

1. **Annual Review Residential Caravan Fees** (Pages 1 - 5)

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

To update and amend the residential caravan fees as a result of the annual review (Fees Policy section 3.0).

Decisions Taken

- a) To update and amend the residential caravan fees as a result of the annual review (Fees Policy section 3.0) in accordance with Appendix A.
- b) To note the discontinuation of the amnesty with regards Band A new site licence applications for small and single family sites.
- c) Amend clause 5.2 to state that; In the case of sites where an annual fee is payable, an invoice will be issued to cover the period from 1st April to 31st March the following year. The invoice will be payable within 28 days of issue.
- d) Additional note to clarify the meaning of a 'Unit'. *Note; 'Unit' refers to caravan or combustible structure constructed so as to be used for human habitation.*

Reasons for the Decisions

- a) In accordance with Section 3.0 of the Fees Policy for Residential Caravans approved by Members in 2015, fees are to be reviewed an annual basis. Appendix A reflects the proposed adjustments to the fees in line with the Fees Policy and in line with government guidance. Surpluses and deficits have been calculated and 2019 invoices will be adjusted accordingly.
- b) The previous amnesty in relation to fees with regards Band A new site licence application fees for small sites which has operated since 2015 ended on the 31st March 2019. This was initially established to encourage those small often family owned and occupied sites to make a licence application in accordance with the law. From the 1st April 2019 new site licence applications will be charged in accordance with the proposed tariff as detailed in Appendix A.
- c) The amendment of clause 5.2 is to allow invoices to be issued for the annual period of 1st April to the following 31st March. Often invoices will be issued in conjunction with the scheduling of the annual site inspection within that annual period.
- d) The term 'Unit' has been adopted due to the need to adopt a fair charging system that takes account of the vagaries surrounding the use of pitches or caravans. On larger sites there may be a number of pitches vacant at any given time and therefore it is proposed that at the time of licensing or applying an annual fee the actual number of units will be considered as this will align more readily with the actual work required when administering the licensing process. For example empty pitches will not need to inspected etc. Also on single family sites pitches are not generally clearly defined and often the planning permission will be based upon the numbers of caravans on the land. Again using the number of units on the land will provide a fairer measure for the amount of work involved in the administration of the licensing process. The term caravans has not been used exclusively as in some instances it is necessary to consider structures that would not strictly meet the legal definition of a caravan but which are used for human habitation.

Options considered

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 a review of the fees as detailed within Section 3.0 of the Policy as set out in the Cabinet report.

Any declarations of interest and details of any dispensations granted in respect of interests.

None

List of Background papers

- a) Report to Cabinet 3 (CAB 83) November 2015
- b) Officer decision report dated 9th May 2018

Authorisation

Post Held: Chief Executive

Signature

Date: May 2019

Consultation with members/officers

If the decision is taken following consultation with the members/officers, please give details:

Signed by Member as consulted:

Date

Pre-Screening Equality Impact Assessment

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



Name of policy/service/function		Residential Caravan Site Licensing				
Is this a new or existing policy/ service/function?		Existing				
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 and; the amendment to a site licence condition.				
Question		Answer				
<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					
Question	Answer	Comments				
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					
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	N/A	Actions:				
		Actions agreed by EWG member: Name				
Assessment completed by: Gordon Jackson-Hopps						
Job title Housing Standards Manager	Date April 2019					
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.						

