

**Decision under Delegated Powers  
Fees and Charges for Park Home Sites 2018/19**

**Officer Requesting Decision**

Rebecca Short- Private Sector Housing Manager

**Officer Making the Decision**

Alison Simmons – Head of Strategic and Private Sector Housing

**Recommendation**

To approve the Park Home Sites fees and charges for 2018/19

**Reason**

To deliver the annual review of fees and charges for services provided in line with the report to Licensing Committee 27<sup>th</sup> May 2014.

**Authority for Decision**

By virtue of Item 1 of the delegations to Heads of Service in sections 8.2 and 8.3 of the Constitution which gives authority to Heads of Service to undertake the periodic review of fees and charges raised within their service areas and falling within the scope of the Council's Income and Charging Policy Framework.

**Decision and Date**



Alison Simmons  
Head of Strategic  
and Private Sector  
Housing

29th March 2018

## Background

Licensing Committee minute 4 (27<sup>th</sup> May 2014) resolved that the power to charge fees for the licensing of park home sites in the Borough be exercised and that the proposed Park Homes Fees Policy, as set out in the Appendix to the report of the Head of Strategic and Private Sector Housing, filed with the minutes, be approved.

Paragraph 32 of the report to the Licensing Committee states that; the fees covered by the Park Homes Fees Policy will be increased annually by the same percentage (in line with inflation) that is applied to other fees in the Private Sector Housing Team's Fees and Charges Schedule. As such, the fees have been increased in line with inflation at 3% (in line with the review of Private Sector Housing Fees and Charges for 18/19, since DD155 16/17). The increased fees are set out below:-

Table 1 Proposed Fees:

Fee Category	Existing Charge	Proposed Charge
Annual Fee	£13.30 per pitch	£13.70 per pitch
Transfer or Standard Amendment Fee	£200.03 per site/ application	£206.03 per site/ application
Site Expansion Amendment Fee	Standard Amendment Fee + £32.92 for first pitch and £7.30 per pitch thereafter.	Standard Amendment Fee + £33.91 for first pitch and £7.52 per pitch thereafter.
Initial Licence Fee	£27.47 per pitch	£28.29 per pitch
Deposit of Site Rules	£41.07	£42.30
Fit and Proper Person Register Applications (subject to Regulations being introduced)	£102.68	£105.76

## Financial Implications

Income for services is included in the overall budgets for the Private Sector Housing services.

## Risk Management

There are no risks associated with this decision

Key Decision: No

Background Papers: None