

Licensing Committee

Date 17.11.21

Park Home Fees Policy

For Recommendation to Cabinet

Portfolio Holder: Cllr L Miller Customer and Community Services

Local Councillor(s): N/A

Executive Director: V Broadhurst, Interim Executive Director of People - Adults

Report Author: Richard Conway
Title: Housing Standards Service Manager
Tel: 01929 557267
Email: richardconway@dorsetcouncil.gov.uk

Report Status: Public

Recommendation:

The Licensing Committee recommended that:

1. Cabinet approves the adoption of the Park Home Fees Policy attached as **Appendix 1** to this report.
2. Cabinet delegates authority to the Corporate Director Housing and Community Safety in consultation with the Portfolio Holder Customer and Community Services to:
 - (a) Make minor amendments to the policy to comply with changes in legislation or to reflect increases or decreases in the cost of administering the functions described in the policy.

Reason for Recommendation:

The Council is required by law to adopt and publish a park home fees policy under the Mobile Homes Act 2013. In addition, The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 require the Council to have a published fees policy regarding registration to a Fit and Proper Person Register.

This policy describes how these fees will be charged and how they are calculated.

1. Executive Summary

1.1 This policy sets out the fees that the Council will charge for a variety of licensing functions for park home sites including new site licences, annual site licences and amendments to existing licences.

1.2 There are 45 licenced park home sites in Dorset with approximately 1850 mobile homes representing about 1% of the total housing stock (Census 2011 ONS). Mobile homes are considered an affordable housing option for older people with many sites providing a secure (gated) community environment, many in attractive areas of Dorset close to ANOB and other protected environments. Most park homes sites have rules that restrict occupancy to older people, 98% of residents taking part in a recent consultation stated they were over 50 years of age.

1.3 A public consultation was carried out earlier this year to seek the views of site owners and residents about the fees. 98 responses were received to the consultation which is considered a high return. Most responses were from residents, one from a resident's association and one from a site owner. It was noted that annual site licence fees (which may be passed on to residents through ground rent) disproportionately affected smaller sites and following some reanalysis the cost was adjusted down on these sites to make them more comparable to larger sites.

2. Financial Implications

The fees are calculated based on the officer time required to administer the regime, as a result the overall income received by adopting this policy will not significantly change from that of previous years. (2019/20 annual fees charged was £12,759). This policy will be reviewed on a 3 yearly basis to ensure that any profit or loss incurred in that period is reflected in future fees.

3. Well-being and Health Implications

The Council carries out several functions on park home sites that help ensure the health and wellbeing of residents. The Council works proactively with site owners to ensure that they are safe and that the amenity of residents is maintained. Activities include regular site inspections, joint visits with other agencies such as

Dorset and Wiltshire Fire and Rescue Service, investigation of complaints, providing residents and owners with advice and guidance, administration of new site licences, the lodging of site rules and administering fit and proper person applications.

4. Climate implications

There are no identified implications for climate change associated with this report.

5. Other Implications

There are no other identified implications associated with this report.

6. Risk Assessment

Having considered the risks associated with this decision, the level of risk has been identified as:

Current Risk: Low

Residual Risk: Low

7. Equalities Impact Assessment

The policy has been subject to consultation with the Dorset Council Equality & Diversity Action Group. No negative impacts were identified for any protected characteristic. The assessment is attached as **Appendix 2** of this report.

8. Appendices

- 1. Park Home Fees Policy**
- 2. Equality Impact Assessment**

9. Background Papers

- 9.1 The Mobile Homes Act 2013 – a Guide for Local Authorities on Setting Licence Fees and Mobile homes:
<https://www.gov.uk/government/publications/mobile-homes-act-2013-a-guide-for-local-authorities-on-setting-licence-fees>
- 9.2 A guide for local authorities on setting fees for the fit and proper person test
<https://www.gov.uk/government/publications/mobile-homes-fit-and-proper-person-test-guidance-for-local-authorities/mobile-homes-a-guide-for-local-authorities-on-setting-fees-for-the-fit-and-proper-person-test>

Footnote:

Issues relating to financial, legal, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.