

West Suffolk Mobile Home/Park Home/Caravan Site Licence guidance

If you allow your land in the West Suffolk area to be used as a caravan site, you are required to be licensed by West Suffolk Council. Conditions may be attached to your licence.

Licence conditions may:

- Restrict when caravans can be on the site for human habitation
- Restrict the number of caravans that can be on the site at any one time
- Control the types of caravans on the site
- Control the positioning of the caravans
- Regulate the use of other structures and vehicles including tents
- Ensure steps are taken to enhance the land, including planting/replanting of bushes and trees
- Impose fire safety and fire fighting controls
- Ensure that sanitary and other facilities, services and equipment are supplied and maintained.

You must be entitled to use the land as a caravan site. Licences will not be issued to applicants who have had a site licence revoked within three years of the current application.

The Mobile Homes Act 2013

The Mobile Homes Act 2013 received Royal Assent on 26th March 2013. This Act aims to improve housing standards, give greater protection to home owners and provide more effective enforcement action by local authorities regarding licence obligations.

The Mobile Homes Act 2013 amends the Caravan Sites and Control of Development Act 1960 by introducing (amongst other matters) new provisions in relation to local authority powers with effect from 1st April 2014.

These powers are:

- To charge fees for new residential site licences, licence transfers and variations
- To charge an annual fee to existing residential site licence holders
- To refuse a licence (or to refuse to transfer a licence) if necessary
- To serve and enforce 'compliance notices' and undertake emergency works together with the power to recover expenses and costs relating to works in default.
- For the Local Authority to be the keeper of 'Site Rules.' These rules must be deposited with the authority by site operators by the February 2015. The Act allows a small fee to be charged for depositing these rules.

The 2013 Act has also introduced new laws to address malpractice across the mobile homes sector. For example, it removes opportunities for site operators

to block sales and requires them to agree new site rules with park home residents. Many of these provisions are now in force but do not affect local authority powers and duties.

Mobile/Park Homes/Caravan Sites Licence

Licence Fees

The 2013 Act requires that where a local authority intends to charge fees it must prepare and publish a fee policy, which can be revised from time to time.

- **Fees Policy (insert link to policy)**

The Fees adopted by the Council are as follows:-

Number of Pitches	Cost of New Application	Annual Fee/Admin & Monitoring
3 - 5 pitches	£200	£126.05
6 - 24 pitches	£225	£240.46
25-99 pitches	£240	£558.48
100-199 pitches	£260	£1386.50
200+ pitches	£260	£2268.83

Cost of Laying Site Rules £25

Cost of Variation/Transfer £100

Sites that are for **holiday use** only or are only allowed units stationed on them at certain times of the year are **exempt** from licensing fees.