

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

**Delegated Power**

Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.

CAB 83 Cabinet 3 November 2015 – approved at Council on 26 November 2015

That the Chief Executive, in consultation with the Portfolio Holder with responsibility for housing, be given delegated authority to make minor amendments to the standard condition to ensure it complies with legislative requirements, Government guidance and caselaw.

**Decision Taken**

Specify precise details of the decision taken

Following a review of the first year of the Fees Policy and for the reasons outlined below

- 1) the Residential Caravan Fees be amended as detailed in Appendix A for 2017/18

**Reasons for the Decision**

Members approved a Fees Policy for Residential Caravans in 2015 to commence on 1 April 2016, subject to annual review.

In accordance with legislation, the fees policy identified that

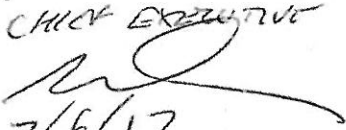
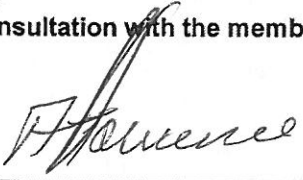
*'A review of the fee structure will be carried out annually and revised if necessary. Any adjustments will take into account variations in actual officer and administration time to those predicted, any changes to officer hourly rates, mileage costs or any other typical associated costs in providing the licensing function.'*

*'Where a deficit appears because expenditure was more than anticipated the shortfall will be reflected in the fee charged to the site owner in the next year. Similarly, where a surplus is made the fee for the following year will be reduced by that amount'*

Additionally the Fees Policy identified that fees were to be levied from April 2016 but it was agreed that fees not be charged for new site licence applications for Band A sites for a period of 12 months following the adoption of the policy so as to encourage historic sites that have gone unlicensed for some time to make a site licence application. This relates to small family sites where caravans are not rented out

The annual review has now taken place and in summary

- 1) Actual costs for resources deployed on annual site inspections have been assessed. In accordance with legislation and rules on surpluses and deficits, costs will be amended to those site owners affected when 2017/18 invoices are sent out.
- 2) Fees in relation to new site licence applications, transfer site licences, applications to amend site licence and register site rules have now been calculated in accordance with resources deployed on an actual basis and revised fees for

<p>2017/18 are attached at Appendix A</p> <p>3) Although progress has been made in licensing sites, new ones are being discovered on a regular basis. Additionally, it can take some time to successfully licence a site even if there is a willingness from the owner to comply including regularising the planning situation. The Council's aim is to encourage the licensing of residential sites and in order to reduce barriers to this, to incentivise owners of historic sites to come forward plus in recognition of timescales involved it is proposed that the exoneration of fees for sites of up to 5 caravans where none are being rented out be extended for a further 12 month period until 31 March 2018.</p>
<p><b>Options considered</b></p> <p>Legislation allows the Council to levy a fee to cover elements of the residential caravan site licensing and this decision updates the Fees Policy following the first year operation of the Policy as set out in the Cabinet report.</p> <p>It is considered that the 'do nothing' i.e. starting to charge for Band A sites would provide a barrier or disincentive for a historic owner to apply for a licence.</p> <p>Other amendments being made are in accordance with legislation and the report to Cabinet in November 2015.</p>
<p><b>Any declarations of interest and details of any dispensations granted in respect of interests.</b></p> <p>None</p>
<p><b>List of Background papers</b></p> <p>Report to Cabinet 3 November 2015</p>
<p><b>Authorisation</b></p> <p>Post Held <i>CHIEF EXECUTIVE</i></p> <p>Signature </p> <p>Date <i>7/6/17</i></p>
<p><b>Consultation with members/officers</b></p> <p>If the decision is taken following consultation with the members/officers, please give details:</p> <p>Signed by Member as consulted: </p> <p>Date <i>12/6/17</i></p>

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function	Residential Caravan Site Licensing Fees Policy				
Is this a new or existing policy/ service/function?	Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Setting of fees in relation to the function and extending a timescale to a specific situation where fees will not be charged				
<b>Question</b>	<b>Answer</b>				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)	x			
	<b>Question</b>	<b>Answer</b>	<b>Comments</b>		
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No				
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	N/A	<b>Actions:</b>			
		<b>Actions agreed by EWG member:</b> Name .....			
<b>Assessment completed by:</b> Name					
Job title	Date				
<b>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</b>					

### Residential Caravan Site Licensing revised fees 2017/18

	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>
<b>Units</b>	<b>1-5 (including family owned and occupied sites)</b>	<b>6-24</b>	<b>25-50</b>	<b>51-100</b>
<b>Annual Fee</b>	£0 * £192	£258	£335	£407
<b>New site licence application</b>	£0** £313	£440	£519	£639
<b>Transfer of site licence</b>	£132	£162	£226	£282
<b>Amendment of site licence</b>	£181	£202	£222	£243
<b>Registering of site rules</b>	£35	£35	£35	£35

\*Single family owned and occupied sites where they are not operated as a business will be exempt from an annual fee as it is not intended to undertake annual inspections of these sites.

\*\* Fees will not be charged for new site licence applications for Band A sites until 31 March 2018 so as to encourage historic sites that have gone unlicensed for some time to make a site licence application. All other activities surrounding the licensing function will be chargeable as per the fees policy.

### Background information for reference Residential Caravan Site Licence Fees 2016/17

	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>
<b>Units</b>	<b>1-5 (including family owned &amp; occupied sites)</b>	<b>6-24</b>	<b>25-50</b>	<b>51-100</b>
<b>Annual Fee</b>	£0* £175	£219	£279	£346
<b>New site licence Application</b>	£0** £284	£411	£487	£577
<b>Transfer of site licence</b>	£128	£140	£152	£163
<b>Amendment of site licence</b>	£172	£186	£200	£216
<b>Registering of site rules</b>	£35	£35	£35	£35

