



Mobile Homes and Caravan Policy

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1.0 INTRODUCTION

- 1.1 Knowsley Council (“the Council”) grants licences for sites that have planning permission for a caravan site. This policy reflects changes to the Caravan Sites and Control of Development Act 1960 introduced by the Mobile Homes Act 2013 (“the Act”). This has introduced a new licensing scheme that enables the Council to charge fees for site licence compliance. The fees are payable by the Site Owner or Licensee.
- 1.2 The policy applies to residential caravan sites only which are referred to as “relevant protected sites” in the legislation. These are typically known as residential parks, mobile home parks and gypsy, roma and traveller residential sites.
- 1.3 Section 5(A)(5) of the Act defines a relevant protected site as any land used as a caravan site other than 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
- 1.4 The legislation enables the Council to charge for a range of licensing functions in relation to relevant protected sites. The policy sets out the relevant charges and how they have been calculated. It also describes the enforcement powers that the Act has provided to officers in situations where owners are not managing and monitoring their sites and its services.

2.0 FEES

- 2.1 The Act enables the Council to charge on a cost recovery basis for the following functions.
 - Annual licence fees for the administration and monitoring of site licences
 - Consideration of applications for the issue of a licence
 - Consideration of applications for transfer of a site licence
 - Consideration of applications for altering conditions of a site licence
 - Depositing of site rules with the Council
 - Inclusion of relevant persons to the Fit and Proper Person Register

2.2 This policy sets out all the relevant fees and charges which have been determined on a cost recovery basis after taking into consideration the estimated time and costs involved in undertaking activities including:

- Administration costs incurred in the licensing process
- Annual visit to ensure compliance with site licence conditions
- Re-visits to ensure compliance with any outstanding work required
- Associated travel costs
- Maintenance and development of IT systems
- Support and shared services costs (e.g. legal)

2.3 The policy fulfils the requirements of the Act to publish fees and charges to ensure that the process of setting fees is both proportionate and transparent.

2.4 The site owner or licensee is responsible for payments of all associated fees and is only allowed to pass on the cost of the annual licensing fee to site residents.

3.0 **ANNUAL FEE**

3.1 All relevant protected sites must pay an annual fee to the Council for the administration and monitoring of licences. The fee is due on 1 April 2025 and annually thereafter. The fees that will be payable from 1 April 2025 can be found on the Council's website: [Appendix A - Fees and Charges.pdf](#)

3.2 Government guidance provides several options to calculate fees. The Council has determined that the most equitable approach is to base costings in relation to the number of units per site as contained in the relevant planning permission. If information as to the number of permissible units is not available, then the number of units in the existing site licence conditions will be used.

3.3 The charging rates have been split into different bands which have been set as follows:

- Band A: 1 – 10 caravans
- Band B: 11 - 50 caravans
- Band C: 51 - 100 caravans
- Band D: 101 - 200 caravans

3.4 Each year the actual costs of administering the licensing functions will be calculated and any surplus or deficit in costs will be considered when setting the following year's fees.

4.0 NEW LICENCE APPLICATIONS

- 4.1 New sites are required to apply for a site licence on a non-refundable basis as this will cover the administration and verification of application documents whether granted or refused. The fee will be inclusive of the annual fee.
- 4.2 The Council may only issue a licence for a site with a valid and correct planning permission for its use.

5.0 LICENCE AMENDMENTS

- 5.1 In instances where a licence holder wishes to transfer the licence then an application must be made to the Council for which a fee is payable to cover administration costs. Similarly, where a licence holder requests an amendment to site licence conditions, a fee will be charged to cover costs which include consulting residents or any resident associations. All fees are payable at the application stage.
- 5.2 No charges are payable if a change to licence conditions is made by the Council requiring the change.

6.0 DEPOSITING OF SITE RULES

- 6.1 Site rules are different to site licence conditions in that they are neither created nor enforced by the Council. They are a set of rules created by the site owner which are intended to ensure that acceptable standards are maintained to promote and maintain community cohesion on the site.
- 6.2 The legislation requires site rules to be deposited with the Council which needs to be satisfied that the rules have been made in accordance with statutory procedure. An up-to-date register of site rules will be maintained by the Council and published on its website.
- 6.3 The Council will charge a fee to cover the costs incurred in undertaking these functions. Such fees will be payable when the site owner sends the site rules for deposit or notifies the Council of any changes to the site rules.

7.0 FIT AND PROPER PERSON REGISTER

- 7.1 The Act requires the Council to be satisfied that the occupier of the land used as a relevant protected site, or a person appointed to look after the site is a fit and proper person. The Council will maintain a register of fit and proper persons. If necessary, the Council can appoint a person to manage the site.
- 7.2 A fee will be charged to cover the cost of administering this function which must accompany the application to be included in the register. Fees include checks on the applicant's background in management and their financial

standing. The site owner may only apply if they hold or have applied for a site licence. Such licences will be for a period not exceeding 5 years.

7.3 The applicant has the right to appeal to the First Tier Tribunal against any decision to:

- Include the relevant person on the register for a period of less than 5 years
- Include the relevant person on the register subject to conditions
- Reject the application

8.0 **ENFORCEMENT**

8.1 Any enforcement action taken by the Council will be in accordance with the Corporate Enforcement Policy [Place | Knowsley Council](#). In general, emphasis will be placed on advice and education in the first instance. Formal action will be taken only if the circumstances justify this approach including situations where informal action has failed to secure an acceptable outcome.

8.2 The Council has the power to serve a compliance notice where there has been a breach of site licence conditions. This will set out how the site owner needs to comply with the relevant conditions and the timescale involved.

8.3 Failure to comply with the notice is a criminal offence and the Council may consider prosecution. On conviction, the Council would be able to serve notice to enter the site and carry out works in default. In addition, a notice can be served on the site owner enabling the officers of the Council to enter the site and take emergency action where there is an imminent risk of serious harm.

8.4 Enforcement fees arising from action taken under paragraphs 8.2 and 8.3 will be charged in order to recover the costs incurred for inspection, notice preparation and obtaining expert advice.

9.0 **REVIEW OF THIS POLICY**

9.1 This policy will be reviewed on a regular basis to ensure that it reflects current Government guidance and that the fees are up to date. In addition, the Council will ensure that all relevant officers are familiar with this policy and implement it in their enforcement activity.

10.0 **COMMENTS**

10.1 If you wish to contact the Council to comment on or ask a question about this policy, then please use the contact details below:

- Web: [KMBC - Have your say \(mendixcloud.com\)](https://mendixcloud.com)
- Post: Customer Liaison Team, Knowsley Council, Archway Road, Huyton L36 9UX
- Telephone: 0151 443 4712

11.0 **AVAILABILITY**

- 11.1 This policy is available on the Council's website. If you wish to receive this policy in another format, then please contact us using the details above.

12.0 **LINKS**

[Mobile Homes Act 2013: a best practice guide for local authorities on enforcement of the new site licensing regime - GOV.UK](#)

[Guide for local authorities to the setting of licence fees](#)

[The Mobile Homes \(Requirement for Manager of Site to be Fit and Proper Person\) \(England\) Regulations 2020](#)