

**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

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Legal Implications

See section 5.2

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Risk Assessment

See section 5.3.

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Environmental/ Climate Change Implications

See section 5.4 for the Environmental/Climate Change Implications

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Report Author

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Date of meeting

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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.