordinary Full Council is being arranged for November, and the Managing Director would liaise with the Chair of the Council, the Leader and Councillor Nuttall to confirm the date.

The Leader spoke to the results of the public consultation as detailed in the report.

The matter having been debated and the options and alternatives and other relevant factors highlighted (e.g. financial, legal and risk implications), it was **PROPOSED** by Councillor Nuttall and **SECONDED** by Councillor Keeling and

RESOLVED

That the Executive:

- 1) Note the update on Local Government Reorganisation.

- 2) Delegate authority to the Managing Director, in consultation with the Executive Member for Local Government Reorganisation and Devolution, to continue to develop proposals for the form and coverage of future principal authorities.
- 3) Report back to the next Executive meeting with an update on the preparation of the Business Case.

165. PROCUREMENT STRATEGY

The Executive considered the report to seek support for the adoption and implementation of the new Procurement Strategy.

Councillor Parrott introduced the item and appraised the Executive on the content of the report. Councillor Hook spoke to this item in relation to including reference to net zero and the environment and the social value threshold of £100,000. The Corporate Procurement Officer responded to these points orally highlighting the balance between spend, social value and supporting local businesses.

The Leader spoke to the importance of supporting local businesses.

The matter having been debated and the options and alternatives and other relevant factors highlighted (e.g. financial, legal and risk implications), it was **PROPOSED** by Councillor Parrott and **SECONDED** by Councillor Hook and

RESOLVED

That the Executive adopt the new Procurement Strategy and delegated authority is given to the Executive Member for Finance and Corporate to make minor amendments to the Procurement Strategy.

166. FOR INFORMATION - INDIVIDUAL EXECUTIVE MEMBER DECISIONS

The Individual Executive Member Decisions were noted.

The meeting started at 10.03 am and finished at 10.47 am.

Chairman

**Teignbridge District Council
Executive Committee
7 October 2025
Part i**

Residential Mobile Home sites, Fees and licensing compliance policies

Purpose of Report

To consider the introduction of fees for all licensing activity and compliance for residential mobile home sites. To adopt the relevant policies that set out the fee calculation and how compliance on sites will be enforced.

Recommendation(s)

The Committee RESOLVES to:

- (1) Adopt the fees as set out in the fee policy

Financial Implications

See section 5.1

Martin Flitcroft - Director of Corporate Services

Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

See section 5.2

Marie Downey - Solicitor

Marie.downey@teignbridge.gov.uk

Risk Assessment

See section 5.3.

David Eaton - Head of Neighbourhoods

Email: david.eaton@teignbridge.gov.uk

Environmental/ Climate Change Implications

See section 5.4 for the Environmental/Climate Change Implications

David Eaton - Head of Neighbourhoods

Email: david.eaton@teignbridge.gov.uk

Report Author

David Eaton - Head of Neighbourhoods
Email: david.eaton@teignbridge.gov.uk

Executive Member

Cllr David Palethorpe, Deputy Leader.
Executive Member for Assets, Economic Development, Major Projects and Communication

Background Papers

[Caravan Sites and Control of Development Act 1960](#)

[Mobile Homes Act 2013](#)

[Mobile Homes Act 2013: a guide for local authorities on setting licence fees - GOV.UK](#)

Appendices

Appendix 1 – Consultation Summary

Appendix 2 – Fee Policy

Appendix 3 – Equality Impact Assessment

1. Introduction

1.1 The Council currently licences 35 residential mobile homes sites which covers approximately 1,400 units of accommodation. These range from large sites with over 200 units to single unit sites. The council does not charge any fees for this work but has a statutory duty to licence the sites and ensure compliance with the site licence conditions. This report sets out the rationale for charging for all licensing activity and compliance with a fee policy which complies with the government guidance.

2. Legislation and guidance

2.1 The Caravan Sites and Control of Development Act 1960 (as amended by the Mobile Homes Act 2013) (the Act), authorises local authorities to issue licences in respect of caravan sites. The Council may require applications for 'relevant protected sites' (typically known as residential parks, mobile home parks, Gypsy Roma and Traveller sites) to be accompanied by a fee.

Councils may charge

- a licence fee for applications to grant or transfer a licence or an application to alter the conditions on a licence
- an annual licence fee for administering and monitoring licences

The fees are locally set meaning that the fees are not prescribed by statute. Before charging a fee, a local authority must prepare and publish a fees policy. This should set out how they fairly cover the costs incurred by the local authority.

2.1 The guidance sets out principally three options for setting an annual fee.

Option 1 is to set a price per unit fee and each site is charged based on the actual number of units on the site.

Option 2 is to set a fee based on size banding the sites using template costs.

Option 3 is to set a fee based on the risk rating that considers the size of the site, the level of compliance and confidence in management.

The guidance accepts that there is no one scheme that is considered better than another and it is for the local authority to set the fee and rational in the fee policy.

3. Consultation

3.1 Consultation was undertaken on this Fees Policy for a period of 6 weeks from 8th July 2024 to 23rd August 2024. The survey was also used to collect information from site owners of their current experience with the process and provide a baseline for future surveys. There were 20 responses from site owners which is 48% response rate. Regarding the proposed fee structure only 6 answered this question with 50% in agreement and 50% in disagreement. The summary of the data is in Appendix 1.

4. Proposal

4.1 Charges are proposed for the following licensing activities.

- Issuing a site licence
- Transferring a site licence
- Altering conditions
- Depositing Site Rules
- Fit and Proper person application

4.2 For the annual fee the proposal is a flat fee based on banding the number of units. Following the first year all sites will be risk rated and then an escalator based on the level of risk will be applied to each site.

4.3 If non-compliance issues are identified during the annual inspections, further charges will be incurred for increased compliance inspection visits.

Low risk sites - will be inspected on an annual basis and the fee will be the basic annual charge.

Moderate Risk sites - will be subject to one further inspection within the 12-month licence period.

High Risk sites - will be subject to two further inspections within the 12-month licence period.

Very High Risk sites - will be subject to 4 further inspections within the 12-month licence period.

4.4 If the non-compliance issues are resolved during the 12-month licence period then any over charged licence fees for unused inspections will be refunded.

4.5 The guidance allows the local authority to exempt certain types of sites from the charging regime. It is not proposed to charge sites with 1 -4 units. The rationale for this exemption being that such sites are low risk; the fact they tend to be family run; rarely for business purposes, and rarely if ever are they subject of complaints. The costs of inspection in these instances are likely to be outweighed by the costs of administering charges. Moreover, the Fit and Person Registration does not relate to non-commercial family-occupied sites, and the Council's approach mirrors this regime.

4.6 There is no additional workload associated with this report. Additional income from those residential park home sites currently licensed is expected should the proposed fees be approved allowing for recovery of the Council's costs.

5. Implications, Risk Management and Climate Change Impact

5.1 Financial The proposed fee policy will increase revenue for the Council for a statutory service that the Council has an obligation to provide. The income from the annual fee is approximately £6,500 per year. Until the sites have been risk assessed the actual additional income from the risk escalator is difficult to forecast but would range from £7,000 if all sites were low risk to £30,000 if all sites were very high risk. The Council has no control over the turnover of sites so income from new and transfer applications cannot be forecast.

5.2 Legal The proposed fee policy is in accordance with the enabling legislation and complies with the guidance. The decision is an Executive decision, and the report sets out the information required to make the decision.

5.3 Risks Failure to apply the charges fairly and without an agreed policy would open the Council to legal challenge. Whilst charges are applied to the site owner the Council does not have any control if the site owner chooses to increase the pitch fees because of the compliance fee. A dispute with the park owner over changing a pitch fee can be taken to the Residential Property Tribunal with support from the Leasehold Advisory Service.

5.4 Environmental/Climate Change Impact There are no environmental benefits or impacts identified because of the proposed changes.

4. Alternative Options

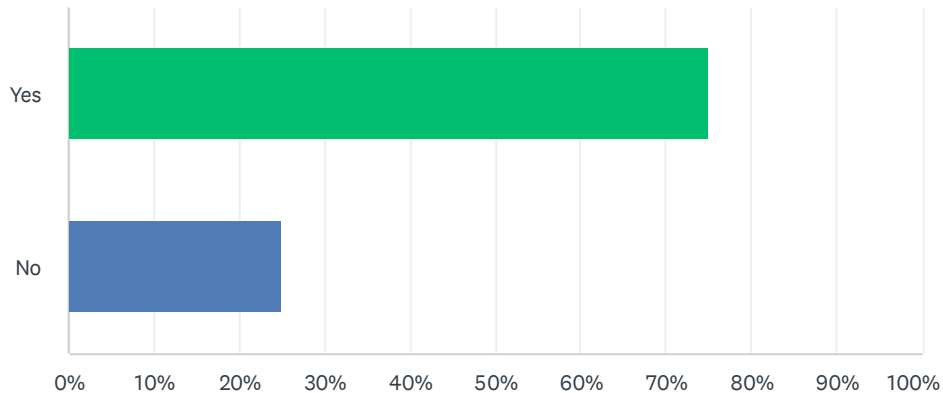
The alternative is to continue to deliver this statutory service with no fees which has an adverse impact on the revenue budget and the savings identified by the Modern 25 programme of projects.

5. Conclusion

The proposal is for a fair and proportionate charging scheme that incentivises compliance with the site licence conditions and will improve standards for residents of the site.

Q1 I consent to my personal and special (sensitive) category data being processed to collect views and feedback on the licensing service provided and to represent all groups of individuals. (You can withdraw this consent at any time by contacting - envc@Teignbridge.gov.uk)

Answered: 20 Skipped: 0



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|----|
| Yes | 75.00% | 15 |
| No | 25.00% | 5 |
| TOTAL | | 20 |

Q2 Which residential caravan site do you own?

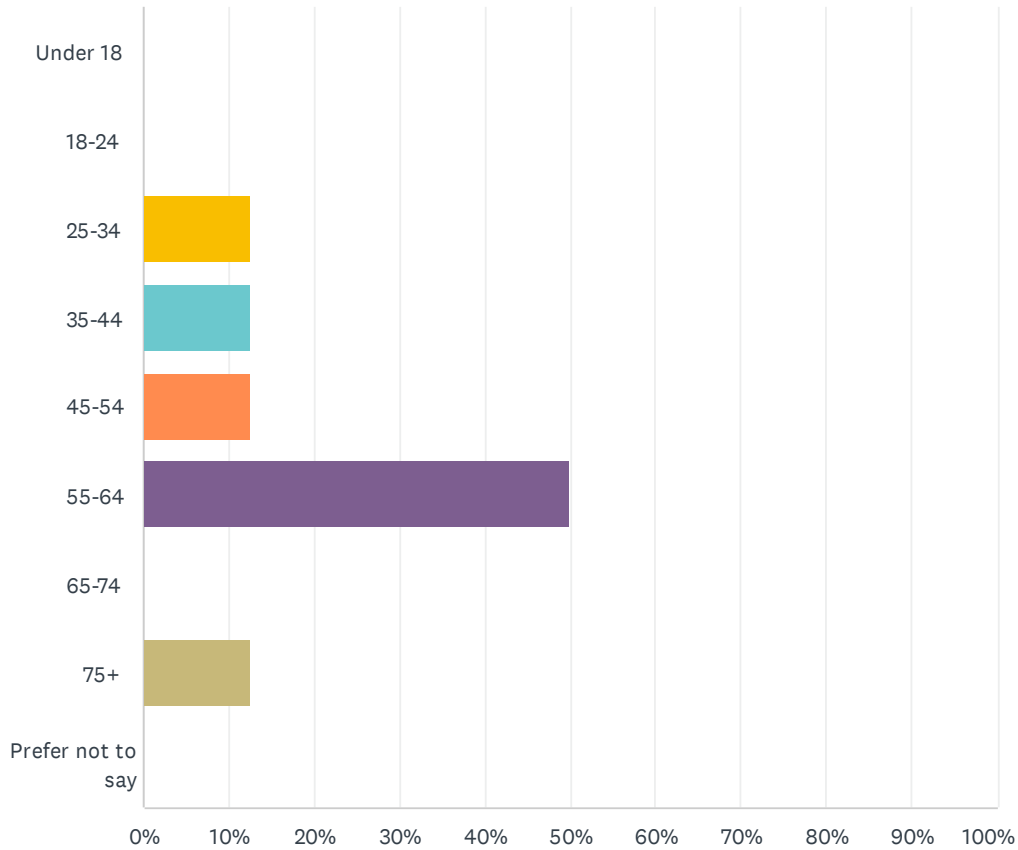
Answered: 8 Skipped: 12

Q3 What is your email address?

Answered: 8 Skipped: 12

Q4 What is your age?

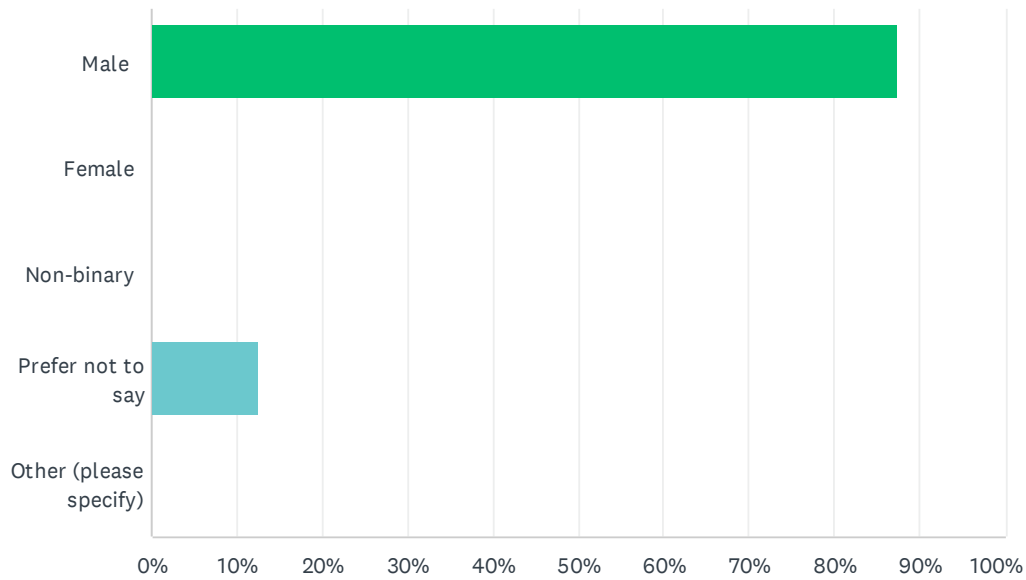
Answered: 8 Skipped: 12



| ANSWER CHOICES | RESPONSES | |
|-------------------|-----------|---|
| Under 18 | 0.00% | 0 |
| 18-24 | 0.00% | 0 |
| 25-34 | 12.50% | 1 |
| 35-44 | 12.50% | 1 |
| 45-54 | 12.50% | 1 |
| 55-64 | 50.00% | 4 |
| 65-74 | 0.00% | 0 |
| 75+ | 12.50% | 1 |
| Prefer not to say | 0.00% | 0 |
| TOTAL | | 8 |

Q5 What is your gender?

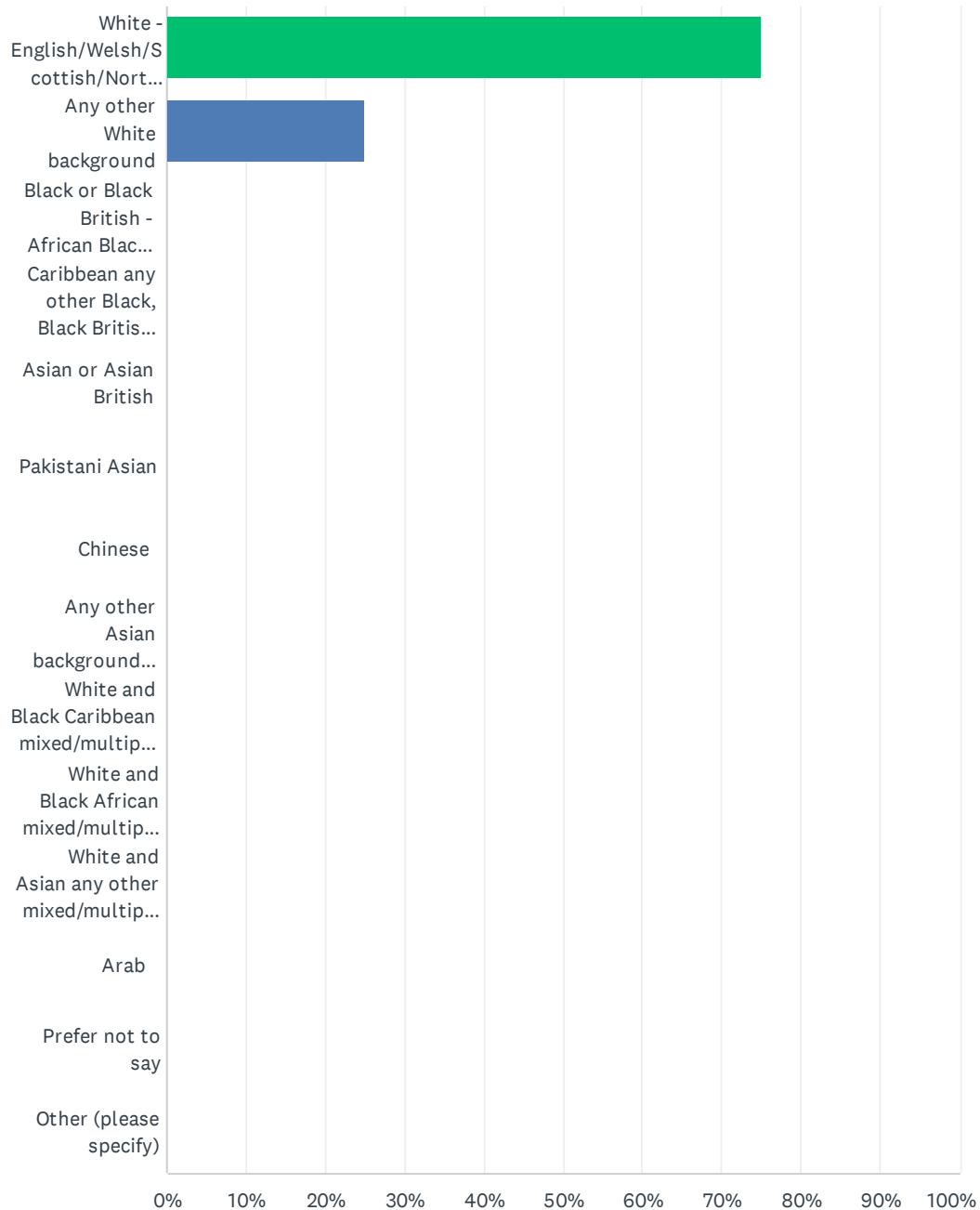
Answered: 8 Skipped: 12



| ANSWER CHOICES | RESPONSES | |
|------------------------|-----------|---|
| Male | 87.50% | 7 |
| Female | 0.00% | 0 |
| Non-binary | 0.00% | 0 |
| Prefer not to say | 12.50% | 1 |
| Other (please specify) | 0.00% | 0 |
| TOTAL | | 8 |

Q6 What is your ethnicity?

Answered: 8 Skipped: 12

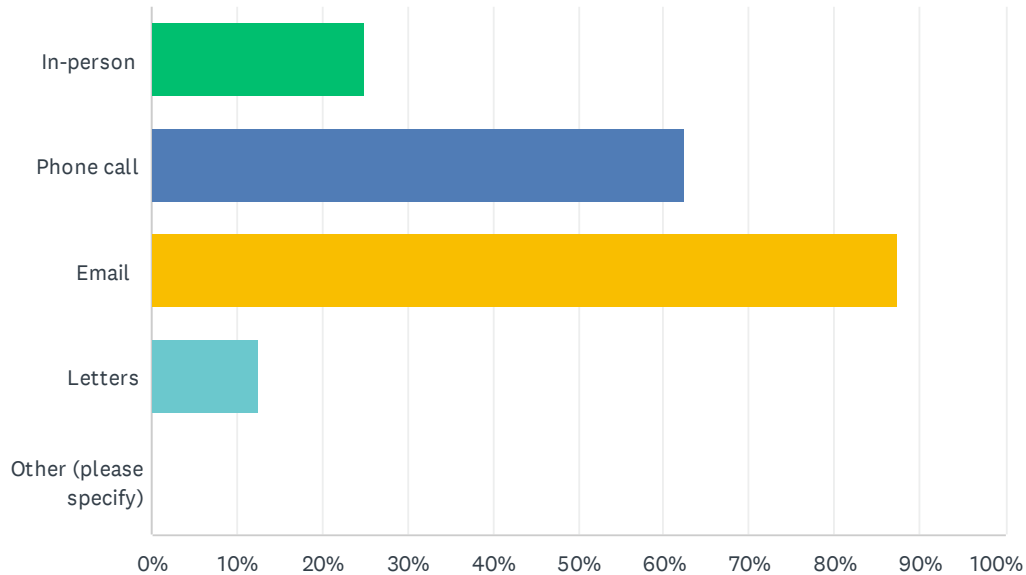


Residential Caravan Licensing Survey

| ANSWER CHOICES | RESPONSES | |
|-------------------------------------------------------------------------------------------------------------|-----------|---|
| White - English/Welsh/Scottish/Northern Irish/British White Irish/White Gypsy or Irish Traveller White Roma | 75.00% | 6 |
| Any other White background | 25.00% | 2 |
| Black or Black British - African Black or Black British | 0.00% | 0 |
| Caribbean any other Black, Black British or Caribbean background | 0.00% | 0 |
| Asian or Asian British | 0.00% | 0 |
| Pakistani Asian | 0.00% | 0 |
| Chinese | 0.00% | 0 |
| Any other Asian background mixed/multiple ethnic groups | 0.00% | 0 |
| White and Black Caribbean mixed/multiple ethnic groups | 0.00% | 0 |
| White and Black African mixed/multiple ethnic groups | 0.00% | 0 |
| White and Asian any other mixed/multiple ethnic background | 0.00% | 0 |
| Arab | 0.00% | 0 |
| Prefer not to say | 0.00% | 0 |
| Other (please specify) | 0.00% | 0 |
| TOTAL | | 8 |

Q7 How would you prefer to engage with the residential caravan licensing team?

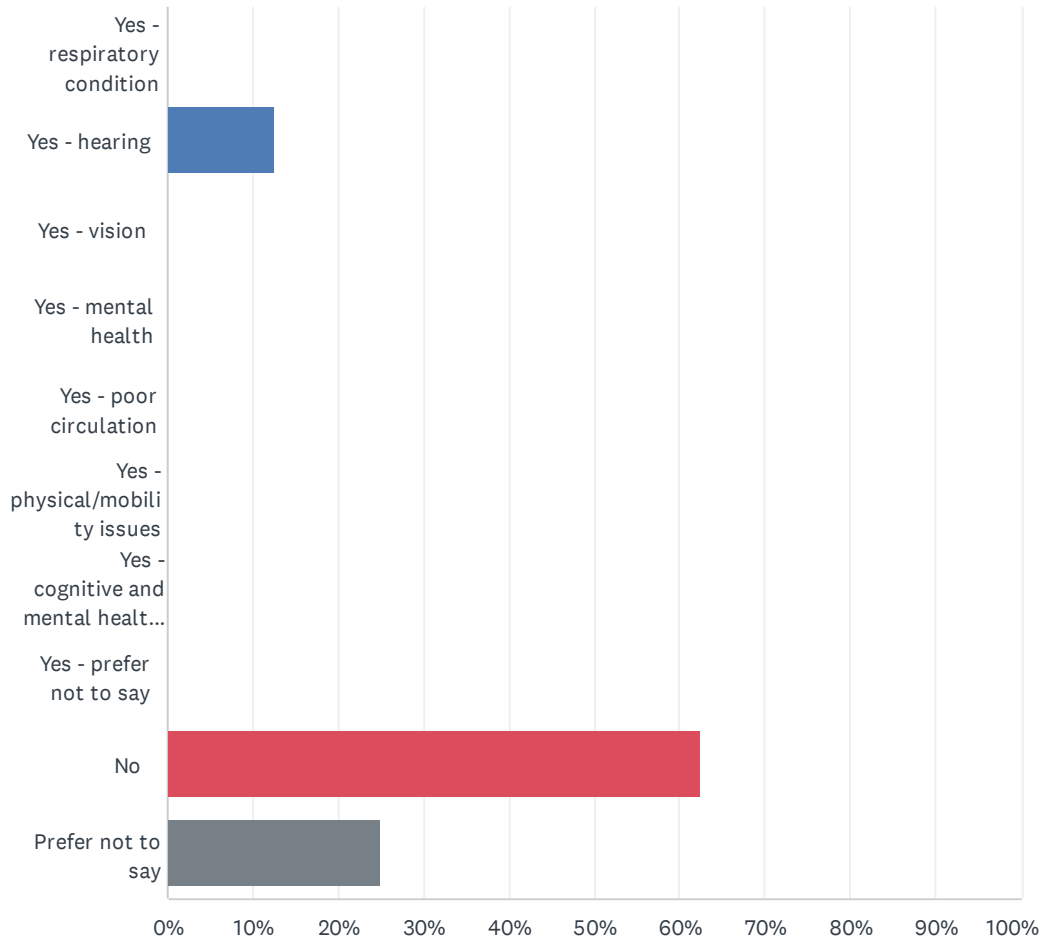
Answered: 8 Skipped: 12



| ANSWER CHOICES | RESPONSES | |
|------------------------|-----------|---|
| In-person | 25.00% | 2 |
| Phone call | 62.50% | 5 |
| Email | 87.50% | 7 |
| Letters | 12.50% | 1 |
| Other (please specify) | 0.00% | 0 |
| Total Respondents: 8 | | |

Q8 Do you have a long term illness or disability?

Answered: 8 Skipped: 12

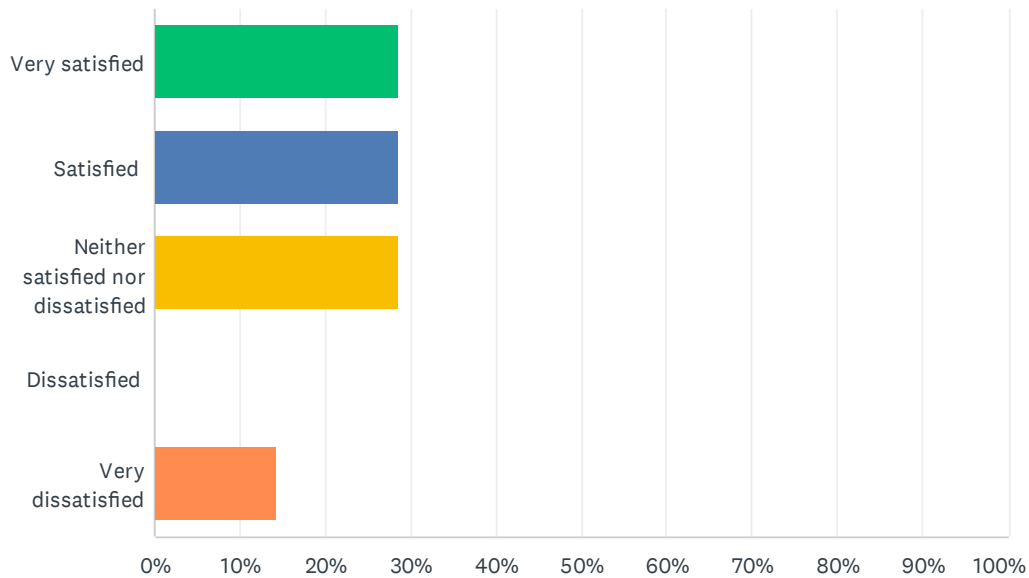


Residential Caravan Licensing Survey

| ANSWER CHOICES | RESPONSES | |
|----------------------------------------------|-----------|---|
| Yes - respiratory condition | 0.00% | 0 |
| Yes - hearing | 12.50% | 1 |
| Yes - vision | 0.00% | 0 |
| Yes - mental health | 0.00% | 0 |
| Yes - poor circulation | 0.00% | 0 |
| Yes - physical/mobility issues | 0.00% | 0 |
| Yes - cognitive and mental health conditions | 0.00% | 0 |
| Yes - prefer not to say | 0.00% | 0 |
| No | 62.50% | 5 |
| Prefer not to say | 25.00% | 2 |
| Total Respondents: 8 | | |

Q9 How would you rate your experience with the site licensing process?

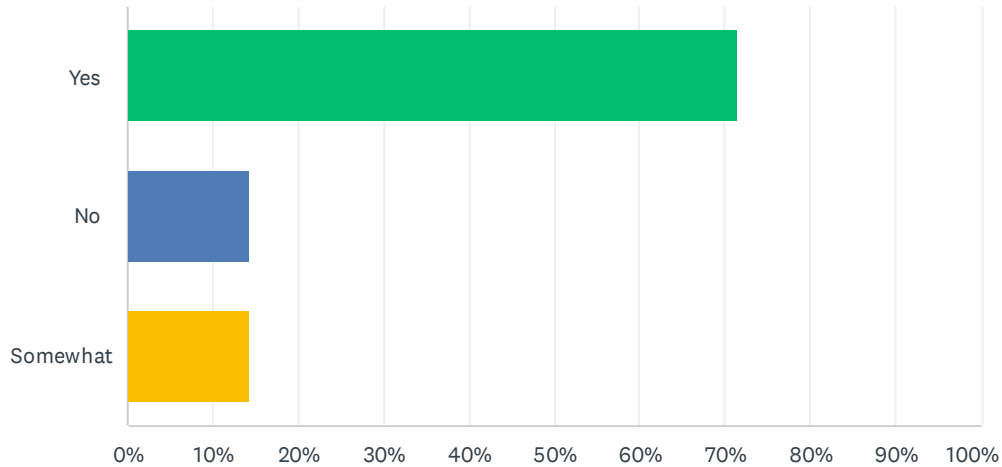
Answered: 7 Skipped: 13



| ANSWER CHOICES | RESPONSES | |
|------------------------------------|-----------|---|
| Very satisfied | 28.57% | 2 |
| Satisfied | 28.57% | 2 |
| Neither satisfied nor dissatisfied | 28.57% | 2 |
| Dissatisfied | 0.00% | 0 |
| Very dissatisfied | 14.29% | 1 |
| TOTAL | | 7 |

Q10 Did you find the requirements and conditions of the site licence clear and understandable?

Answered: 7 Skipped: 13



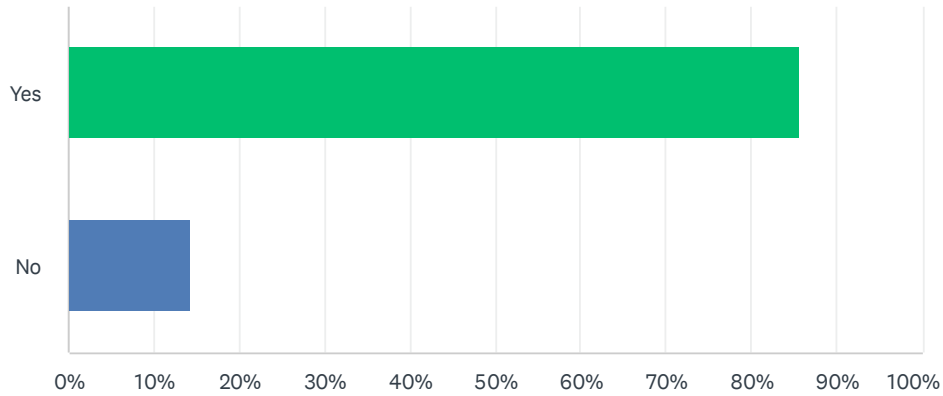
| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|---|
| Yes | 71.43% | 5 |
| No | 14.29% | 1 |
| Somewhat | 14.29% | 1 |
| TOTAL | | 7 |

Q11 Please specify any areas that could be improved:

Answered: 2 Skipped: 18

Q12 Were you provided with sufficient guidance by the council during the licensing process?

Answered: 7 Skipped: 13



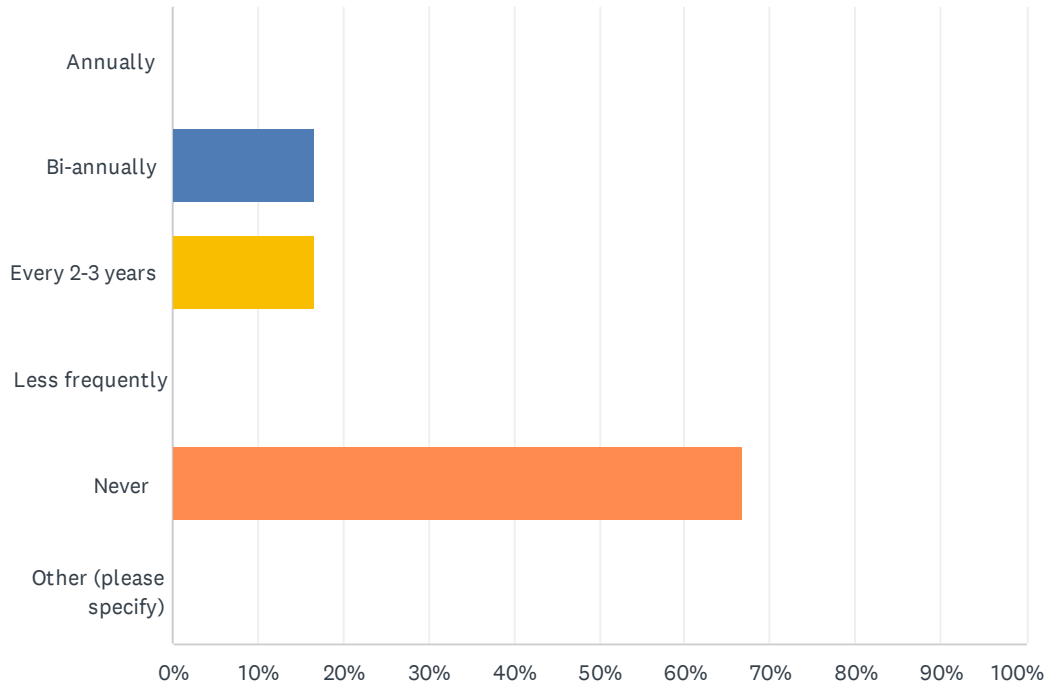
| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|---|
| Yes | 85.71% | 6 |
| No | 14.29% | 1 |
| TOTAL | | 7 |

Q13 What additional support could have been useful?

Answered: 0 Skipped: 20

Q14 How frequently does your park undergo inspections by Teignbridge District Council?

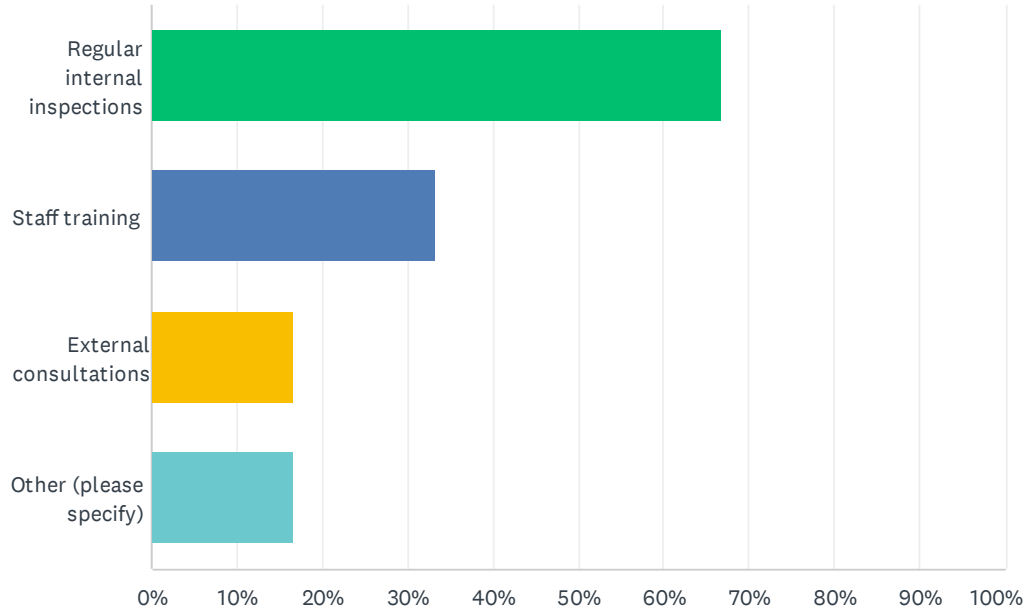
Answered: 6 Skipped: 14



| ANSWER CHOICES | RESPONSES | |
|------------------------|-----------|----------|
| Annually | 0.00% | 0 |
| Bi-annually | 16.67% | 1 |
| Every 2-3 years | 16.67% | 1 |
| Less frequently | 0.00% | 0 |
| Never | 66.67% | 4 |
| Other (please specify) | 0.00% | 0 |
| TOTAL | | 6 |

Q15 What steps have you taken to ensure compliance with your site licence? (Please choose all that apply)

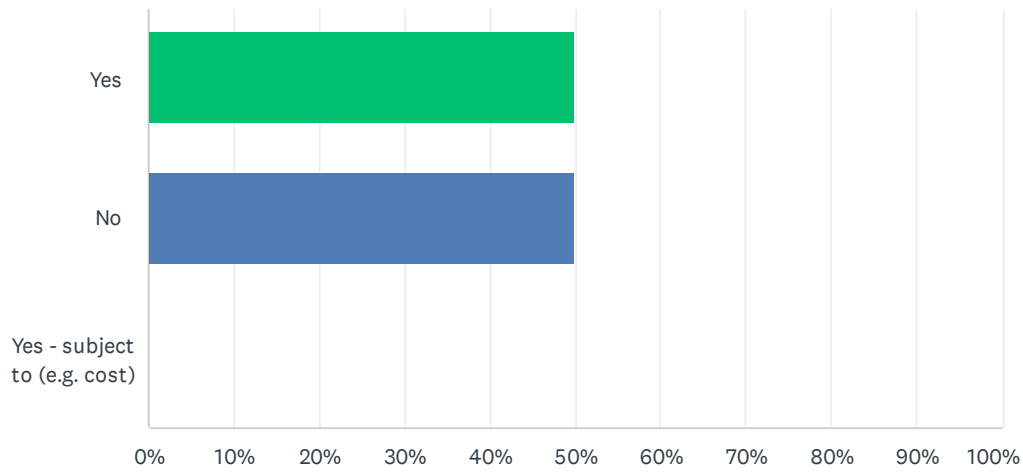
Answered: 6 Skipped: 14



| ANSWER CHOICES | RESPONSES | |
|------------------------------|-----------|---|
| Regular internal inspections | 66.67% | 4 |
| Staff training | 33.33% | 2 |
| External consultations | 16.67% | 1 |
| Other (please specify) | 16.67% | 1 |
| Total Respondents: 6 | | |

Q16 Do you agree with this proposed fee structure?

Answered: 6 Skipped: 14



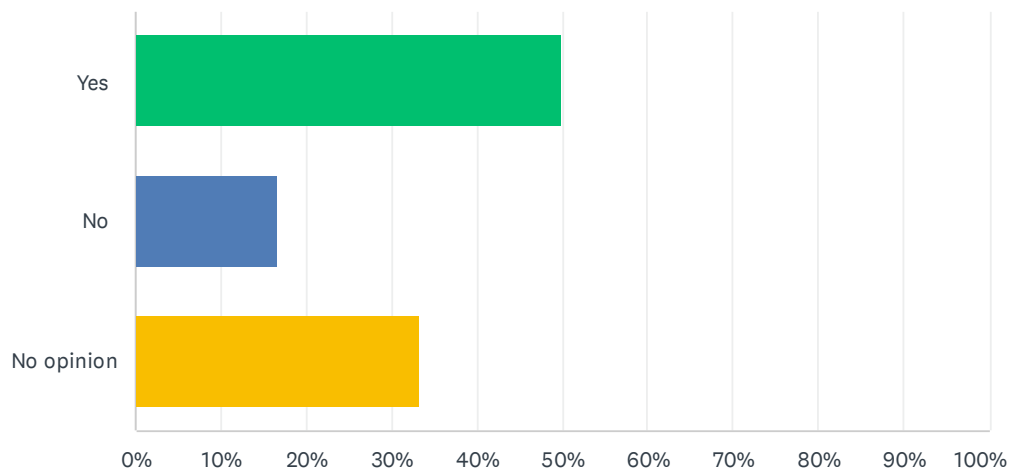
| ANSWER CHOICES | RESPONSES | |
|------------------------------|-----------|---|
| Yes | 50.00% | 3 |
| No | 50.00% | 3 |
| Yes - subject to (e.g. cost) | 0.00% | 0 |
| TOTAL | | 6 |

Q17 Why do you not agree with the proposed fee structure?

Answered: 3 Skipped: 17

Q18 Would you support a standardisation of licensing fees across the UK?

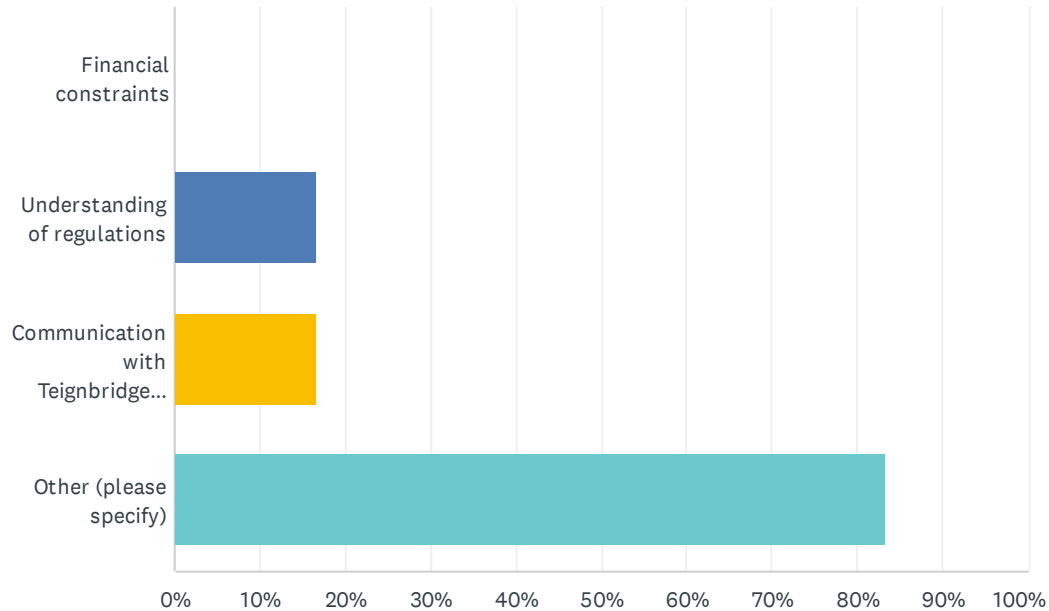
Answered: 6 Skipped: 14



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|---|
| Yes | 50.00% | 3 |
| No | 16.67% | 1 |
| No opinion | 33.33% | 2 |
| TOTAL | | 6 |

Q19 What challenges have you faced in maintaining compliance with your site licence?

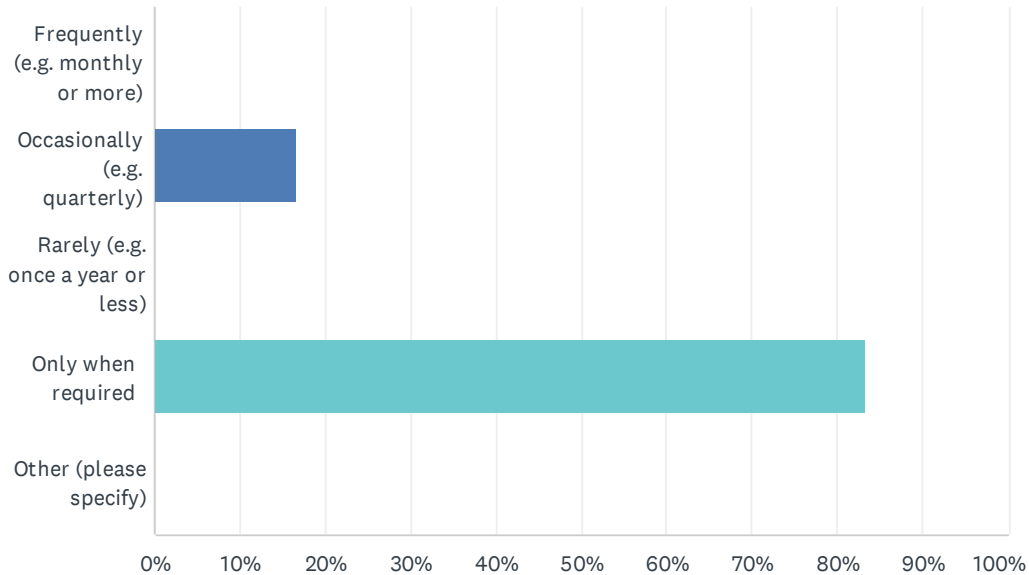
Answered: 6 Skipped: 14



| ANSWER CHOICES | RESPONSES | |
|-------------------------------------------------|-----------|---|
| Financial constraints | 0.00% | 0 |
| Understanding of regulations | 16.67% | 1 |
| Communication with Teignbridge District Council | 16.67% | 1 |
| Other (please specify) | 83.33% | 5 |
| Total Respondents: 6 | | |

Q20 How often do you engage with Teignbridge District Council regarding your site licence?

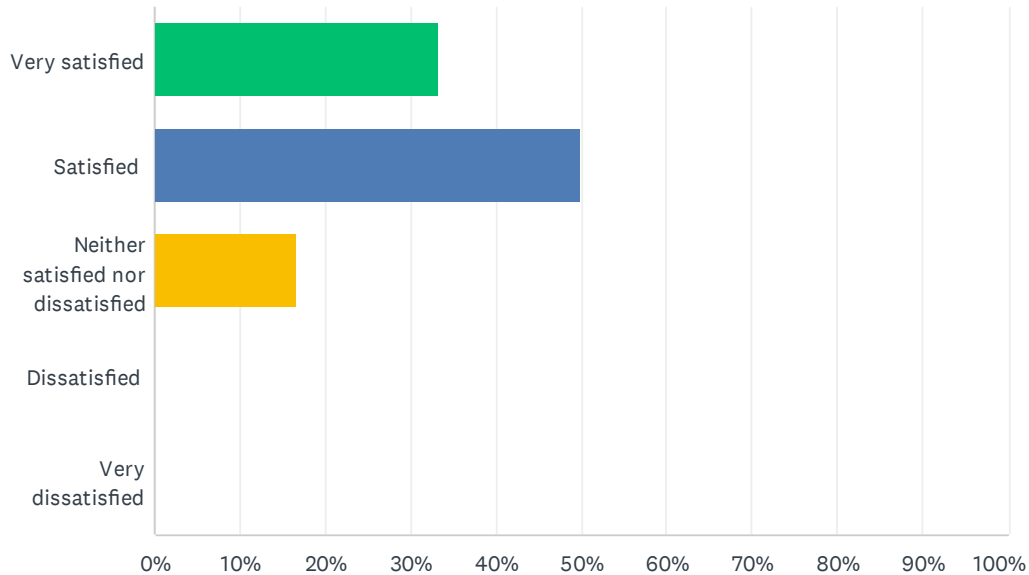
Answered: 6 Skipped: 14



| ANSWER CHOICES | RESPONSES | |
|-----------------------------------|-----------|---|
| Frequently (e.g. monthly or more) | 0.00% | 0 |
| Occasionally (e.g. quarterly) | 16.67% | 1 |
| Rarely (e.g. once a year or less) | 0.00% | 0 |
| Only when required | 83.33% | 5 |
| Other (please specify) | 0.00% | 0 |
| TOTAL | | 6 |

Q21 Overall, how satisfied are you with the current park site licensing system?

Answered: 6 Skipped: 14



| ANSWER CHOICES | RESPONSES | |
|------------------------------------|-----------|---|
| Very satisfied | 33.33% | 2 |
| Satisfied | 50.00% | 3 |
| Neither satisfied nor dissatisfied | 16.67% | 1 |
| Dissatisfied | 0.00% | 0 |
| Very dissatisfied | 0.00% | 0 |
| TOTAL | | 6 |

Q22 Please provide any additional comments or suggestions regarding park site licensing

Answered: 1 Skipped: 19

Caravan Sites and Control of Development Act 1960 (as amended)

Fees Policy for the Licensing of Residential Park Homes Sites

1. Introduction

Following the introduction of the Caravan Sites and Control of Development Act 1960, Teignbridge District Council is required by law to license caravan sites and mobile homes, unless they fall into the category of exempted sites. The Mobile Homes Act 2013, which came into force on 1 April 2014, was introduced as an addendum to the Caravan Sites and Control of Development Act 1960 (the 'Act') and is intended to provide greater protection to occupiers of static residential caravans. Caravan sites are separated into three main types; touring, static holiday and Static residential. Following the introduction of the Mobile Homes Act 2013, the Council can now charge fees to licence static residential sites (also known as park homes and relevant protected sites).

Before the Council can charge a fee, it must prepare and publish a fees policy (see section 10A of the Mobile Homes Act 2013). Upon fixing fees, the Council will:

- Act in accordance with its fees policy
- Fix different fees in different cases
- Determine that no fee is required in some cases
- State when the fee(s) are due.

The licensing scheme enables local authorities to monitor site licence compliance more effectively, and there is legislation to enable the Council to take enforcement action where owners are not managing and maintaining their sites. This will ensure residents' health and safety is better protected and the value of their homes is safeguarded. The Mobile Homes Act 2013, 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 fees and charges for enforcement action are included in this Fees Policy. The Mobile Homes Act 2013 also introduced changes relating to site rules. Site owners will be able to replace existing site rules with new ones that should be deposited with the Council who must publish an up-to-date register of these rules. They may also charge a fee for their deposit The Mobile Homes (Site Rules) (England) Regulations 2014. The fee for depositing site rules is included in this Fees Policy. The Council in setting the fees payable has had regard to 'The Mobile Homes Act 2013, A Guide for Local Authorities on Setting Site Licence Fees' issued by the Department for Communities and Local Government. It has also had regard to the Local Government Association's Guidance on Locally Set Fees.

2. Consultation

Consultation was undertaken on this Fees Policy for a period of 6 weeks from 8th July 2024 to 23rd August 2024.

3. Refunds

If the Council decides not to approve an application, the applicant is not entitled to a refund of the application fee paid.

4. Register of Fit and Proper Person

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the owner/manager of a residential site to be a Fit and Proper Person. A registration application must be

accompanied by such fee as the local authority may fix (Regulation 10). A single fee for registration is encompassed by way of this policy and includes addition to the public register.

5. Fees and calculations

Calculations of the fees to be imposed are included at Appendix A. These calculations encompass different tasks for each of the different fees. Average times estimated to undertake tasks are then multiplied by the officer rate with oncosts. In line with the Regulators Code, the Council's desire is to exert a minimal regulatory burden. As such, it should be noted that whilst guidance indicates that up to two inspections can be included in the fee calculations, a decision has been made not to include a doubling up of inspections in this way.

There are a number of different options available to authorities in setting a fee structure, such as banding by risk or size of a flat rate charge, but it is important not to target individual sites because they require greater action in terms of enforcement.

The Mobile Homes Act 2013, A Guide for Local Authorities on Setting Site Licence Fees' (paragraph 2.2) states that in assessing annual fees an authority will need to take account of their overall costs in respect of their licensing functions and/or base such fees on a "typical" site (or where banding typical within the category). The document also cites a number of different options available in setting a fee structure, such as banding by risk or size or a flat rate charge. The current policy is to comprise a structure based upon the size of a mobile park home site. This is deemed to be a fair and transparent approach, and the most proportionate manner in which to impose fees.

The main cost associated with the fees calculated is in respect of officer time. Officer time includes direct and indirect costs. Direct costs include wages, pension contributions, National Insurance, etc. On-costs include the reasonable costs of providing heating and lighting in the office, general IT, photocopying, and other administrative services. They include business support such as Customer Services, Legal Services and HR. It is believed that using staff rates with on-costs is the fairest way to recoup these costs. Licence applications that take very little time will pay less and the more complex applications will pay more. Financial Services have advised on hourly rates of staff and these have been used in preparing the calculations.

6. Enforcement Action

The Act allows the Council to charge for enforcement which includes the cost to the local authority of taking formal action leading up to and including any enforcement. This is one reason why the cost of enforcement action against site owners cannot be taken into account when setting annual licence fees. It would also be unfair to include such costs when many site owners are not likely to require enforcement action. Under Section 9C of the Act, the Council is entitled to recover its 'expenses' in relation to the service of a Compliance Notice. This includes costs incurred in inspections, preparing the notice and obtaining expert advice on it (including legal costs) and any interest the authority intends to charge. The demand for recovery is served with the Compliance Notice and that demand must break down the costs, so that the site owner knows what he is being asked to pay for, and why.

A site owner may not pass on costs of enforcement action to residents through the pitch fee.

The fees charged are based upon a fixed hourly rate and are included in the Fees listed at Section 5.

Following completion of a Compliance Notice or Emergency Action and within two months, the Council will issue an invoice to the licence holder to recover its expenses incurred in deciding whether to serve a Compliance Notice or take emergency action, in preparing and serving any notices and where relevant in carrying out the work. The demand for expenses will be registered as a local land charge which will be removed once the full amount has been recovered.

The invoice will include the total expenses, and a detailed breakdown of the expenses, the interest rate to be charged, an explanation of the site owner's legal right to appeal.

The Council may require certain works to be undertaken to remedy a situation by the service of a legal notice on the owner, occupier or other person considered responsible. Under Section 9F of the Act, this will include the expenses, the interest rate to be charged, and an explanation of the site owner's legal right of appeal. In certain circumstances, these works are undertaken by the Council, to remedy such a situation, for which reasonable charges are made. The charges would include the actual cost of the works, by a third party if necessary, an appropriate sum for officer time, based upon the hourly rate stated, and the costs of the administration.

7. Fee Payment

Invoices will be sent to the registered address (as per Teignbridge District Councils Caravan Site Register) of the site owner for applicable sites.

The period covered will be from April to March, paid in advance. Invoices will be sent out and payment will be required within 30 days, a period which the Council deems reasonable.

8. Fee Types

Local authorities are able to charge fees for the:

- Consideration of applications for the grant or transfer of a site licence
- Consideration of applications to alter conditions of a site licence
- Administration and monitoring of site licences, by way of an annual fee.
- Applications for the grant of a site licence
- Applications for the transfer of a site licence
- Applications for alteration to the conditions of an existing licence
- Annual fee payable for an existing licence
- Deposit of site rules.
- Registration of Fit and Proper Person

9. Exemptions

There is a possibility to exempt certain types of site, and in this instance, the Council will not charge sites with 1 -4 units. The rationale for this exemption being that such sites are low risk; the fact they tend to be family run; rarely for business purposes, and rarely if ever are they subject of complaints. The costs of inspection in these instances are likely to be outweighed by the costs of administering charges. Moreover, the Fit and Person Registration does not relate to non-commercial family-occupied sites, and the Council's approach mirrors this regime.

10. Risk Rating

If non-compliance issues are identified during the annual inspection, further charges will be incurred for increased compliance inspection visits. Low risk sites will be inspected on an annual basis and the fee will be the basic annual charge. Moderate Risk sites will be subject to one further inspection within the 12 month licence period. High Risk sites will be subject to two further inspections within the 12 month licence period. Very High Risk sites will be subject to 4 further inspections within the 12 month licence period. If the non-compliance issues are resolved during the 12 month licence period then any over charged licence fees for unused inspections will be refunded.

| PROPOSED RISK RATING FOR RESIDENTIAL HOME SITES | | | |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| PROBABILITY (LIKELIHOOD) | CONSEQUENCE | | |
| | SEVERE | MEDIUM | MILD |
| HIGH | VERY HIGH RISK | HIGH RISK | MODERATE RISK |
| LIKELY | HIGH RISK | MODERATE RISK | LOW RISK |
| POSSIBLE | MODERATE RISK | LOW RISK | LOW RISK |
| UNLIKELY | LOW RISK | LOW RISK | LOW RISK |
| RISK | | | |
| RISK | DESCRIPTION | | |
| VERY HIGH RISK | There is a high probability of imminent danger at the site: e.g. faulty electrical box | | |
| HIGH RISK | It is possible without remedial action within the near future harm will be caused to a resident(s) of the site, e.g. pot holes | | |
| MODERATE RISK | It is possible that harm could be caused to a resident, e.g. porch which is allowed by Fire Officer as a temporary measure | | |
| LOW RISK | It is unlikely that any harm will be caused to a resident of the site, e.g. Site Licence not displayed | | |
| INSPECTION FREQUENCY | | | |
| VERY HIGH RISK | 4 further inspections | | |
| HIGH RISK | 2 further inspections | | |
| MODERATE RISK | 1 further inspection | | |
| LOW RISK | Annual licence inspection | | |

11. Fees and Charges

| Type of Proposed Fee | Fee |
|------------------------------------|-------------------|
| New Applications: 5-24 units | £223.80 |
| New Applications: 25-99 units | £310.40 |
| New Applications: 100-199 units | £372.49 |
| New Applications: 200+ units | £456.60 |
| Annual Fee: 5-24 units | £142.25 |
| Annual Fee: 25-99 units | £204.33 |
| Annual Fee: 100-199 units | £266.41 |
| Annual Fee: 200+ units | £328.49 |
| Transfer Fee | £87.95 |
| Deposit of Site Rules Fee | £56.90 |
| Fit and Proper Person Application | £250.00 |
| Risk Rating - per extra visit from | £209.51 - £256.07 |

| NEW APPLICATIONS 5-24 UNITS | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|------------------------------------------------------------------------------------------------|----------------------------------------|----------------|----------|--------------------|-----------|
| Grant of new residential caravan site licence (5-24 UNITS) this fee includes site rule deposit | | | | | |
| Pre-application advice (can be charged in this instance see guidance) | A | 30 mins | LO | £31.04 | £15.52 |

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------|----|--------|----------------|
| Receive and process licence application/create log on Uniform of application | A | 40 mins | LO | £31.04 | £20.07 |
| Receive and process payment | A | 10 mins | LO | £31.04 | £5.17 |
| Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Uniform | A | 40 mins | LO | £31.04 | £20.07 |
| Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Uniform | A | 30 mins | LO | £31.04 | £15.52 |
| Check on/upload right to occupy to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload insurance cover to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload electrical, gas, fire certs to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload planning permissions to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload site rules to Uniform and website where provided | A | 15 mins | LO | £31.04 | £7.76 |
| Arrange inspection of premises | A | 10 mins | LO | £31.04 | £5.17 |
| Inspection time by LA officer | B | 1 hour | LO | £31.04 | £31.04 |
| Travel time to inspection by LA Officer (average 45 minutes) | B | 45 mins | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 mins | LO | £31.04 | £5.17 |
| Officer inspection report write up | A | 30 mins | LO | £31.04 | £15.52 |
| Prepare plan on GIS overlay and issue with boundary | A | 15 mins | LO | £31.04 | £7.76 |
| Draft of letter, contraventions, licence and conditions | A | 1 hour | LO | £31.04 | £31.04 |
| Issue licence and conditions (on Uniform and post/email out) | A | 20 mins | LO | £31.04 | £10.35 |
| TOTAL | | | | | £223.80 |

| NEW APPLICATIONS 25-99 UNITS | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------|---------------------|-------------------------------|------------------|
| Grant of new residential caravan site licence (25-99 UNITS) this fee includes site rule deposit | | | | | |
| Pre-application advice (can be charged in this instance see guidance) | A | 30 mins | LO | £31.04 | £15.52 |
| Receive and process licence application/create log on Uniform of application | A | 40 mins | LO | £31.04 | £20.07 |
| Receive and process payment | A | 10 mins | LO | £31.04 | £5.17 |
| Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Uniform | A | 40 mins | LO | £31.04 | £20.07 |
| Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Uniform | A | 30 mins | LO | £31.04 | £15.52 |
| Check on/upload right to occupy to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload insurance cover to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload electrical, gas, fire certs to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload planning permissions to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload site rules to Uniform and website where provided | A | 15 mins | LO | £31.04 | £7.76 |
| Arrange inspection of premises | A | 10 mins | LO | £31.04 | £5.17 |
| Inspection time by LA officer | B | 2 hours | LO | £31.04 | £62.08 |
| Travel time to inspection by LA Officer (average 45 minutes) | B | 45 mins | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 mins | LO | £31.04 | £5.17 |
| Officer inspection report write up | A | 1 hour | LO | £31.04 | £31.04 |
| Prepare plan on GIS overlay and issue with boundary | A | 15 mins | LO | £31.04 | £7.76 |

| | | | | | |
|--------------------------------------------------------------|---|---------|----|--------|----------------|
| Draft of letter, contraventions, licence and conditions | A | 2 hours | LO | £31.04 | £62.08 |
| Issue licence and conditions (on Uniform and post/email out) | A | 20 mins | LO | £31.04 | £10.35 |
| TOTAL | | | | | £310.40 |

| NEW APPLICATIONS 100-199 UNITS | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|----------|--------------------|-----------|
| Grant of new residential caravan site licence (100-199 UNITS) this fee includes site rule deposit | | | | | |
| Pre-application advice (can be charged in this instance see guidance) | A | 30 mins | LO | £31.04 | £15.52 |
| Receive and process licence application/create log on Uniform of application | A | 40 mins | LO | £31.04 | £20.07 |
| Receive and process payment | A | 10 mins | LO | £31.04 | £5.17 |
| Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Uniform | A | 40 mins | LO | £31.04 | £20.07 |
| Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Uniform | A | 30 mins | LO | £31.04 | £15.52 |
| Check on/upload right to occupy to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload insurance cover to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload electrical, gas, fire certs to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload planning permissions to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload site rules to Uniform and website where provided | A | 15 mins | LO | £31.04 | £7.76 |
| Arrange inspection of premises | A | 10 mins | LO | £31.04 | £5.17 |
| Inspection time by LA officer | B | 3 hours | LO | £31.04 | £93.12 |

| | | | | | |
|--------------------------------------------------------------|---|----------------|----|--------|----------------|
| Travel time to inspection by LA Officer (average 45 minutes) | B | 45 mins | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 mins | LO | £31.04 | £5.17 |
| Officer inspection report write up | A | 1 hour 30 mins | LO | £31.04 | 46.56 |
| Prepare plan on GIS overlay and issue with boundary | A | 15 mins | LO | £31.04 | £7.76 |
| Draft of letter, contraventions, licence and conditions | A | 3 hours | LO | £31.04 | £93.12 |
| Issue licence and conditions (on Uniform and post/email out) | A | 20 mins | LO | £31.04 | £10.35 |
| TOTAL | | | | | £372.49 |

| NEW APPLICATIONS 200+ UNITS | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|----------|--------------------|-----------|
| Grant of new residential caravan site licence (200+ UNITS) this fee includes site rule deposit | | | | | |
| Pre-application advice (can be charged in this instance see guidance) | A | 30 mins | LO | £31.04 | £15.52 |
| Receive and process licence application/create log on Uniform of application | A | 40 mins | LO | £31.04 | £20.07 |
| Receive and process payment | A | 10 mins | LO | £31.04 | £5.17 |
| Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Uniform | A | 40 mins | LO | £31.04 | £20.07 |
| Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Uniform | A | 30 mins | LO | £31.04 | £15.52 |
| Check on/upload right to occupy to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload insurance cover to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload electrical, gas, fire certs to Uniform | A | 5 mins | LO | £31.04 | £2.59 |

| | | | | | |
|------------------------------------------------------------------|---|---------|----|--------|----------------|
| Check on/upload planning permissions to Uniform | A | 5 mins | LO | £31.04 | £2.59 |
| Check on/upload site rules to Uniform and website where provided | A | 15 mins | LO | £31.04 | £7.76 |
| Arrange inspection of premises | A | 10 mins | LO | £31.04 | £5.17 |
| Inspection time by LA officer | B | 4 hours | LO | £31.04 | £124.16 |
| Travel time to inspection by LA Officer (average 45 minutes) | B | 45 mins | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 mins | LO | £31.04 | £5.17 |
| Officer inspection report write up | A | 2 hours | LO | £31.04 | £62.08 |
| Prepare plan on GIS overlay and issue with boundary | A | 15 mins | LO | £31.04 | £7.76 |
| Draft of letter, contraventions, licence and conditions | A | 4 hours | LO | £31.04 | £124.16 |
| Issue licence and conditions (on Uniform and post/email out) | A | 20 mins | LO | £31.04 | £10.35 |
| TOTAL | | | | | £456.60 |

| Annual fee for sites with 5-24 UNITS | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------|-----------------|---------------------------|------------------|
| Arrange and process payment | A | 10 | LO | £31.04 | £5.17 |
| Arrange inspection of premises | A | 10 | LO | £31.04 | £5.17 |
| Request documents from site owner, e.g. fire, electrical and gas certification | A | 10 | LO | £31.04 | £5.17 |
| Time to review documents and certificates | A | 20 | LO | £31.04 | £10.35 |
| Upload of documents to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle) | B | 60 | LO | £31.04 | £31.04 |
| Travel time by LA officer | B | 45 | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 | LO | £31.04 | £5.17 |
| Preparation of report | A | 30 | LO | £31.04 | £15.52 |
| Preparation of letter | A | 30 | LO | £31.04 | £15.52 |
| Upload of report and letter to Uniform | A | 10 | LO | £31.04 | £5.17 |

| | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------|----|--------|----------------|
| Queries, complaints etc., received from site owners, public and residents about site | A | 30 | LO | £31.04 | £15.52 |
| Investigation of unlicensed premises (EXCLUDED) | A | 0 | 0 | £31.04 | £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 | A | 0 | 0 | £31.04 | £0.00 |
| Prosecutions EXCLUDED - will recover via costs application to magistrates | A | 0 | 0 | £31.04 | £0.00 |
| Appeals in respect of decisions of licensing authority - EXCLUDED | A | 0 | 0 | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Total | | 275 | | | £142.25 |

| Annual fee for sites with 25-99 UNITS | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------|-----------------|---------------------------|------------------|
| Arrange and process payment | A | 10 | LO | £31.04 | £5.17 |
| Arrange inspection of premises | A | 10 | LO | £31.04 | £5.17 |
| Request documents from site owner, e.g. fire, electrical and gas certification | A | 10 | LO | £31.04 | £5.17 |
| Time to review documents and certificates | A | 20 | LO | £31.04 | £10.35 |
| Upload of documents to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle) | B | 120 | LO | £31.04 | £62.08 |
| Travel time by LA officer | B | 45 | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 | LO | £31.04 | £5.17 |
| Preparation of report | A | 60 | LO | £31.04 | £31.04 |
| Preparation of letter | A | 30 | LO | £31.04 | £15.52 |
| Upload of report and letter to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Queries, complaints etc., received from site owners, public and residents about site | A | 60 | LO | £31.04 | £31.04 |
| Investigation of unlicensed premises (EXCLUDED) | A | 0 | 0 | £31.04 | £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 | A | 0 | 0 | £31.04 | £0.00 |
| Prosecutions EXCLUDED - will recover via costs application to magistrates | A | 0 | 0 | £31.04 | £0.00 |
| Appeals in respect of decisions of licensing authority - EXCLUDED | A | 0 | 0 | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Total | | 395 | | | £204.33 |

| Annual fee for sites with 100-199 UNITS | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|----------|--------------------|----------------|
| Arrange and process payment | A | 10 | LO | £31.04 | £5.17 |
| Arrange inspection of premises | A | 10 | LO | £31.04 | £5.17 |
| Request documents from site owner, e.g. fire, electrical and gas certification | A | 10 | LO | £31.04 | £5.17 |
| Time to review documents and certificates | A | 20 | LO | £31.04 | £10.35 |
| Upload of documents to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle) | B | 180 | LO | £31.04 | £93.12 |
| Travel time by LA officer | B | 45 | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 | LO | £31.04 | £5.17 |
| Preparation of report | A | 90 | LO | £31.04 | £46.56 |
| Preparation of letter | A | 30 | LO | £31.04 | £15.52 |
| Upload of report and letter to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Queries, complaints etc., received from site owners, public and residents about site | A | 90 | LO | £31.04 | £46.56 |
| Investigation of unlicensed premises (EXCLUDED) | A | 0 | 0 | £31.04 | £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 | A | 0 | 0 | £31.04 | £0.00 |
| Prosecutions EXCLUDED - will recover via costs application to magistrates | A | 0 | 0 | £31.04 | £0.00 |
| Appeals in respect of decisions of licensing authority - EXCLUDED | A | 0 | 0 | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Total | | 515 | | | £266.41 |

| Annual fee for sites with 200+ UNITS | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|----------|--------------------|-----------|
| Arrange and process payment | A | 10 | LO | £31.04 | £5.17 |
| Arrange inspection of premises | A | 10 | LO | £31.04 | £5.17 |
| Request documents from site owner, e.g. fire, electrical and gas certification | A | 10 | LO | £31.04 | £5.17 |
| Time to review documents and certificates | A | 20 | LO | £31.04 | £10.35 |
| Upload of documents to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle) | B | 240 | LO | £31.04 | £124.16 |
| Travel time by LA officer | B | 45 | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 | LO | £31.04 | £5.17 |
| Preparation of report | A | 120 | LO | £31.04 | £62.08 |
| Preparation of letter | A | 30 | LO | £31.04 | £15.52 |

| | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------|----|--------|----------------|
| Upload of report and letter to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Queries, complaints etc., received from site owners, public and residents about site | A | 120 | LO | £31.04 | £62.08 |
| Investigation of unlicensed premises (EXCLUDED) | A | 0 | 0 | £31.04 | £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 | A | 0 | 0 | £31.04 | £0.00 |
| Prosecutions EXCLUDED - will recover via costs application to magistrates | A | 0 | 0 | £31.04 | £0.00 |
| Appeals in respect of decisions of licensing authority - EXCLUDED | A | 0 | 0 | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Other | | 0 | | £31.04 | £0.00 |
| Total | | 635 | | | £328.49 |

| Register new site rules fee | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|-------------------------------------------|-----------------------------------------------|-----------------------|-----------------|---------------------------|------------------|
| Arrange and process payment | A | 10 | LO | £31.04 | £5.17 |
| Time to review documents and certificates | A | 30 | LO | £31.04 | £15.52 |
| Upload of documents to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Preparation of letter | A | 30 | LO | £31.04 | £15.52 |
| Update on line register | A | 30 | LO | £31.04 | £15.52 |
| Total | B | 110 | LO | £31.04 | £56.91 |

| Transfer of site licence fee | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|-------------------------------------------|-----------------------------------------------|-----------------------|-----------------|---------------------------|------------------|
| Arrange and process payment | A | 10 | LO | £31.04 | £5.17 |
| Time to review documents and certificates | A | 30 | LO | £31.04 | £15.52 |
| Upload of documents to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Preparation of letter | A | 30 | LO | £31.04 | £15.52 |
| Create new licence | A | 60 | LO | £31.04 | £31.04 |
| Update on line register | A | 30 | LO | £31.04 | £15.52 |
| Total | B | 170 | LO | £31.04 | £87.95 |

| Risk Rating – Per extra visit | Category - A (Admin) or B (Inspection) | Time (minutes) | Job role | Salary inc oncosts | Sub total |
|-------------------------------------------|-------------------------------------------------------|---------------------------|-----------------|-------------------------------|------------------------------|
| Arrange inspection of premises | A | 10 | LO | £31.04 | £5.17 |
| Time to review documents and certificates | A | 20 | LO | £31.04 | £10.35 |
| Upload of documents to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Inspection time by LA officer | B | 180 - 240 | LO | £31.04 | £93.12 - £124.16 |
| Travel time by LA officer | B | 45 | LO | £31.04 | £23.28 |
| Upload of photographs | A | 10 | LO | £31.04 | £5.17 |
| Preparation of report | A | 90 - 120 | LO | £31.04 | 46.56 - £62.08 |
| Preparation of letter | A | 30 | LO | £31.04 | £15.52 |
| Upload of report and letter to Uniform | A | 10 | LO | £31.04 | £5.17 |
| Total | | | | | £209.51 - £256.07 |

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Equality Impact Assessment



| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Assessment Of: Residential Site Licence Fees | |
| <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing |
| Directorate: Neighbourhoods | Assessment carried out by: David Eaton |
| Service Area: Environmental Health | Job Role: Head of Neighbourhoods |
| Version / Date of Sign Off by Director: | 26/09/2025 |

Step 1: What do we want to do?

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Policy Officer early for advice.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The proposal is to adopt a charging scheme for residential mobile homes sites in Teignbridge. The scheme will not apply to holiday caravan or tented sites. There are currently approximately 1,400 mobile homes in the district on licensed sites. The scheme will implement charges on the site owners you run the sites rather than the residents of the site.

The Mobile Home Act 2013 introduced a regime where Councils can charge for a number of activities that we carry out on park home sites.

- considering applications for the issue or transfer of a site licence;
- considering applications for altering conditions in a site licence
- administration and monitoring of site licences.

The administration and monitoring fee proposed will be an annual charge based on the level of risk and multiplied by the number of units of accommodation.

- During the first year of the scheme the base fee will be calculated on the size of site, by number of units.
- In subsequent years the fee will be based on a risk rating that takes into account the level of compliance and management of a site

The scheme will enable Teignbridge to monitor site licence compliance more effectively. By improving standards this will ensure residents' health and safety are better protected and the value of their homes safeguarded.

This proposal is also part of the programme of work looking at opportunities to charge fees for discretionary work or increase fees for our statutory work.

1.2 Who will the proposal have the potential to affect?

| | | |
|---------------------------------------------------|----------------------------------------------|------------------------------------------------|
| <input checked="" type="checkbox"/> Service users | <input type="checkbox"/> The wider community | <input type="checkbox"/> Teignbridge workforce |
|---------------------------------------------------|----------------------------------------------|------------------------------------------------|

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by your manager.

If 'Yes' complete the rest of this assessment.

| | |
|------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No [please select] |
|------------------------------------------------|----------------------------------------------------|

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| |
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Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics (listed in 2.2).

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data - from national research, local data or previous consultations and engagement activities.

Outline whether there are any over or under representation of equality groups within your service - don't forget to benchmark to local population where appropriate.

For workforce / management of change proposals you will need to look at the diversity of the affected team(s) using available evidence such as the employee profile data. Identify any under/over-representation for age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. Please see: [Equality Act 2010 \(legislation.gov.uk\)](https://legislation.gov.uk).

| Data / Evidence Source [Include a reference where known] | Summary of what this tells us |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Register of mobile home sites | Location, number of units and site owner contact details. |
| Records of Service Requests | Number, type and location of complaints made by residents about the conditions on their site |
| Consultation survey of site licence holders | Data on the age, gender, ethnicity and disability of site owners following the consultation. |
| Private Sector Housing | Number of applications for specific grant schemes to improve conditions of mobile homes. |

| Data / Evidence Source <i>[Include a reference where known]</i> | Summary of what this tells us |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | We know that park homes are occupied by residents who are over the age of 60 (97%). Over 57% of residents suffer from a long-term health condition with a number of residents accessing disabled facilities grants to enable them to remain independent in their home. |
| Additional comments: | |

2.2 Do you currently monitor relevant activity by the following protected characteristics?

| | | |
|---------------------------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Disability | <input type="checkbox"/> Gender Reassignment |
| <input type="checkbox"/> Marriage and Civil Partnership | <input type="checkbox"/> Pregnancy/Maternity | <input type="checkbox"/> Race |
| <input type="checkbox"/> Religion or Belief | <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation |

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps please state this clearly with a justification.

For workforce related proposals all relevant information on characteristics may need to be sought from HR (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require action to address and identify the information needed.

| |
|--------------------------------------------------------------------------------------------------|
| The consultation on the proposal collected data on protected characteristics of the site owners. |
|--------------------------------------------------------------------------------------------------|

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this has been of Teignbridge's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to HR for advice on how to consult and engage with employees. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups, trades unions as well as affected staff.

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The proposal will impact the site owners who will be part of the consultation. A poster will be displayed on site informing residents of the scheme when approved. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Consultation Officer for help in targeting particular groups.

On going monitoring of our compliance and complaints will continue once the scheme is implemented. An annual review will take place of the fees including any feedback from stakeholders.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal.

3.1 Does the proposal have any potentially adverse impacts on people on the basis of their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

| | |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GENERAL COMMENTS (highlight any potential issues that might impact all or many groups) | |
| | |
| PROTECTED CHARACTERISTICS | |
| Age: Young People | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Age: Older People | Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/> |
| Potential impacts: | Park Home sites generally permit only people above 55 to be in residence. Therefore, if any fee is passed on by the site owner to residents this will have an impact on this specific group. |
| Mitigations: | |
| Disability | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Sex | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Sexual orientation | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Pregnancy / Maternity | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |

| | |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mitigations: | |
| Gender reassignment | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Race | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Religion or Belief | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Marriage & civil partnership | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |

OTHER RELEVANT CHARACTERISTICS

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Socio-Economic (deprivation) | Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> |
| Potential impacts: | |
| Mitigations: | |
| Other group(s) <i>Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Rural/Urban Communities, Homelessness, Digital Exclusion, Access To Transport</i> | |
| Potential impacts: | |
| Mitigations: | |

3.2 Does the proposal create any benefits for people on the basis of their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Not applicable

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This content should be used as a summary in reports, where this full assessment is included as an appendix.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary and appropriate despite this.

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of significant negative impacts and how they can be mitigated or justified: |
| Impact on older people if fees are passed on by site owners. To mitigate advice and support provided to residents of the site if fees are increased without following correct process. |
| Summary of positive impacts / opportunities to promote the Public Sector Equality Duty: |
| |

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

| Improvement / action required | Responsible Officer | Timescale |
|---------------------------------------------------------|---------------------|---------------|
| Communicate with Residents on the agreed scheme | Joanne White | November 2025 |
| Annual review of fees and compliance and complaint data | David Eaton | November 2026 |
| Review policy on a 3 yearly basis | David Eaton | November 2028 |

4.3 How will the impact of your proposal and actions be measured?

How will you know if have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective and your approach is still appropriate. Include the timescale for review in your action plan above.

Monitor relevant equality data on consultation responses.

Monitor any complaints about service delivery

Monitor the improvement in site conditions

4.4 Is there an opportunity to promote positive attitudes and good relations between different groups and communities?

Step 5: Review & Sign-Off

EIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek review and feedback from management before requesting it to be signed off. All working drafts of EIAs and final signed-off EIAs should be saved in G:\GLOBAL\EIA. Once signed-off please add the details to the 'EIA Register' of all council EIAs saved in the same directory.

| | |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Reviewed by Service Manager: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Instead was reviewed by: | Strategic Leadership Team Sign-Off: Neil Blaney Director of Place |
| Date: 19/09/2025 | Date: 26/09/2025 |

Version 3 – August 2024

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