

REPORT TO	ON
FULL COUNCIL	21 MARCH 2018



September 2017

TITLE	REPORT OF
RESIDENTIAL CARAVAN SITES – PROPOSED ADOPTION OF: (1) MODEL STANDARDS 2008; (2) DRAFT MOBILE HOME FEE POLICY; AND (3) ASSOCIATED DOCUMENTATION	PETER HAYWOOD

Is this report confidential?	No
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### 1. PURPOSE OF THE REPORT

This report invites members of full Council to formally adopt:

- the Model Standards 2008 (Appendix 1 to the attached report);
- the draft Mobile Homes Fee Policy (Appendix 2 to the attached report); and
- associated documentation (Appendices 3 and 4 to the attached report).

### 2. RECOMMENDATIONS

Members of full Council are requested to:

- 2.1 with regard to future applications for a site licence, formally adopt the Model Standards 2008 (Appendix 1 to the attached report) and a draft application form (Appendix 4 to the attached report); and
- 2.2 with regard to both the existing holders of and future applicants for a site licence, formally adopt the draft Mobile Homes Fee Policy (Appendix 2 to the attached report) and the associated methodology for determination of fees (Appendix 3 to the attached report).

### 3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, green and safe	x	Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	x

### 4. BACKGROUND TO THE REPORT

- 4.1 On 20 February 2018, the General Licensing Committee received a report detailing the outcomes of a consultation exercise relating to residential sites for mobile homes. The consultation exercise related to two issues:

- a) the proposed adoption of the Model Standards 2008, these in effect being a set of government-sponsored conditions which are intended as a blueprint for how residential caravan sites should be set out and managed. The Model Standards are revised over time, but the 2008 version has not been formally adopted by this authority; and
- b) the draft Fee Policy, which (if adopted) would enable the Council to introduce charges for certain licensing activities, including the recovery of enforcement costs in certain situations.

4.2 A copy of the report presented to the General Licensing Committee on 20 February 2018 is attached to this report as Appendix A. (Appendix A has a total of 5 sub-appendices which are also attached to it).

4.3 The meeting on 20 February was attended by members of the public and a local site owner. After considering the consultation responses (along with comments made from the floor during the meeting), members of the General Licensing Committee recommended that the Model Standards 2008 and the draft Fee Policy (along with associated documentation) should be forwarded to full Council on 21 March 2018 for formal adoption.

## 5. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

### 5.1 Comments of the Statutory Finance Officer

There are no financial implications arising from the recommendations in this report, however if a fees policy is adopted this will generate income to the Council, but only on a cost recovery basis.

### 5.2 Comments of the Monitoring Officer

In order for the Council to charge any fees under the Mobile Homes Act 2013, a Fees policy must be adopted. Furthermore, it is imperative that the Council adopts the Model Conditions 2008 to ensure that the standards applied for any future applications are at a level recommended by government.

<b>Other implications:</b>	
▶ <b>Risk</b>	Failure to formally adopt the 2008 Model Standards would prevent these standards being applied to future applicants for site licence. Should the Council decide that it wishes to charge fees under the Mobile Homes Act 2013, a Fees Policy must be adopted.
▶ <b>Equality &amp; Diversity</b>	None
▶ <b>HR &amp; Organisational Development</b>	None
▶ <b>Property &amp; Asset Management</b>	None
▶ <b>ICT / Technology</b>	None

## 6. BACKGROUND DOCUMENTS

Appendix A - attached report to General Licensing Committee on 20 February 2018 – Residential Caravan Sites

SMT Member's Name – Peter Haywood  
Job Title – Revenues Manager

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