

LICENSING AND REGISTRATION COMMITTEE

JANUARY 2024

REPORT OF THE CORPORATE DIRECTOR – OPERATIONS & DELIVERY

A.1 PROPOSED FEES AND CHARGES FOR CARAVAN SITE LICENSING – HOUSING & ENVIRONMENT

(Report prepared by Grant Fenton-Jones)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To seek the Licensing Committee's concurrence to the proposed schedule of fees and charges 2024/25 for Operations & Delivery / Housing & Environment.

To provide the Licensing Committee with the details of the proposed licensing fees and charges for the new financial year beginning April 2024, with regard to Residential Park Homes. The Mobile Homes Act 2013, amended Section 3(3) of the Caravan Sites and Control of Development Act 1960 and empowered Local Authorities to charge when issuing licences in respect of 'relevant protected sites' and to charge fees for the provision of other associated licensing functions. The purpose of the report is to endorse those fees and changes to those fees and charges to take effect for the new financial year 2024/25 (as soon as possible there after taking account of legislative requirements).

EXECUTIVE SUMMARY

- This report sets out the proposed fees and charges for 2024/25 for Operations & Delivery / Housing & Environment. They continue to be considered against a number of key principles that form part of the long term financial forecast approach which are summarised later on in this report.
- Any amendments to income budgets that are required to reflect changes to fees and charges will be included in the detailed budget proposals for 2024/25 that will be considered by Cabinet / Full Council as appropriate.
- In respect of Full Council, the individual decisions agreeing fees and charges will be collated and presented as part of the overall budget setting process for 2024/25.

This report sets out the proposed fees and charges for the 2024/25 Licensing of Residential Parks (protected sites) and for charging fees as part of our inspection regime in accordance with the aforementioned legislation.

The proposed fees and charges associated with licensing of Residential Sites (relevant protected sites) have been increased using the projected rate of inflation for the next financial year, and approval is sought to better reflect cost recovery in relation to the administration of the licensing areas concerned. It is proposed that the amended fees and charges to take effect from the 1st April 2024.

The proposed fees and charges for 2024/25 along with the fees and charges for 2023/24 are set out within Appendix A to this report.

RECOMMENDATION(S)

That the Schedule of Fees and Charges 2024/25 for Operations & Delivery / Housing & Environment set out in Appendix A be agreed.

It is recommended that:

- 1) That the proposed fees and charges for 2024/25 set out in column B of Appendix A be approved with effect from April 2024; and,**
- 2) The Assistant Director for Housing & Environment be authorised to publish The Mobile Homes (Residential Protected Sites) fees and charges in accordance with the relevant legislative provisions.**

REASON(S) FOR THE RECOMMENDATION(S)

To enable the implementation of a revised fees and charges schedule for 2024/25.

The Council has made provision in its Constitution within the Committee's Terms of Reference (at Part 3.20) for the Committee to approve the setting of fees and charges for licences falling within its remit.

The statutory principle in relation to the setting of fees is that they should be reasonable and should relate to the costs of performing the function, including staffing, administration, testing, inspections, hearings, regulation and appeals. The recommendation is in order to comply with the provisions of the European Services Directive (2006/123/EC) which although following Brexit, is no longer applies to the UK, the requirements of such were incorporated into UK law by the Provision of Services Regulations 2009. The legal requirements of what could be and were not recoverable were considered by the Supreme Court in the case of R (on the application of Hemming and others) v Westminster City Council [2015] UKSC 25 and [2017] UKSC 50. These considerations have been taken into account in setting the proposed fees.

ALTERNATIVE OPTIONS CONSIDERED

Please see the considerations / reasons behind the proposed fees and charges later on in this report.

Where a discretion exists in relation to fees and charges for licences and other licensing provisions, consideration has been given to not increasing the fees payable. However, the costs associated with providing the service have increased over the past year and it is necessary for the service to be, so far as possible, cost neutral and increase fees in line with estimated inflation. The proposed increase reflects on-going general inflationary pressures experienced in 2023/24 and those estimated in 2024/25, and therefore, a 4% increase is proposed for 2024/25. This is to ensure that all relevant costs are lawfully recovered from the

income derived from the fees and charges for each distinct area of the licensing of Residential (Protected Mobile Home Sites), as well as charging annual fees and for other associated licensing provisions as necessary. If there is no increase in fees there is a risk that the Council will not recover all of the costs for statutory services or functions for which it is permitted to charge and increase the burden on the Council's General Fund.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

The forecasting and budget setting process, including fees and charges, will have direct implications for the Council's ability to deliver on its objectives and priorities. At its heart, the 10 year approach to the forecast seeks to establish a sound and sustainable budget year on year through maximising income, including income raised from fees and charges, whilst limiting reductions in services provided to residents, businesses and visitors.

It is intended that the revised fees and charges would support the following themes from the Council's Corporate Plan 2024-28:

- Pride in our area and services to residents
- Championing our local environment
- Financial Sustainability and openness

LEGAL REQUIREMENTS (including legislation & constitutional powers)

The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) determined in Regulation 2, which functions are not to be the responsibility of the executive, as set out in column 1 of Schedule 1 of the Regulations. For the purposes of this report, The Licensing of Caravan Sites are contained within column 1, and therefore, sit within the terms of reference of the Licensing and Registration Committee as set out in Part 3.21 of the Council's Constitution. Any fees set in accordance with the licensing regime under this legislation are to be approved by the Committee.

Licence Type	Charging Power
Mobile Homes Site licensing (Residential Protected Sites)	<p>Local Authorities were afforded powers under The Caravan Sites and Control of Development Act 1960 (the Act), to grant caravan site licences for sites that have planning permission.</p> <p>The Act has now been amended by The Mobile Homes Act 2013 (the 2013 Act), that enables Local Authorities to charge for the issue of licences in respect of Residential Mobile Homes ('relevant protected sites'), and to charge fees for other associated licensing provisions for these type of sites.</p> <p>The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person)(England) Regulations 2020</p>

The Caravan Sites and Control of Development Act 1960 (the Act) was amended by the Mobile Homes Act 2013 (the 2013 Act). The changes introduced by the 2013 Act came into force on

1st April 2014. These included powers for local authorities to charge fees for their licensing functions in respect of “relevant protected sites”.

Local authorities can charge:

- a licence fee for applications to grant or transfer a licence or an application to alter the conditions on a licence and;
- an annual licence fee for administering and monitoring licences

Before a local authority can charge a fee, it must prepare and publish a fees policy. (See section 10A of the Act). When fixing a fee the local authority:

- must act in accordance with their fees policy
- may fix different fees in different cases
- may determine that no fee is required in some cases.

Tendring District Council published its first fee policy in April 2019 following approval by Cabinet. It provides a framework for fee setting and the process for the granting, renewal, transfer, amendment of licences, the checking of site rules, and since the 1st October 2021, the requirement for accepting applications for a relevant person to be included on the Fit and Proper Person Register with regard to Mobile Home Protected Sites. The policy was updated and revised in 2021 in consultation with the Portfolio Holder for Environment & Public Spaces to include the fit and proper person provisions. The fee policy is attached as **Appendix B**.

This Schedule of Fees and charges include some non-executive functions, so therefore, the Committee is asked to endorse and approve these fees for the next financial year, 2024/25.

The setting of these proposed fees and charges is in accordance with the requirements of the Provision of Services Regulations 2009 and case law as referenced earlier in this report.

FINANCE AND OTHER RESOURCE IMPLICATIONS

Finance and other resources

Fees and Charges have been reviewed against the key principles that underpin the long term forecast, which includes the generation of income whilst balancing strategic and external market conditions.

Given the significant on-going financial challenges faced by the Council from 2024/25, a key underlying principle is to consider inflationary increases wherever possible to support corresponding increases in the Council’s own costs in delivering the associated service(s). The current rate of inflation remains relatively high and it may not necessarily be practical / possible to ‘translate’ such an increase into the actual fee increase proposed. Therefore, set against this inflationary context, any proposed increases in fees and charges must be balanced against other considerations / market conditions, whilst also recognising the restrictions placed on local authorities in terms of setting fees and charges as set out within the legal section above. Further details relating to any proposed increases to fees and charges is set out below.

Any changes to income budgets resulting from any changes in the level of fees and charges agreed, will form part of the detailed budget setting process for 2024/25. It is also recognised that there may be advantages to allocate some or all of any additional income to associated investment / expenditure, which will also need to be considered as part of the detailed budget setting process for 2024/25.

Where possible, the Housing & Environment service aims to recover all reasonable costs. In a number of areas, statute dictates whether a fee may or may not be charged and the level of any charge.

When setting the fees and charges for the new financial year, the responsible officer refers to the Fee Policy and the framework for setting the appropriate level of fee and charges. They carefully monitor the licensing fee income through the financial year, which can fluctuate depending on whether new applications are made and whether amendments are needed due to a change of ownership or a transfer of the licence. The income from the “Fit and Proper Person” applications is renewed every five years and a fee is only chargeable at this time. Therefore, if at any time, it was considered there would be a short fall between income and expenditure the fees could be reconsidered and increased, subject to notice and consultation, and implemented in the next financial year.

Local Authorities are not allowed to make a profit from fees and charges associated with licensing of Residential Mobile Homes (Protected Sites), and must reduce fees if it is found that a surplus of funds has been amassed. This is monitored and is unlikely to happen as fees and charges are set in accordance with the Fees Policy Framework which is time specific and based on the hourly rate of the responsible officer, whilst any increase is calculated in accordance with the annual CPI and inflation each year.

USE OF RESOURCES AND VALUE FOR MONEY

A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	It is important that fees are set by the correct decision making arm of the Council. Discussions between the Assistant Director for Housing and Environment and Governance have recently taken place to ensure the service is fully aware of these requirements. The Monitoring Officer is satisfied that suitable assurances have been given and improvements identified.
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages and delivers its services.	

MILESTONES AND DELIVERY

Fees and Charges for 2024/25 form part of the wider budget setting process, which culminates in the detailed estimates being presented to Full Council in February 2024. Fees and Charges must therefore be approved in advance of this date.

The report sets out the proposed fees and charges currently being charged and those to be set from April 2024 and invites the Committee to consider approving them.

ASSOCIATED RISKS AND MITIGATION	
If the Committee determined that no increases in fees are appropriate, this could place a financial burden on licensing budgets that may require support from the General Fund. This in turn may mean that other Teams or Services see their budgets reduced.	
OUTCOME OF CONSULTATION AND ENGAGEMENT	
The following Council Units or Officers and/or other organisations have been consulted in preparing this report: Assistant Director (Governance) Assistant Director (Finance & IT)	
EQUALITIES	
There are no direct equality implications. The fees are calculated on a cost recovery basis and will not disproportionately affect those with a protected characteristic. An Equality Impact Assessment has therefore not been completed as part of this process.	
SOCIAL VALUE CONSIDERATIONS	
Not Applicable	
IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030	
There are no direct implications for climate change. The Private Sector Housing service does, when appropriate, make use of remote digital inspection technology to reduce officer travel and associated carbon emissions.	
OTHER RELEVANT IMPLICATIONS	
Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.	
Crime and Disorder	There are no direct implications for crime and disorder.
Health Inequalities	There are no direct implications for public health although some of the licences these fees relate to are aimed at ensuring public safety.
Area or Ward affected	All Wards.
ANY OTHER RELEVANT INFORMATION	
None	

PART 3 – SUPPORTING INFORMATION

BACKGROUND
Income from fees and charges form an important element of the budget and the financial sustainability of the Council as set out in the long term forecast. Similarly to previous years, Departments have been asked to review their fees and charges on an individual basis as changes may need to be made to meet specific aims or strategic

objectives or in some cases in response to external factors such as market forces.

The review of fees and charges has been set against the following key principles:

- general inflationary increases where possible or lower where appropriate / justified
- amounts rounded for ease of application, which may result in a slightly above inflation increase.
- on a cost recovery basis as necessary
- reflect statutory requirements.
- increases where market conditions allow
- to meet specific priorities or service delivery aims / objectives

As highlighted earlier in this report, the Council continues to face a number of significant financial challenges in 2024/25 and beyond. It is therefore important that fees and charges are considered against this context and to maximise income opportunities where possible, albeit whilst balancing the various issues highlighted above.

Income budgets included in the detailed estimates will reflect any required changes from the proposed fees and charges set out in this report.

Set against the current fees and charges for 2023/24, **Appendix A** includes the schedule of fees and charges proposed for 2024/25, which have been developed by applying the key principles highlighted above.

The Licensing Authority may charge a fee for the issuing or renewal of various licences for which they have a statutory duty to issue. Certain fees are set either by Statute or Regulations, but some fees can be set by Local Authorities to cover the cost of administration, compliance, and some elements of enforcement; Locally Set Fees. The Council is not able to make a profit from licensing fees and cannot support the General Fund from licensing fees.

Where possible, the Housing & Environment service aims to recover operating costs and where the Council has the discretion to set the fees, they are subject to review which can take into account operating costs, inflation, and purchase costs etc.

In proposing the fees for 2024/25 we have been mindful of the current cost of living increases, the continued effect of the economy post pandemic on the licensed trade, and the increases in costs to the Council caused by current inflation rates.

The Environmental Health Manager monitors fees and charges set by other Local Authorities as a bench marking exercise and the service always has due regard to this when setting fees.

The basis in setting such fees is generally to ensure cost recovery. Numerous legal cases over the years have confirmed that licensing fees may not be used to generate a profit for Councils, and that fees should be reviewed annually to ensure a significant surplus is created. Should a surplus be accrued, the following years fees and charges will be reduced to bring it back to zero profit.

Many licensing schemes fall within the definition of 'services', under the EU Services Directive, as incorporated into UK law by the Provision of Services Regulations 2009. For such schemes, fees and charges must "be reasonable and proportionate to the cost of the

procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities". This principle was affirmed by the courts in R (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council. Fees must reflect administrative, policy and compliance costs, but cannot include the costs of enforcement action against unlicensed operators.

Details of the proposed fee structure is attached at Appendix A.

As mentioned in the Finance section above, the service will continue to monitor the fees and charges for licensing Residential Mobile Homes (Protected Sites) in accordance with TDC's Fees Policy which includes a comprehensive breakdown of the services activity in this matter

PREVIOUS RELEVANT DECISIONS TAKEN BY COUNCIL/CABINET/COMMITTEE ETC.

The Licensing & Registration Committee previously agreed the proposed Fees & Charges for 2023/24 on the 24th July 2023

BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL

- The Caravan Sites and Control of Development Act 1960
- The Mobile Homes Act 2013
- The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person)(England) Regulations 2020
- European Services Directive (2006/123/EC)
- Local Government (Miscellaneous Provisions) Act 1982

APPENDICES

Attached – Detailed fees and charges 2024/25 for Operations & Delivery / Housing & Environment

Appendix A – List of current fees and the proposed increases

Appendix B – Fee Policy

REPORT CONTACT OFFICER(S)

Include here the Name, Job Title and Email/Telephone details of the person(s) who wrote the report and who can answer questions on the content.

Name	Grant Fenton-Jones
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Appendix A

VAT is not applicable	A	B
LICENSING OF MOBILE HOME SITES (PROTECTED SITES)- MOBILE HOME ACT 2013	2023/24 £	2024/25 £
Application for New Site Licence		
Number of Caravans		
200+	812.00	844.00
100 to 199	690.00	717.60
25 to 99	561.00	583.00
6 to 24	478.00	498.00
1 to 5	453.00	471.00
Annual Site Licence Fees (Every April)		
Number of Caravans		
200+	613.00	638.00
100 to 199	490.00	510.00
25 to 99	337.00	350.00
6 to 24	235.00	244.00
1 to 5	173.00	180.00
Transfer of Site Licence	239.00	249.00
Amendment of Site Licence	239.00	249.00
Checking and Registering Site Rules	239.00	249.00
NEW - Application for the Fit & Proper Person Register	239.00	249.00

Tendring District Council Fees Policy

Mobile Home Site Licensing

1.0 Introduction

- 1.1** Tendring District Council ('the Council') has powers under the Caravan Sites and Control of Development Act 1960 (the Act) to grant caravan site licences for sites that have planning permission. The Act has now been amended by the Mobile Homes Act 2013 (the 2013 Act) to enable the Council to issue licences in respect of 'relevant protected sites' and to charge fees for the provision of their licensing functions.
- 1.2** A 'relevant protected site' is defined as any land to be used as a caravan site other than one where a licence is:
- Granted for holiday use only
 - In any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year (such as planning conditions).
 - It does not include sites that are owned by the local authority.
- 1.3** Relevant protected sites will include residential parks, mobile home parks and Gypsy and Traveller sites.
- 1.4** Before a local authority can charge a fee, it must prepare and publish a fees policy. When fixing a fee the local authority:
- must act in accordance with their fees policy
 - may fix different fees in different cases
 - may determine that no fee is required in some cases.
- 1.5** It is recommended that a local authority take into account the following matters on which costs are incurred (or likely to be incurred) (by whichever department, including costs incurred by contracting out) when determining its fee policy for consideration of applications for the grant or transfer of a site licence:
- Considering applications for the issue or transfer of a site licence
 - Initial enquiries
 - Letter writing/ telephone calls, etc. to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process
 - Sending out forms
 - Updating hard files/ computer systems
 - Updating the EU Directive website if appropriate
 - Processing the licensing fee
 - Land registry searches

- Time for reviewing necessary documents and certificates
- Downloading photographs
- Preparing reports on contraventions
- Preparing draft and final licences
- Review by manager or lawyers; review any consultation responses from third parties
- Updating public register
- Carrying out any risk assessment process considered necessary
- Reviews of decisions or in defending appeals.

1.6 In addition a local authority will need to make such inquiries as are necessary in connection with the application, such as those relating to:

- Management and financial standing
- Outstanding licensing issues and debts; and
- Undertakings.

1.7 All time taken in establishing the information required to make an informed decision will be allowed to be included in the licence fee, whether or not the transfer or new licence is allowed.

1.8 The fee levels have been calculated based on an estimate of the time and costs involved in undertaking the various activities involved; the fee scales have been based on a 'banding' of sites according to the number of pitches.

1.9 Sites of fewer than 5 pitches that are occupied by members of the same family are exempted from the fees.

1.10 The proposed fees for the period 1st April 2024 to 31st March 2025 for each band are shown below:

	Band A	Band B	Band C	Band D	Band E
Number of pitches	1 to 5	6 to 24	25-99	100-99	200+
Annual Fee	£180.00	£244.00	£350.00	£510.00	£638.00
New site licence application fee	£471.00	£498.00	£583.00	£718.00	£844.00
Transfer of site licence fee	£249.00	£249.00	£249.00	£249.00	£249.00
Amendment of site licence fee	£249.00	£249.00	£249.00	£249.00	£249.00
Checking & Registering Site Rules	£249.00	£249.00	£249.00	£249.00	£249.00
Fit & Proper Application	£249.00	£249.00	£249.00	£249.00	£249.00

2.0 Charging arrangements

- 2.1** This policy comes into effect on 1st April 2019 and the date annual charges will be due is 1st April 2019. Subsequent year's fees will be due on the 1st April at the beginning of the new financial year.
- 2.2** Where an annual site licence is payable, the request for payment of site licence fees will be made in April each year and must be paid to the Tendring District Council within 28 days from the date of issue.
- 2.3** Payment in full of all fees shall be made with any application for a new site licence, or for amending or transferring a site licence.
- 2.4** Where a payment due to the Council has not been made, the Council may apply to the Residential Property Tribunal, for an order requiring the licence holder to pay the Council the amount due by the date specified in the Order.
- 2.5** Where a licence holder fails to comply with such an Order within the period of 3 months from the date of the Order, the Council may apply to the Tribunal for an Order revoking the site licence.
- 2.6** A licence holder has the right to apply to the Tribunal where they disagree with the licence fee being charged.
- 2.7** The Fee Policy will be kept under review and a new policy will be published when revisions are made.
- 2.8** Any fees charged must fairly cover the costs (or part of the costs) incurred by a local authority under its functions in Part 1 of the Act, other than the costs of enforcement action. They must be reasonable and transparent and whilst different fees can apply to different types of cases, there must be consistency in the fee structure and its application.
- 2.9** The fee scales have been calculated for this year on the basis of the predicted time taken to carry out the relevant administrative and inspection duties multiplied by an hourly rate. Each year the Council will assess its previous costs to check that they were accurate. 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.
- 2.10** The legislation allows the site owner to pass the annual licence fee on each year to residents through their annual 'pitch fees'. If the Council's annual licence fees increase in subsequent years the proportion of the charge that can be passed on is limited to the amount of the charge imposed in the first year and any subsequent Retail Price Index increases will be applied to it. Only the annual fees can be passed on to site residents.

3.0 Charges for Enforcement action

3.1 Where there has been a breach in a site licence condition which comes to the attention of the council we may serve a compliance notice. The Council is able to make a charge to cover the cost of taking the enforcement action and this will apply to all sites, including those exempted from other fees. A detailed breakdown of the relevant expenses will be provided with the compliance notice. Charges would be based on the hourly rate detailed below, in addition to any other costs incurred.

Hourly rate for enforcement costs (Based on the rate for the Environmental Health Manager) = £26.70

3.2 If any works in the compliance notice are not carried out the licence holder commits an offence and the local authority may consider taking legal proceedings. Any costs associated with this process would be at the discretion of the court.

3.3 If any prosecution were successfully taken, the Council would have the power to carry out the works in default of the licence holder. An administration cost of 20% would be added to the cost of the works.

4.0 Breakdown of Costs

4.1 The following tables show the time allocations for each activity identified for the licensing functions and the total fees to be charged.

Process	Annual Site Licence - Fee Structure				
	200+	100 to 199	25 to99	6 to 24	1 to 5
Number of Caravans					
Programme visits send appointment letters and request certain info (mins)	15	15	15	15	15
Check documentation requested/chase (mins)	15	15	15	15	15
Input on CAPS (mins)	5	5	5	5	5
Check history and recent correspondence (mins)	20	15	10	10	10
Site inspection (mins)	420	300	180	90	30
Travel time (mins)	40	40	40	40	40
Download photos; put file notes on CAPS (mins)	60	40	30	20	15
Prepare report of contraventions (mins)	60	50	40	30	30
letter to site owner, cc to RA confirming satisfactory or agreed works over time (mins)	15	15	15	15	15
Add details to CAPS (mins)	5	5	5	5	5
Programme revisit date; inform site owner (mins)	10	10	10	10	10

E mail and telephone enquiries with residents/ site owner (mins)	60	50	40	30	20
Re -visit (mins)	120	90	60	40	30
Travel time (mins)	40	40	40	40	40
Prepare report of contraventions (mins)	40	40	30	20	20
Letter to site owner, cc to RA confirming satisfactory or outstanding works. If o/s continue towards enforcement (mins)	15	15	15	15	15
Update CAPS (mins)	10	10	10	10	10
routine monitoring visits (mins)	120	90	30	0	0
Travel time for routine visits (mins)	30	30	30	45	15
Download photos from monitoring visits; put file notes on MVM3 (mins)	40	30	10	0	0
letter to site owner following monitoring visits, cc to RA confirming satisfactory or agreed works over time (mins)	60	45	15	0	0
Add details to CAPS following monitoring visits (mins)	20	15	5	0	0
Total time (mins)	1220	965	650	455	340
Total time (hours)	20	16	11	7.5	5.6
Hourly rate (£)	25.42	25.42	25.42	25.42	25.42
Total annual charge to site owner (£)	638.00	510.00	350.00	244.00	180.00

Process	Application For New Site Licence- Fee Structure				
	200+	100 to 199	25 to 99	6 to 24	1 to 5
Enquiry received re-application process and forms sent out with covering letter inviting site visit (mins)	30	30	30	30	30
Create licensing worksheet on CAPS (mins)	10	10	10	10	10
Check planning status and any conditions (mins)	30	30	30	30	30
Check any previous history to new site/ adjacent land (mins)	15	15	15	15	15
Update CAPS (mins)	5	5	5	5	5
Appointment arranged to visit site (mins)	10	10	10	10	10
Meet site owner on site and carry out inspection; give advice re conditions and application form and documents required (mins)	210	180	120	90	60
Travel time (mins)	40	40	40	40	40

Update CAPS file notes and download photos (mins)	60	40	30	20	15
Application form received update CAPS (mins)	5	5	5	5	5
check application is full and proper; signed; fee included; documents included (mins)	40	40	40	40	40
Process the fee and send out receipt to owner (mins)	20	20	20	20	20
Update fields on CAPS and attach application form and docs. to worksheet (mins)	10	10	10	10	10
Check certificates for gas, electricity, fire risk assessment (mins)	30	20	20	20	20
Check Land Registry- owner details (mins)	10	10	10	10	10
Review documentation; check suitability of site and site owner :management and financial standing; outstanding licensing issues and debts; undertakings (as set by new Regs)	90	90	90	90	90
carry out a credit check and review	20	20	20	20	20
Clarification of any matters with new owner	20	20	20	20	20
Report to manager recommending approval or refusal or accept undertaking - notify owner	30	30	30	30	60
Update licensing sheet on CAPS ; attach all documents (mins)	20	15	15	15	15
Produce draft licence and site licence conditions (slc) with cover letter detailing works identified as necessary following site inspection (mins)	90	60	60	60	45
Update CAPS (mins)	10	10	10	10	10
Discussions with site owner re works/ conditions, including any requests to amend. (mins)	60	60	45	45	30
Review case with manager, discuss requests for any amendments and redraft if necessary (mins)	30	20	10	10	10
Draft new site licence with slc attached, (mins)	15	15	15	15	15
Manager checks document with file, signed and dated (mins)	50	40	30	20	20
Send site licence and slc to owner; update CAPS and attach documents (mins)	15	15	15	15	15

Update site licence register on system and hard file (mins)	10	10	10	10	10
When site is occupied arrange full site inspection with owner (mins)	10	10	10	10	10
Inspect site against slc, note breaches (mins)	420	300	180	90	30
Travel time	40	40	40	40	40
Update CAPS ; download photos (mins)	40	30	20	15	15
Prepare report of contraventions (mins)	60	60	45	30	30
Letter to site owner (mins)	15	15	15	15	15
Update CAPS and record next inspection date (mins)	15	15	15	15	15
Letter to site owner advising of procedure for annual inspections and next programmed visit (mins)	10	10	10	10	10
total time (mins)	1595	1350	1100	940	845
total time (hours)	26.5	22.5	18.3	15.6	14.8
hourly rate (£)	25.42	25.42	25.42	25.42	25.42
total charge to site owner (£)	844.00	718.00	583.00	498.00	471.00

Process	Application to Transfer Site Licence - Fee Structure				
	200+	100 to 199	25 to 99	6 to 24	1 to 5
Enquiry received and application form sent out with cover letter	30	30	30	30	30
Create worksheet on CAPS and update licensing file on CAPS	15	15	15	15	15
Application form received; check it is a full and proper application, complete, signed and fee included	40	40	40	40	40
Process the fee and send out receipt to owner; request standard documentation	20	20	20	20	20
Update fields on CAPS worksheet and licensing file on MVM3; attach application form and docs.	30	30	30	30	30
Check Land Registry- confirm applicant is the owner of the land; update MVM3	10	10	10	10	10
Review documentation; check suitability of site and site owner :management and financial standing; outstanding licensing issues and debts; undertakings (as set by new Regs)	90	90	90	90	90
carry out a credit check and review	20	20	20	20	20
Clarification of any matters with new owner	20	20	20	20	20

Report to manager recommending approval or refusal or accept undertaking - notify owner	60	60	60	60	60
Re -draft the site licence	20	20	20	20	20
Manager checks draft site licence and authorised officer to sign and date.	20	20	20	20	20
Check details of last site inspection and note any outstanding breaches/ outstanding Compliance Notices	20	20	20	20	20
Send new site licence to the site owner with details of outstanding breaches, copies of Compliance Notices with timescales for compliance. Advise of next programmed site inspection date.	50	50	50	50	50
Add new licence to electronic folder and update MVM3; attach all docs	15	15	15	15	15
Update site licence register on system and hard file	10	10	10	10	10
total time (mins)	470	470	470	470	470
total time (hours)	7.83	7.83	7.83	7.83	7.83
hourly rate	25.42	25.42	25.42	25.42	25.42
total charge	249.00	249.00	249.00	249.00	249.00