Mobile Home Fees
Policy

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NORTH NORFOLK DISTRICT COUNCIL

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Summary

Publication of this fees policy is a statutory requirement and will enable Councils to recover fees associated with the licensing function and enable site owners to recover these costs should they opt to increase pitch fees at the next pitch fee review date.

The fees associated with applying for a new site licence, for transfers or variations of existing licences and for annual fees are as follows:

Item	**Units**	**Fee (£)**
New park home licence	1 - 5 6 - 24 25+	£532.89 £595.53 £658.16
Annual licence fee	1 - 5 6 - 24 25+	£238.27 £246.39 £262.63
Licence transfer	N/A	£99.25
Licence variation	N/A	£99.25 (plus inspection fee if applicable)
Deposit of site rules	N/A	£97.43
Replacement licence	All	£15.12

This policy is applicable to 'Relevant Protected Sites' (RSP) only. An RSP can be defined as any licensable caravan site other than those solely for
(a) holiday use **or**
(b) where conditions exist specifying times during the year where caravans may not be stationed on the land for human habitation.
Sites where there are a mix of RSPs and sites falling within (a) and (b) above will be deemed as RSPs.

The MHA 2013 enables LAs to introduce a scale of fees according to the size and character of the RSP. A

The LA has powers under the MHA to serve enforcement notices on site owners for failing to comply with site conditions. They may also carry out works in default to secure a remedy for such failures. Any reasonable expenses incurred while doing so may be recovered by the LA.

1. Introduction

A licensing scheme was introduced under The Caravan Sites and Control of Development Act 1960 (CSCDA 1960) to regulate the establishment and operation of caravan sites. The Act defines what constitutes a caravan and caravan site. It also sets out cases where a site licence is not required, including:

- Local Authority-owned sites
- Use incidental to a dwelling-house and within the same curtilage
- Sites for stationing of a caravan for not more than 2 nights (as long as caravans had not been present for more than 28 days during the previous year)
- Sites where caravans are stationed on land not less than five acres for not more than 28 days and no more than three caravans are stationed at any one time
- Sites where caravans are solely for seasonal agricultural/forestry workers employed on land owned by the site owner
- Sites where caravans are solely for workers employed in building or engineering operations on that or adjacent land
- Sites used by travelling showmen who are members of a relevant organisation
- Sites occupied by organisations holding a certificate of exemption

NNDC will only consider granting licences to the owners of sites that have obtained valid planning permission.

In setting the fees published in this Fees Policy, North Norfolk District Council (NNDC) has given attention to the document "Mobile Homes Act 2013 – A guide for Local Authorities on setting site licensing fees" produced by the Department for Communities and Local Government. The level of fees and how they are charged are, subject to legal restrictions, at the discretion of North Norfolk District Council.

The MHA 2013 introduced powers to enable LAs to recover costs associated with its function to grant, amend or transfer caravan site licenses under the CSCDA 1960. Fees may also be charged for annual inspections of licensable sites and for the depositing of site rules with the LA by site owners. Before these fees can be recovered, NNDC has a legal duty under Section 10A of CSCDA 1960 (as amended by MHA 2013) to publish a Fees Policy.

2. Fees for New Licences, Transfer/Variation and Annual Fees

2.1 Overview

The owners of Relevant Protected Sites are required by the CSCDA 1960 to obtain a licence from the Local Authority. Failure to possess a licence is an offence under this legislation and is punishable by a fine, upon conviction in a magistrates court, of up to Level 4 on the Standard Scale (currently £2500).

The MHA 2013 amends the CSDA 1960 and now enables LAs to impose fees in respect of:

- Relevant Protected Site applications (s.3 (2A))
- Annual fees in respect of RPSs (s.5A (1))
- Alterations to site licence conditions (where requested by the site owner) (s.8 (1B))
- The transfer of a site licence to another party (s.10 (1A))

When requiring a licence holder to pay an annual fee, NNDC must inform them of matters to which they have had regard to in fixing the fee. The costs associated with monitoring conditions on sites and dealing with licensing matters informally can be included within annual fees. However, annual fees should not take into account any costs incurred in relation to enforcement activities such as serving compliance notices, emergency action, and works in default as these costs can be recovered by other means.

2.2. Exemptions from paying fees

Sites that fall outside the definition of a Relevant Protected Site are exempt from licensing fees. These include sites for holiday use only or where conditions exists specifying times during the year where caravans may not be stationed on the land for human habitation. The MHA 2013 also allows LAs to determine that no fee is required to be paid in 'certain cases or descriptions of case' (s.10A(3)).

Sites for the sole use of the owner and their families (does not include sites that are run for financial gain) are also exempt from the annual licensing fee.

2.3 Fees for new licence, transfer/ variation and annual fees

In determining the fee structure contained within this policy, the Council has referred to the document 'Mobile Homes Act 2013 – A guide for Local Authorities on setting site licensing fees'. This involved a cost recovery exercise, based upon the amount of Licensing time taken administration, relevant tasks, site inspections, travelling to and from site and any associated consultations or meetings and divided by the number of applicable sites. Costs associated with enforcement or licensing duties outside the MHA 2013 cannot be taken into consideration.

The subsequent fee levels were reviewed by officers responsible for licensing mobile home sites at NNDC and are considered comparable with nearby local authorities. Differences arise from cost differences for each LA.

2.4 Review of annual licensing fees

Section 5A(2) of the CSCDA 1960 provides that a LA in setting annual fees must advise the site owner of the extent to which they have had regards to deficits and surpluses from the previous year. In terms of deciding surpluses and deficits a local authority must not make a profit and can only pass on to the site owner their costs incurred in carrying out the licensing function. Equally, a local authority is not expected to make a loss in carrying out its licensing functions. Overall licensing can be a self-financing function which local taxpayers are not required to subsidise. The Council will therefore carry out an annual review of licensing fees, taking into account deficits and surpluses and advise site owners of the outcome of this review.

2.5 Time when fees are payable

Section 10A(5) of the MHA 2013 states that the Fees Policy must include provision about the time at which the annual fee is payable. For the purpose of this policy the period covered by the annual fee will mirror the financial year (1 April to 31 March) and will be paid in advance. Invoices may be sent out during the month of April requiring payment within 30 days. It is the licence holder's duty to pay their annual fees when they are due. Where a new site is licensed

part-way through the year an invoice with the same payment terms will be sent shortly after the licence is issued, prorated for this date to the beginning of the next financial year. Transfer or variation must be paid on application.

3. Enforcement costs

The MHA 2013 allows NNDC to serve compliance notices on site owners within its district, where site licence conditions are breached. Where a notice is not complied with, an offence is committed and NNDC will enforce the notice which may involve legal proceedings. Upon successful prosecution, the Council has the power to carry out works in default.

The cost of deciding whether to take action, preparing and serving the various enforcement notices and the actual work itself can be recovered by NNDC at the Court's discretion. Unpaid expenses can be placed as a charge against the site owner's land.

4. Fees for depositing site rules

The Mobile Homes (Site Rules) (England) 2014

Site rules constitute a pitch agreement between the site owner and the mobile home occupier, setting out the residents' rights and obligations and **are not enforceable by the local authority.** NNDC shall check the rules deposited with them have been made in accordance with statutory procedure. We are also required to establish, keep up to date, and publish a register of site rules. In doing so we may levy a fee for the depositing of site rules, or the variation or deletion of site rules.

A cost recovery fee of £97.43 will be charged for the depositing or replacement of site rules.

Calculating the fee 2026-27

Calculations are based on the last complete full year of data at the time of reporting. This report was produced in October 2025, when the latest data was the financial year from 1 April 2024 to 31 March 2025.

The tables below show the number of hours assigned to each task and the cost to the council. The cost is split over the number of relevant licence types (for example: the number of new licence applications or the number of renewal licenses).

Table 1: Mobile home fees - new licence

Processing	Time (hours)	Cost (C)	Fee (£) C/total sites
Set for other charges: enquiries, complaints, project work, general admin, meetings, compliance, training	151.27	1168.90	10.92 (per licence)
Processing, checking, consultation, system updates, preparation, verification of criteria, issue resolution	43.21	334.06	167.03

Inspection	Pitches	Time (hours)	Cost (£)	Fee (£)
Verification inspection of the site	1 - 5	10.8	83.52	41.76
Verification inspection of the site	6 -24	21.6	167.04	83.52
Verification inspection of the site	25+	32.5	250.56	125.28

Issue of new licence	Time (hours)	Cost (£)	Total (£)
• Prepare licence documents and certificates • Check and sign certificates / licence as necessary, and serve by post • Update database register and public register	70.23	542.85	271.43

Interim Inspection (1 allowed)	Pitches	Time (hours)	Cost (£)	Fee (£)
Interim inspection	1 - 5	10.8	83.52	41.76
Interim inspection	6 -24	16.2	125.27	62.64
Interim inspection	25+	21.6	167.02	83.52

Combined total fees for new park home licence applications

Number of Pitches	Total Fee (£)
1 - 5	532.89
6 - 24	595.53
25+	658.16

Table 2: Mobile Home Fees - Annual Fee (Relevant Protected Sites only)

Number of Pitches	Time (hours)	Cost (£)	Fee (£) inc. set fee per lic. (10.92)
1 - 5	58.8	454.70	238.27
6 - 24	59	470.94	246.39
25+	65	503.41	262.63

(Calculations based on Institute of Licensing guidance)

Table 3: Variations and amendments

Variations and Amendments	Time (hours)	Cost	Fee (£)
• Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached, system updates • Check site history for any outstanding issues • Make decision as to whether amendments are appropriate • Prepare new licence documents • Check, sign and post new documents • Update database and public register	75.7	584.60	99.25

Table 4: Licence transfer fee

Transfer	Time (minutes)	Hourly rate (£)	Total (£) inc. set fee
• Check application and fee • Create transfer in system • Check site history and any outstanding issues • Examine request and make decision • Prepare new licence documents • Check, sign and post new documents • Update database and public register	80.63	584.60	99.25

Table 5: Additional inspections
The Council may decide to carry out an inspection upon receipt of a variation, amendment or licence transfer application. The following fees will apply.

Inspection	Pitches	Time (hours)	Cost (£)	Charge (£)
Interim inspection	1 - 5	10.8	83.52	41.76
Interim inspection	6 - 24	16.2	125.27	62.64
Interim inspection	25+	21.6	167.02	83.52

Table 6: Deposit of site rules

Deposit of site rules	Time (minutes)	Hourly rate (£)	Total (£) inc. set fee
• Examine rules, checking for banned rules • Check site history • Accept rules or suggest amendments • Update database and public register	75.60	584.60	97.43