

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 band D adjustment to reflect 51-80 units to be more representative of the sites within the borough.
- c) To reinstate the new site licence fee amnesty for small sites where not operated for financial gain in order to encourage such sites to regularise and obtain a valid site licence.

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 subsequent invoices will be adjusted accordingly.
- b) To amend the band D unit thresholds to reflect more accurately the size of the relevant protected sites across the borough.
- c) The previous amnesty in relation to fees with regards Band A new site licence application fees for small sites which had 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. After the removal of this amnesty very few site licence applications were received for small sites that were not operated for financial gain despite a significant number remaining unlicensed. It is recognised that many occupiers of such sites are often on low incomes and therefore it is proposed to reinstate this amnesty in order to encourage these small site owners to regularise their sites and hence reduce the potential for a large number of costly and time consuming prosecutions associated with sites that remain unlicensed and in contravention of the Caravan Sites and Control of Development Act 1960.

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
- c) Officer decision report 2019

Authorisation

Post Held: Debbie Gates, Executive Director

Signature



Date:

21/5/2020.

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	A fee amnesty for small family sites will encourage regularisation.			
<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	Actions:			
		Actions agreed by EWG member: Name GJH is a EWG Member			
Assessment completed by:					
Gordon Jackson-Hopps					
Job title	Date May 2020				
Housing Standards Manager					
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.					

Appendix A

Proposed Residential Caravan Site Licensing fees 2020/21

	Band A	Band B	Band C	Band D
Units	1-5	6-24	25-50	51-80
Annual Fee	£0* £214	£258	£309	£366
New site licence Application	£0** £363 Stage 1 £305 Stage 2 £58	£458 Stage 1 £380 Stage 2 £78	£556 Stage 1 £462 Stage 2 £94	£691 Stage 1 £570 Stage 2 £121
Transfer of site licence	£167	£204	£238	£275
Amendment of site licence	£218	£246	£269	£298
Registering of site rules	£37	£37	£37	£37

* Excludes sites not operated for financial gain as it is not intended to undertake annual inspections of these sites (often family owned and occupied sites).

** No new site licence application fees where the site is not operated for financial gain (often family owned and occupied sites).

Residential Caravan Site Licensing fees for the period 2019/20

	Band A	Band B	Band C	Band D
Units	1-5 (including family owned & occupied sites)	6-24	25-50	51-100
Annual Fee	£0* £212	£258	£299	£345
New site licence Application	£356	£457	£557	£683
Transfer of site licence	£157	£196	£237	£288
Amendment of site licence	£206	£232	£252	£270
Registering of site rules	£36	£36	£36	£36

* Single family wholly owned and occupied sites where there is no commercial letting of pitches or caravans will be exempt from an annual fee as it is not intended to undertake annual inspections of these sites.

Caravan Fees Assessment

Annual Site Inspection Fee

	Band A 1-5	Band B 6-24	Band C 25-50	Band D 51-80
1 Programme visit send appointment letter and request info	15	15	15	15
2 Check documentation requested/chase	30	30	30	30
3 Input on IDOX	10	10	10	10
4 Check history and recent correspondence	15	15	15	15
5 Site inspection	30	40	60	90
6 Travel time	40	40	40	40
7 Download inspection notes photos; label them, put file notes on IDOX	20	40	50	60
8 Prepare report of contraventions	15	30	60	90
9 letter to site owner confirming satisfactory or agreed works over time	20	20	20	20
10 Add details to IDOX	15	15	15	15
11 Programme revisit date; inform site owner / update diaries & IDOX	30	30	30	30
12 E mail and telephone enquiries with residents/ site owner / prepare file for re-inspection	30	40	50	60
13 Re- Inspection	20	30	40	50
14 Travel time	40	40	40	40
16 Letter to site owner, confirming satisfactory or outstanding works. If o/s continue towards separate enforcement	20	20	20	20
17 Update IDOX	15	15	15	15
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PG9	mins 365	430	510	600
	hours 6.08	7.17	8.50	10.00
	hourly rate 31.66	31.66	31.66	31.66
	total 192.60	226.90	269.11	316.60
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PG8	mins 30	40	50	60
	hours 0.50	0.67	0.83	1.00
	hourly rate 35.68	35.68	35.68	35.68
	total 17.84	23.79	29.73	35.68
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PG7	mins 5	10	15	20
	hours 0.08	0.17	0.25	0.33
	hourly rate 39.86	39.86	39.86	39.86
	total 3.32	6.64	9.97	13.29
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Total	214	258	309	366
	212	258	299	345
	194	259	349	424
	192	258	335	407
	175	219	279	346

2017	
Grade	Rate
9	26.25
8	33.28
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Ave	£29.77
Mgr	£42.57

2018	
PG5	56.36
PG6	43.56
PG7	38.74
PG8	34.04
PG9	30.17
PG10	26.84

2019	
PG5	50.32
PG6	43.71
PG7	38.88
PG8	34.80
PG9	30.88
PG10	26.94

2020	
PG5	51.58
PG6	44.81
PG7	39.86
PG8	35.68
PG9	31.66
PG10	27.62

2020
2019
2018 no supluses
2017 no surpluses
2016 no surpluses

		Band A	Band B	Band C	Band D					
		1-5	6-24	25-50	51-80					
1	Enquiry received re-application process and forms sent out with covering letter inviting site visit	30	30	30	30					
2	Create licensing worksheet on IDOX	15	15	15	15					
3	Check planning status and any conditions	40	40	40	40					
4	Check any previous history to new site/ adjacent land	15	20	20	20					
5	Update IDOX	10	10	10	10					
6	Appointment arranged to visit site	30	30	30	30					
7	Meet site owner on site and carry out inspection; give advice re conditions and application form and documents required	60	90	120	180					
8	Travel time	40	40	40	40					
9	Update IDOX file notes and download photos (label photos)	20	40	50	60					
10	Application form received update IDOX	10	10	10	10					
11	Check application is complete; signed; fee included; documents included	30	30	30	30					
12	Process the fee and send out receipt to owner	20	20	20	20					
13	Update fields on IDOX and attach application form and docs. to worksheet	15	15	15	15					
14	Check certificates for gas, electricity, extinguishers etc	20	30	40	50					
15	Check Land Registry- owner details and add to Idox	30	30	30	30					
16	Review docs; check suitability of site & site owner :managnt and financial standing; outstanding licensing issues and debts; undertakings (as by new F	10	30	40	60					
17	Clarification of any matters with new owner	30	40	50	60					
18	Update licensing sheet on IDOX; attach all documents	10	15	20	30					
19	Produce draft licence and site licence conditions (slc) with cover letter detailing works identified as necessary following site inspection	20	40	60	90					
20	Update IDOX	15	15	15	15					
21	Discussions with site owner re works/ conditions, including any requests to amend.	10	15	40	60					
22	Draft final site licence with site licence conditions attached,	30	30	30	30					
23	Send site licence and sitellicence conditions to owner	20	20	20	20					
24	Update site licence register on system, hard file and update Idox	30	30	30	30					
25	Re-inspect site regarding breaches	0	0	0	0	20	40	60	90	
26	Travel time	0	0	0	0	40	40	40	40	
27	Update IDOX; download photos	0	0	0	0	10	15	20	30	
28	Update IDOX and record next inspection date	0	0	0	0	15	15	15	15	
29	Letter to site owner advising of procedure for annual inspections and next programmed visit	0	0	0	0	20	20	20	20	
Note: Enforcement Action Charged for Separately										
	mins	560	685	805	975	mins	105	130	155	195
	hours	9.33	11.42	13.42	16.25	hours	1.75	2.17	2.58	3.25
PG9	hourly rate	31.66	31.66	31.66	31.66	hourly rate	31.66	31.66	31.66	31.66
	total	295.49	361.45	424.77	514.48	total	55.41	68.60	81.79	102.90
	mins	10	20	40	60	mins	5	15	20	30
PG8	hours	0.17	0.33	0.67	1.00	hours	0.08	0.25	0.33	0.50
	hourly rate	35.68	35.68	35.68	35.68	hourly rate	35.68	35.68	35.68	35.68
	total	5.95	11.89	23.79	35.68	total	2.97	8.92	11.89	17.84
	mins	5	10	20	30	mins	0	5	10	15
PG7	hours	0.08	0.17	0.33	0.50	hours	0.00	0.08	0.17	0.25
	hourly rate	39.86	39.86	39.86	39.86	hourly rate	39.86	39.86	39.86	39.86
	total	3.32	6.64	13.29	19.93	total	0.00	3.32	6.64	9.97
Part 1 Fee	Total	305	380	462	570	Part 2 Fee	58	78	94	121
Grand Total	2020	363	458	556	691	2020				
	2019	356	457	557	683	2019				
	2018	333	441	537	652	2018				
	2017	313	440	519	639	2017				
	2016	284	411	487	577	2016				

Application to Transfer Site Licence

		Band A	Band B	Band C	Band D	
		1-5	6-24	25-50	51-80	
1	Enquiry received and application form sent out with cover letter	30	30	30	30	
2	Create worksheet on IDOX and update licensing file on IDOX	15	15	15	15	
3	Application form received; check it is a full and proper application, complete, signed and fee included	30	30	30	30	
4	Process the fee and send out receipt to owner; request standard documentation	20	20	20	20	
5	Update fields on IDOX worksheet and licensing file on IDOX; attach application form and docs.	15	15	15	15	
6	Check Land Registry- confirm applicant is the owner of the land; update IDOX	30	30	30	30	
7	Review docs; check suitability of site and site owner :mgmt and financial standing; outstanding licensing issues & debts; undertakings (as by new	10	30	40	60	
8	Clarification of any matters with new owner	30	40	50	60	
9	Re -draft the site licence	30	30	30	30	
10	Check details of last site inspection and note any outstanding breaches	20	20	20	20	
11	Issue new licence to the owner with details of outstanding breaches (possible request for written undertaking)	30	40	50	60	
12	Add new licence to electronic folder and update IDOX; attach all docs	15	15	15	15	
13	Update site licence register on system and hard file	30	30	30	30	
	mins	305	345	375	415	
	hours	5.08	5.75	6.25	6.92	
PG9	hourly rate	31.66	31.66	31.66	31.66	
	total	160.94	182.05	197.88	218.98	
	mins	5	25	45	60	
	hours	0.08	0.42	0.75	1.00	
PG8	hourly rate	35.68	35.68	35.68	35.68	
	total	2.97	14.87	26.76	35.68	
	mins	5	10	20	30	
	hours	0.08	0.17	0.33	0.50	
PG7	hourly rate	39.86	39.86	39.86	39.86	
	total	3.32	6.64	13.29	19.93	
	Total	167	204	238	275	2020
		157	196	237	288	2019
		135	178	227	280	2018
		132	162	226	282	2017
		128	140	152	163	2016

Application to Amend Site Licence Conditions

		Band A	Band B	Band C	Band D	
		1-5	6-24	25-50	51-80	
1	Enquiry received and application form sent out with cover letter	20	20	20	20	
2	Create worksheet on IDOX and update licensing file on IDOX	15	15	15	15	
3	Application form received; check it is a full and proper application, complete, signed and fee included	30	30	30	30	
4	Process the fee and send out receipt to owner	20	20	20	20	
5	Update fields on IDOX worksheet and licensing file on IDOX; attach application form and docs.	15	15	15	15	
6	Consider requested amendment; check new planning permission and conditions	30	30	30	30	
7	Appointment arranged to visit site	15	15	15	15	
8	Check details of last site inspection and note any outstanding breaches	20	20	20	20	
9	Visit the site to check relevant amendments to site licence conditions - impact of changes	30	40	50	60	
10	Travel time	40	40	40	40	
11	Update IDOX file notes and download photos	20	40	50	60	
12	Clarification of any matters with site owner/ third parties	30	30	30	30	
13	Re-draft the site licence - conditions	30	30	30	30	
14	Send new amended site licence conditions	30	30	30	30	
15	Add new licence to electronic folder and update IDOX; attach all docs	15	15	15	15	
16	Update site licence register on system and hard file	30	30	30	30	
	mins	390	420	440	460	
PG9	hours	6.50	7.00	7.33	7.67	
	hourly rate	31.66	31.66	31.66	31.66	
	total	205.79	221.62	232.17	242.73	
	mins	15	30	45	60	
PG8	hours	0.25	0.50	0.75	1.00	
	hourly rate	35.68	35.68	35.68	35.68	
	total	8.92	17.84	26.76	35.68	
	mins	5	10	15	20	
PG7	hours	0.08	0.17	0.25	0.33	
	hourly rate	39.86	39.86	39.86	39.86	
	total	3.32	6.64	9.97	19.93	
	Total	218	246	269	298	2020
		206	232	252	270	2019
		196	220	245	273	2018
		181	202	222	243	2017
		172	186	200	216	2016

Register Site Rules

- 1 Reciept of site rules
- 2 Confrimation letter to site owner and record activity on Idox/File
- 3 Update register, records and website

	10	10	10	10	
	30	30	30	30	
	30	30	30	30	
	<hr/>	<hr/>	<hr/>	<hr/>	
mins	70	70	70	70	
hours	1.17	1.17	1.17	1.17	
hourly rate	31.66	31.66	31.66	31.66	
total	36.94	36.94	36.94	36.94	
Total	37	37	37	37	2020
	36	36	36	36	2019
	35	35	35	35	2018
	35	35	35	35	2017
	35	35	35	35	2016